



**REGULAR MEETING OF THE  
PLANNING COMMISSION AND CITY COUNCIL  
OF THE CITY OF WESTMORLAND**

**WEDNESDAY, FEBRUARY 21, 2024**

**6:00 P.M.**

**City Hall Council Chambers**

**355 South Center Street,**

**Westmorland, CA 92281**

*Mayor's Message*

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

***Brown Act AB 361:***

**Location:** Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor  
Xavier Mendez- Mayor Pro-Tem  
Ana Beltran- Council Member  
Justina Cruz- Council Member  
Ray Gutierrez- Council Member

---

**Call to Order:**

**Pledge of Allegiance & Invocation:**

**Roll Call:**

**Approval of the Agenda:**

**Oral Communication-Public Comment:** Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record.

**Staff Reports Non-Action Items:**

Fire Department - Sergio Cruz

Police Department – Chief Monita

City Manager- Laura Fischer

Public Works Director - Ramiro Barajas

City Hall Supervisor/City Treasurer– Tami Castro

City Clerk – Christine Pish

**Consent Agenda:** Approve the Consent Agenda Items 1-4.

1. Approval of Meeting Minutes from November 15, 2023, December 6, 2023, Special Meeting for December 21, 2023 and Regular Meeting Minutes for January 17, 2024.

2. Approval of City Warrant List.
3. Approve Payment to Desert Valley Power Systems For Repairs to the Automatic Control Screen On Transfer Switch For Fire Department In The Amount Of \$3,160.63.
4. Authorize Payment of Invoice to Dudeck Engineering In The Amount of \$30,000 For Shop Drawings and Submittals for the New Water Filter Project.

**Regular Business:**

5. Discussion/Action to Clear the Abatement Notice for Property Located at 396 N. H Street.
6. Discussion/Action to Appoint a Permanent Member to the Local Agency Formation Commission, Imperial County Transportation Commission, Southern California Association of Governments and Imperial Valley Resource Management Association.
7. Discussion/Action to Authorize Staff to Develop Projects for Submittal to the USDA Grant Programs.
8. Discussion/Action to Authorize Staff to Develop Projects for Submittal to the Assistance to Fire Fighters and SAFER grants.
9. Discussion/Action to Purchase Folding Machine in the Amount of \$816.73 for Water/Sewer/Trash Monthly Billing.
10. Discussion/Action to Authorize Primo Construction to Make Necessary Repairs/Replacement of Fire Hydrant, Valve, and Water Line at Boarts Road in an Amount Not to Exceed \$20,409.
11. Discussion/Action to Submit a Scoping Letter to County of Imperial Regarding Lithium Valley PIER.
12. Discussion/Action to Adopt Resolution 2024-02 Establishing Bank Signatory Authority at US Bank, Mechanics Bank and Sun Community Federal Credit Union
13. Review and Discuss Draft Water Master Plan.
14. Review and Discuss Draft Housing Element.
15. Set a Special Meeting Date and Time to Develop Westmorland's Strategic Plan.

**Closed Session:**

- Public Service Employee Performance Evaluation (Gov't. Code §54957(b)(1).)

**Adjournment:** Next regular scheduled meeting March 6, 2024.

Council meetings are Open to the Public  
If you need further assistance, please email the City Clerk  
[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)



**David & Sons**

**Truck Repair**

**Inc.**



1597 Main Street  
Brawley, CA 92227

Phone: 760-344-7979  
Fax: 760-344-7676

**PRICE QUOTATION**

Date: 2/16/24

Fax #: \_\_\_\_\_

To: Laura Fischer

Company: Westmorland Fire Dept

From: Red

Re: Fire Truck # 6131

Engine Kit/Components	2,895.59
Cylinder Head (New)	3,899.00
Fuel Injector / Fuel Components	1,195.00
MIS. Filters, Oil, Bolts, ETC	650.00
Labor	4,850.00

PRELIMINARY QUOTATION	Parts	13,489.59
Prices subject to adjustment after tear down	Labor	
	Freight	
	Incidentals	
	Tax	978.00
	Total	14,467.59

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 21, 2024

**FROM:** Laura Fischer

**SUBJECT:** **Staff Report – Part-Time Manager**

---

### **Finance:**

#### Audits:

All of the documents requested by the auditor for 2020, 2021, 2022 and 2023 have been submitted. The City's Financial Transaction Report was also prepared by our Financial Accountants, signed by the City Treasurer and submitted to the State Controller's Office.

#### EDBG Loan Reconveyance:

Staff worked several days trying to locate the receipt book that verified the loan payoff of Loan #708. The property owner was in escrow, the City showed the loan was paid, but there we did not find any documentation to show the loan payoff. Staff worked with the escrow company and they were able to provide a copy of the check to prove payment. The escrow company prepared the Deed Reconveyance, and city staff had the document signed, notarized, and recorded.

#### CDBG Account Reconciliation:

I have been working on the CDBG residential account audits and was able to reconcile FY 2023. Our next step is to provide written communication to our clients with principal and interest (if applicable) for next FY.

#### Possible Funding Opportunities:

I attended a meeting with Congressman Ruiz' staff where they presented Federal funding options available through the Congressman's office. Projects that could be included in an application from the City are: New Public Safety Building for Fire and/or Police.

I met with USDA State Director and local staff and received information on possible funding for equipment in the City. This item is on the agenda.

#### Public Safety Maintenance of Effort – ½ Cent Public Safety Sales Tax:

We are still waiting to hear back from the County Auditor's Office regarding the ½ Cent Public Safety Sales Tax.

#### Police Department Financial Analysis:

I have been working on the financial analysis of the police department.



## **Administration:**

### Interviews:

I assisted Chief Molita with police office interview schedules.

Board of State and Community Corrections grant. The City has received this grant, but has not submitted the reports. I have been working to bring the City into compliance.

County Environmental Justice Element Regarding Fire Protection Services. The City received a request for information from the Imperial County Environmental Justice Element regarding our fire service. I forwarded this information to the Chief and will follow up to make sure it is submitted.

### CR&R Agreement Update:

I have a draft Agreement from CR&R and have been working to get a summary of changes to the Amended Agreement. I was unable to get this summary together for this meeting, but have reviewed most of the Agreement and will get through it by next meeting.

Assistance to Fire Fighters Grant. I have been working with Chief Cruz to identify what needs he may have for his department that can be funded through this grant. He identified a new fire truck and staff (if authorized by Council on 2/21) will prepare the grant application.

**Hours Worked from 1/15/24 through 1/29/24 (two weeks) = total of 41.5 hours**

### *Public Works:*

Met with Hamby to receive files and update on projects.

Attended zoom meeting regarding water filters.

Attended ICTC Management meeting

Attended CCMA Meeting

Attended meeting with County Fire Chief

### *Grants:*

Corresponded with USDA staff regarding equipment grant. Attended meeting regarding Federal funds from Congressman Ruiz. Researched application for Assistance to Fire Fighters Grant. Corresponded with Ms. Nava regarding Parks Per Capita grant, LEAP funding close out, and Housing Element approval process.

### *Finance:*

Prepared the financial analysis for the police department and for customer requesting change of water service classification.

### *Ordinances:*

Worked with staff to identify scanned ordinances. Staff should have this project completed by March. We are trying to get our Ordinances codified so we can access them online.

*City Council Meeting:*

I prepared an analysis of customer bill, prepared past due and current minutes, and prepared agenda and reports for February 7<sup>th</sup> and the 21<sup>st</sup> meetings.

Respectfully Submitted,  
Laura Fischer



355 South Center Street · Post Office Box 699  
Westmorland, California 92281  
Tel: (760) 344-3411 · Fax (760) 344-5307

## CITY OF WESTMORLAND

FROM THE DESK OF: RAMIRO BARAJAS  
PUBLIC WORKS DIRECTOR

February 15, 2024

Public Works Department Staff Report:

Mayor and Council,

**Water Plant Update:** 4<sup>th</sup> Quarter DBP, TOC, Progress, MRDL, and TTHM/HAA5 2023 Report was submitted along with the January 2024 Monthly Report. TTHM levels were slightly above the threshold so public notification will be required. Staff has started to flush fire hydrants aggressively, along with adjustments at the treatment plant to lower TTHM's in the following reporting quarter. Water Storage Tanks were cleaned and inspected by Inland Potable Services, we are waiting for a full report on their findings.

**Wastewater Plant Update:** Process is back on track; staff is installing a spray nozzle system at the oxidation ditch to control/reduce filamentous bacteria to help with foam and settling issues. RAS pump wear plate was replaced.

**Parks Dept. Update:** An 8-foot section of fence panel on the East side of swimming pool fence perimeter collapsed due to rust. Staff will be repairing next week. It was temporarily fixed.

**Streets Dept. Update:** The drain ditch on West 7<sup>th</sup> street was partially cleaned for large debris before the rain storm. The stop sign at North I/West 8<sup>th</sup> street was relocated due to new sidewalk being installed. Staff will be repairing potholes at various location around town.

**Vehicle Fleet Update:** Backhoe tires were replaced by Parkhouse Tire Company. Backhoe service was performed including transmission oil change by Cat Empire. The Chevy Silverado 2500 will be going in for an oil change.

**Earthquake Update:** No significant damages were reported at WTP/Storage Tanks/WWTP/City Buildings.

**Quotes Updates:** Fire Hydrant replacement quotes were received and will be presented to city council.

---

**Public Works Update:** Water meter and curb stop valve were relocated at 496 North I street, due to new sidewalk installation. New water service line was installed at 492 North I street to new home construction. New sewer line will be installed within a couple weeks. Westmorland School is requesting a new 1 ½" water line at the Little League Field due to new commercial toilets and plumbing fixtures being installed. Superintendent Richard Cordero is requesting the City to waive the labor cost on the new water line installation. The school has agreed to pay all the materials and fees associated with this installation.

Respectfully,

Ramiro Barajas  
Public Works Director

**CITY OF WESTMORLAND  
CITY COUNCIL REPORT**

**DATE:** January 7, 2024

**FROM:** Tami Castro

**SUBJECT: Staff Report -City Hall Supervisor / City Treasure for January 2024**

**Front Office:** For the Month of January 2024 City Hall Staff has worked hard to get all task done in a timely manner billing statements were sent out before February 1<sup>st</sup> 2024.

**Supervisor/ City Treasure report:** Audits for years 2019-2022 were uploaded to Audit portal as of submittal date January 19, 2024. I am currently now finishing up year 2023 submittal date for documents is January 31, 2024. I assisted our City Clerk with providing documentation for a resident requesting monthly bills for 2 years and all zoning ordinances. All documents for Mr. Hamby's Street project (DUDEK's invoicing, time cards) were submitted to Mr. Lawler and approved.

- **Business License -NA**
- **Building Dept-** The City issued four (4) building permits for the month of January 2024 All current building structures are being scheduled and inspected accordingly. All building reports for the month of December have been submitted to CHF-CIRB
- **Cal Recycle-** The city is currently staying on top of each NOIC task per Cal Recycle's requirements. Monthly Meeting and Bi Monthly reports have been submitted in a timely manner. Cal recycle has added a few more task to the NOIC for the city to start reporting for also we are in Teir 2 as of January 1, 2024 this means the city will be keeping track of the school and how much food there are generating and how much should be donated/generated back into the city.
- **Abatement Notices-** There are six (6) residents that are on the abatement list for inspection\review. There are two out of the six that are 80% done with there yard clean up. By next meeting I will be following up to close out their file
- **Finance-** All invoices/statements are paid to current as of January 2024

City Hall staff will continue to work productively and provide good service to the city and residents of Westmorland.

Respectfully Submitted,  
Tami Castro

# CITY OF WESTMORLAND CITY COUNCIL REPORT

**DATE:** February 21, 2024 **UPDATED**

**FROM:** Christine C. Pisch

**SUBJECT: Staff Report – City Clerk/ Water Clerk Department**

---

## March 5<sup>th</sup> Election:

I have been in contact with the Imperial County Elections office setting up rental arrangements for the March 5<sup>th</sup> Elections. 02/01/2024 submitted back the Authorization document finalizing our date arrangement.

## Information Request(s):

On January 24<sup>th</sup> Mrs. Mallory submitted a request in requestion Zoning ordinances, her request was completed within the 7-day period and mailed out on February 1<sup>st</sup>.

## FPPC (Fair Political Practice commission):

I have successfully submitted, on January 31<sup>st</sup>, all of council's 700 forms along with our City Manager and new City Treasure. Currently waiting to receive copy from City Attorney for personal file.

**UPDATE:** February 14, 2024, I contacted Teri Nava requesting her to submit her signed 700 form. She needs to fill one in as she is no longer Treasurer. I am currently waiting for her submission.

## Email Follow-ups:

I have been currently following up on missed emails from the past month of December and January of information requests and League of City Events.

## CDBG: **UPDATE**

January 10, 2024 Old Republic Title contacted the city in regards of the 351 W Main Street, an old CDBG account. They were requesting a copy of payment pay off and the reconveyance document. After a few days of looking the title company located the payoff documents. The loan reconveyance was signed and submitted to the Imperial County Recorders' office. Once recorded the City will receive a copy.

Respectfully Submitted,  
Christine C. Pisch

**REGULAR MEETING OF THE PLANNING COMMISSION AND CITY  
COUNCIL OF THE CITY OF WESTMORLAND  
6:00 PM WEDNESDAY, NOVEMBER 15, 2023**

**MINUTES**

Call to Order – Mayor Judith Rivera  
Pledge of Allegiance & Invocation  
Roll Call Oral Communication – Public & Staff

**IN ATTENDANCE**

J. Rivera, A. Beltran, R Gutierrez, X. Mendez, J. Cruz

*Mayor's Message*

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

***Brown Act AB 361:***

---

**Location:** Westmorland City Hall Council Chambers 355 S Center Street

**Regular City Council Meeting:**

**Oral Communication-Public**

1. Westmorland 4-H Program- Proclamation National 4-H month of November.

Westmorland 4-H presented a Proclamation for National 4-H month. 4-H members read aloud the Proclamation declaring November as National 4-H month.

Alex Cardenas and Lee Hernandez from IID presented a new program to assist with energy bills.

Council Member Cruz announced a Thanksgiving dinner being served at the senior center.

Stella Mata expressed her concerns about traffic violations in the City.

Roy Rosas expressed concerns about Street Lights and the need for more police presence in towns.

**Council, Staff & Consultants – Discussion/Action:**

1. Discussion/Action: Approval on RESOLUTION 23-15 FOR ACCEPTING FUNDS FROM THE 2021-2022 COPS FUNDS GRANT (AB 1584) - Interim Chief Monita  
Resolution approved with a motion by Beltran, seconded by Mendez. Motion passed 5/0
2. Discussion/ Action: Appoint New Mayor and Department Commissioners. - City Council  
No Action taken.
3. Discussion/Action: Abatement Notice Update at 230 W. Second St.- Tami Castro City Hall Supervisor  
Extension granted to property owner until February 15, 2024. Motion approved 5/0.
4. Discussion/Action: SCDR Grant Fund Shift Request- Joel Hamby Streets Director  
Motion was approved by a vote of 5/0.

**Consent Agenda:**

1. Approval/Action: Approval on Meeting Minutes for November 1, 2023 & City Warrants.

**Staff Reports Non-Action Items:**

- Fire Department - Sergio Cruz
- Public Works Director - Ramiro Barajas
- City Hall Supervisor – Tami Castro
- City Treasurer- Teri Nava
- City Clerk – Marissa Crenshaw

**Closed Session:**

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation and possible management position (Gov't. Code §54957(b)(1).) Westmorland Police Department, Public works maintenance worker for approval of hiring, City Manager– City Council No Reportable Action

**Adjournment:** Next regular scheduled meeting December 6, 2023.  
Motion to Adjourn was approved 5/0.

Council meetings are Open to the Public  
If you need further assistance, please email the City Clerk Email  
[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)





**REGULAR MEETING OF THE PLANNING COMMISSION AND CITY  
COUNCIL OF THE CITY OF WESTMORLAND  
6:00 PM WEDNESDAY, DECEMBER 6,**

**MINUTES**

Call to Order – Mayor Judith Rivera  
Pledge of Allegiance & Invocation  
Roll Call Oral Communication– Public & Staff

*Mayor's Message*

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

*Brown Act AB 361:*

**Location:** Westmorland City Hall Council Chambers 355 S Center Street

COUNCIL IN ATTENDANCE

J. RIVERA, A. BELTRAN, J. CRUZ, R. GUTIERREZ, X. MENDEZ

---

**Regular City Council Meeting:**

Old Business:

Oral Communication-Public

Alex from IID regarding reliable power to the City of Westmorland.  
Stella Casa regarding a problem with water in the street from overwatering.  
Darlene Barber regarding senior center open. Thanks Council

**New Business:**

Council, Staff & Consultants – Discussion/Action:

1. Discussion/Action: To award Bid to A & N Quality Builders- RESTROOM REHABILITATION POOL SHADE COVER-BID No.2023-001 -Teri Nava/City Council  
Motion to approve Resolution approved by vote of 5/0.
2. Discussion/ Action: *Resolution No.23-15*- Abatement/Quote approval on 396 N. H. St. -Tami Castro. Motion to extend deadline until February 15th was approved with a vote of 5/0.
3. Discussion/Action: Encroachment on 496 N. I. St. -Xavier Mendez. Discussion Only.
4. Discussion/Action: To accept FERP20L 5278(019) S. Center St. paving project as complete. -Mr. Hamby. Motion to approve with a vote of 5/0.
5. Discussion/Action: To approve change order #1 for the LPPSB1L 5278(021) Pedestrian, Drainage Improvement Project. -Mr. Hamby. Motion to approve with a vote of 5/0.
6. Discussion/Action: To approve change order #1, Accept the project and authorize the filing of the notice of completion. -Mr. Hamby. Motion to approve with a vote of 5/0.

7. Discussion/Action: To approve amendment to City/Dudek agreement for AWC design services for \$165,000. -Mr. Hamby. Motion to approve with a vote of 5/0.
8. Discussion/Direction: Regarding seeking funding for 2 filters. -Mr. Hamby  
Discussion Only.
9. Discussion/Action: *Resolution No.23-16* 2021-2022 COPS fund grant (AB 1584). -Perry Monita  
Motion to approve Resolution No. 23-16 was approved with a vote of 5/0.

**Consent Agenda:**

1. Approval/Action: Approval on Meeting Minutes for November 15, 2023 & City Warrants.

**Staff Reports Non-Action Items:**

- Fire Department - Sergio Cruz
- Public Works Director - Ramiro Barajas
- City Hall Supervisor/City Treasurer – Tami Castro
- City Clerk – Marissa Crenshaw

**Closed Session:**

- o Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation and possible management position (Gov't. Code §54957(b)(1).)

**Adjournment:** Next regular scheduled meeting December 20, 2023.

Motion to adjourn was approved with a vote of 5/0.

Council meetings are Open to the Public  
If you need further assistance, please email the City Clerk Email

[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)





**SPECIAL MEETING OF THE PLANNING COMMISSION AND CITY  
COUNCIL OF THE CITY OF WESTMORLAND  
6:00 PM WEDNESDAY, DECEMBER 21, 2023  
MINUTES**

Call to Order – Mayor Judith Rivera  
Pledge of Allegiance & Invocation  
Roll Call Oral Communication– Public & Staff

*Mayor's Message*

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

***Brown Act AB 361:***

**Location:** Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor  
Xavior Mendez- Pro-Tem Mayor  
Ana Beltran- Council Member  
Ray Gutiérrez- Council Member  
Justina Cruz- Council Member

---

**Regular City Council Meeting:**

**Old Business:**

1. Discussion/Action: Completion of SR86/MARTIN RD. Intersection traffic count report. -  
Joel Hamby Streets Director.  
Motion Passed 5/0.
2. Discussion/Action: (LPPSB1L 5278021) Pedestrian Improvement Project change order. -  
Joel Hamby Streets Director.  
Motion Passed 5/0.
3. Discussion/Action: Measure D South Center Street Paving Project completion.  
-Joel Hamby Streets Director.  
Motion Passed 5/0.
4. Discussion/Action: (FERP20L 5278019) South Center Street Paving Project completion.  
-Joel Hamby Streets Director.  
Motion Passed 5/0.

**Council, Staff & Consultants – Discussion/Action:**

Resolution 23-18 accepting funds from the 2022-2023 COPS fund grant (AB 1584) - Perry Monita  
Chief Interim

Motion Passed 5/0.

1. Discussion/Action: In regarding Federally – funded S. Center Street Paving Project – Joel Hamby Streets Director

Motion Passed 5/0.

Consent Agenda:

1. Approval/Action: Approval of Meeting Minutes for December 6 & November 15th, 2023 & City Warrants.

Motion Passed 5/0.

Staff Reports Non-Action Items:

- Fire Department - Sergio Cruz
- Public Works - Ramiro Barajas
- City Hall Supervisor/ City Treasurer- Tami Castro
- City Manager- Laura Fischer
- City Clerk – Marissa Crenshaw

Closed Session:

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation and possible management position (Gov't. Code §54957(b)(1).) – City Council

Adjournment: Next regular scheduled meeting January 3, 2023.

No reportable action taken. Motion to adjourn passed 5/0

Council meetings are Open to the Public  
If you need further assistance, please email the City Clerk Email  
[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)





**REGULAR MEETING OF THE PLANNING COMMISSION  
AND CITY COUNCIL AND THE REDEVELOPMENT  
AGENCY OF THE CITY OF WESTMORLAND  
6:00 PM WEDNESDAY, January 17, 2024**

**MINUTES**

Call to Order – Mayor Judith Rivera  
Pledge of Allegiance & Invocation  
Roll Call

*Mayor's Message*

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

***Brown Act AB 361:***

**Location:** Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor - PRESENT

Xavier Mendez- Mayor Pro-Tem - PRESENT

Ana Beltran- Council Member - ABSENT

Justina Cruz- Council Member - PRESENT

Ray Gutierrez- Council Member - PRESENT

---

**Regular City Council Meeting:**

**Oral Communication-Public Comment:** Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record.

1. Presentation from Imperial Valley Equity & Justice Coalition regarding Lithium Valley developments. – Fernanda Vega  
Ms. Vega and her coworker presented information on the Imperial Valley Equity & Justice Coalition and invited the City to hear about the Lithium Valley developments.

**New Business:**

2. Information Only – Mid Year Budget Report – Laura Fischer, Manager  
The Mid-Year Budget was presented and open discussion was held regarding the mid year budget report.
3. Appoint Council Members to Serve on Commissions – Judith Rivera, Mayor  
The Mayor appointed Council Members to serve on commissions.

**Old Business:**

4. Discussion/Action: Authorize the increase in uniform allowance for Westmorland Police Officers from \$600.00 per year to 1,000.00 per year. – Perry Monita, Chief of police

Chief Monita presented a request to increase uniform allowances for Westmorland Police Officers. Motion was made by J. Cruz and seconded by R. Gutierrez. Motion passed with a vote of 4-0 with one absent.

Ayes: Gutierrez, Mendoza, Cruz and Rivera

Noes: None

Absent: Beltran

5. Discussion/Action: Authorize the Mayor to Execute a Deed Restriction for the State Per Capita Park Grant – Teri Nava

Teri Nava presented a report and Deed Restriction for approval to execute a deed restriction for the State Park Per Capita Park Grant. Motion was made by X. Mendez, seconded by R. Gutierrez. Motion passed with a vote of 4-0 with one absent.

Ayes: Gutierrez, Mendoza, Cruz and Rivera

Noes: None

Absent: Beltran

#### **Consent Agenda:**

Motion was made to approve the Consent Agenda as presented. Motion was made by J. Cruz and seconded by X. Mendez. Motion was passed with a vote of 4-0 with one absent.

Ayes: Gutierrez, Mendoza, Cruz and Rivera

Noes: None

Absent: Beltran

6. Approval/Action: Approval of Special Meeting Minutes for December 21, 2023 and Regular Meeting Minutes for January 3, 2024.
7. Approve/Action: Approval of City Warrants.

#### **Staff Reports Non-Action Items:**

- Fire Department - Sergio Cruz - NONE
- Public Works Director - Ramiro Baraja
  - Mr. Barajas presented two written reports for review and discussion.
- City Manager- Laura Fischer – Manager
  - Ms. Fischer presented two written reports for review and discussion.
- City Hall Supervisor/City Treasurer– Tami Castro - NONE
- City Clerk – Marissa Crenshaw - ABSENT

**Closed Session:**

**Council adjourned into Closed Session at 6:44pm.**

- Public Service Employee Performance Evaluation (Gov't. Code §54957(b)(1).)

Council returned to Open Session at 7:18pm.

Mayor Rivera announced action taken at Closed Session:

Council accepted the resignation of City Clerk Marissa Crenshaw. Council provided direction to staff to increase staff hours of part-time water clerk, Christine Pisch. Council also appointed Christine Pisch to serve as the City Clerk.

Motion to accept the City Clerk resignation; to increase staff hours of part-time water clerk, and also to appoint the water clerk to assume the position of City Clerk was made by X. Mendez, seconded by R. Gutierrez. Motion passed with a vote of 4-0.

Motion to adjourn was made by X. Mendez, seconded by R. Gutierrez. Motion passed with a vote of 4-0.

Ayes: Gutierrez, Mendoza, Cruz and Rivera

Noes: None

Absent: Beltran

Motion to go back into open session was made by X. Mendez, seconded by R. Gutierrez. Motion passed with a vote of 4-0.

Ayes: Gutierrez, Mendoza, Cruz and Rivera

Noes: None

Absent: Beltran

**Adjournment:** Next regular scheduled meeting January 17, 2024.

Motion to adjourn was made by X. Mendez, seconded by R. Gutierrez. Motion passed with a vote of 4-0.

Ayes: Gutierrez, Mendoza, Cruz and Rivera

Noes: None

Absent: Beltran

Minutes prepared by Laura Fischer

Council meetings are Open to the Public  
If you need further assistance, please email the City Clerk Email

[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)





# CITY OF WESTMORLAND DEMAND LIST

February 7, 2024

VENDOR	AMOUNT	DESCRIPTION	ACCOUNT	DUE DATE
Acme Safety & Supply	\$ 2,302.91	Inv. # 161021-00	Supplies	2/23/2024
Advanced Water Treatment Specialists	\$ 200.00	Inv. # 111	Dues WPT/WWTP	2/18/2024
Aflac	\$ 246.96	Inv. 716026	Insurance	2/15/2024
America's Finest Fire Pro	\$ 945.65	Inv. # 17M 894762	Dues	1/27/2024
Ana Laura Valdez	\$ 200.00	Water Deposit Refund	Water Deposit Refund	2/15/2024
Aramark	\$ 121.71	Inv. # 5220305918, 5220302593, 5220298587	Uniforms	2/10/2024
Arc Performance Welding & Fabrication	\$ 2,485.59	Inv. # 1664, 1665, 1666	Repairs & Maintenance	2/19/2024
Attorney's Bookkeeping Services	\$ 3,352.65	Inv. # 9164	Bookkeeping Services	2/5/2024
Autozone	\$ 14.01	Inv. # 2804006226	Supplies	2/22/2024
Blue Shield Of California	\$ 4,420.06	Inv. # 240150004751	Insurance	2/1/2024
Brawley Ace / Inland Supply	\$ 398.63	See recap invoice	Supplies	2/29/2024
Brawley Ace / Inland Supply	\$ 99.09	See recap invoice	Supplies	2/29/2024
Brawley Analytical, Inc.	\$ 640.00	In. # INV-000122, INV-000127	Testing	2/22/2024
Bryan Bracamontes	\$ 500.00	Police uniforms	Uniforms	2/29/2024
Brenntag	\$ 7,317.75	Inv. # BPI405197, BPI405196	Supplies	2/29/2024
California State Disbursement Unit	\$ 286.15	Payroll Deduction	Payroll Deduction	2/19/2024
Cat Empite	\$ 734.45	Inv. # 3774323	Repairs & Maintenance	2/19/2024
Cat Empite	\$ 1,468.90	Inv. # 3774323	Repairs & Maintenance	2/19/2024
Charter Communications (Spectrum)	\$ 213.52	Inv. # 0007688011824	Telephone	2/4/2024
Charter Communications (Spectrum)	\$ 347.04	Inv. # 0003737011524	Telephone	2/1/2024
Charter Communications (Spectrum)	\$ 36.91	Inv. # 0007753011924	Telephone	2/19/2024
Charter Communications (Spectrum)	\$ 144.28	Inv. # 0000626011924	Telephone	2/19/2024
City of Brawley	\$ 3,442.00	Brawley Dispatch	Dispatch	2/19/2024
City of Westmorland	\$ 576.80	Payroll Deduction	Payroll Deduction	2/19/2024
Clayton's Inc.	\$ 1,050.00	Inv. # 19253	Repairs & Maintenance	2/26/2024
Cleancor	\$ 200.00	Inv. # S-INV102194	Repairs & Maintenance	2/25/2024
Colonial Life	\$ 361.34	Inv. # 4697801-0105717	Insurance	2/5/2024
County Motor Parts (NAPA)	\$ 10.56	Inv. # 709677	Supplies	2/29/2024
Desert Power Systems	\$ 3,160.63	Inv # 2591	Repairs & Maintenance	2/4/2024
Dragons Exterminator	\$ 240.00	Inv. # 89234894	Pest Control	2/28/2024
El Oasis Water Company	\$ 37.27	Inv. # 801664	Supplies	1/31/2024
Eso Solutions	\$ 247.98	Inv. ESO-131743	Dues	2/28/2024
Ferguson	\$ 108.78	Inv. # 3338722	Supplies	2/26/2024
Frank R Lyall & Son	\$ 109.08	Inv. # 497503, 497917	Supplies	1/15/2024
Humane Society of Imperial County	\$ 350.00	Animal Care for Jan2024	Animal Care	2/29/2024
I Clean Car Wash	\$ 75.00	PD Car Wash	Repairs & Maintenance	2/15/2024
Imperial County Clerk Recorded	\$ 46.00	Filing PAID	Dues	2/1/2024

## CITY OF WESTMORLAND DEMAND LIST

Imperial County Office of Emergency Services	\$ 621.05	Inv. # OES 24-003	Fees	2/10/2024
Imperial Printers	\$ 464.41	Inv. # 260, 272	Supplies	2/29/2024
Imperial County Sheriff's Office	\$ 5,601.12	Jan 2024 Services	Services	2/29/2024
Inland Portable Services, Inc.	\$ 3,150.00	Inv. B95-013024	Repairs & Maintenance	2/29/2024
La Brucherie Irrigation Supplies	\$ 763.74	Inv. # OM37790, OM37788, OM37792, OM37789,	Supplies	2/29/2024
League Of California Cities	\$ 1,435.00	Inv. # INV-11911-W5G2S6	Dues	2/28/2024
Lopez Rentals	\$ 137.00	Inv. # 377563	Rental Equipment	2/29/2024
Mallory	\$ 448.77	Inv. # 5804895, 5804897, 5804896	Supplies	2/22/2024
Nationwide	\$ 513.00	Employee Deductions	Payroll Deduction	2/15/2024
Ojeda Industries	\$ 67.40	Inv. # 46995	Supplies	2/29/2024
O'Reilly Auto Parts	\$ 48.58	Inv. # 2648-468334	Supplies	2/29/2024
Parkhouse Tire, Inc.	\$ 3,047.81	Inv. # 3030078415	Repairs & Maintenance	2/29/2024
Pro Terra	\$ 4,768.00	Inv. # 23009-3	Engineering Services	2/29/2024
Quill	\$ 1,031.66	See recap invoice	Supplies	2/29/2024
SC Fuels	\$ 1,674.06	Inv. # 826183, 0833238	Fuel	2/15/2024
Shilpi Majumdar	\$ 200.00	Water Deposit Refund	Refund	2/15/2024
SoCal Gas	\$ 20.89	Acct.# 189 224 9600 4	Utilities	2/26/2024
SPM Residential	\$ 1,760.00	Inv. # 1664	Dues	2/22/2024
Tyler Hamby	\$ 500.00	Police uniforms	Uniforms	2/29/2024
Underground Service Alert	\$ 10.50	Inv. #120240812	Dues	3/17/2024
Universal Constructio and Engineering	\$ 4,110.00	Inv. # 2325-3	Engineering Services	2/24/2024
USA Blue Book	\$ 877.47	Inv. # 248429, 248445, 252678	Supplies	2/17/2024
Valley Testing	\$ 70.00	Inv. # 36804	Testing	2/29/2024
VSP Vision	\$ 99.18	Statement # 819684609	Insurance	2/19/2024
Waxie Sanitary Supply	\$ 338.38	Inv. # 82226879	Supplies	2/8/2024
Wells Fargo Financial Services / RICOH	\$ 324.49	Inv. # 107995120	Rental Equipment	2/19/2024
Wright & Knight Service	\$ 3,732.34	Inv. # 8662, 8663,43715	Repairs & Maintenance	1/31/2024

Name and Title

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Approve payment to Desert Valley Power Systems for repairs to Automatic Control Screen on Transfer Switch for Fire Department in the amount of \$3,160.63.

**RECOMMENDATION:** Approve on CONSENT AGENDA the payment to Desert Valley Power Systems in the amount of \$3,160.63.

**FISCAL IMPACT:**

This expenditure is included in the Fire Department Budget under Repairs and Maintenance, which currently has over \$8,000 unexpended budget.

**CONCLUSION:**

As the Fire Chief has requested the repairs, which are needed and necessary to run the Fire Department, staff recommends approval.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request, which may compromise the Fire Department's ability to serve the community.

Respectfully Submitted,  
Laura Fischer



# Desert Valley Power Systems LLC

340 West 32nd Street #393 | Yuma, Arizona 85364  
928-246-8349 | support@dvps-az.com | www.dvps-az.com

RECIPIENT:

## City of Westmorland Fire Department

Fire Department  
Westmorland, California

### Invoice #2591

Issued	Jan 05, 2024
Due	Feb 04, 2024
Site Name	Fire Department
PO Number	Quote 1706
Site Contact	Sergio Cruz
Make and Model	20RFH22DWLP/Q 20KW
Serial Number	6422/13

**Total \$3,160.63**

### Replace Control Screen on Transfer Switch.

Product/Service	Description	Qty.	Total
Dec 28, 2023			
Travel	Round trip to Job site	1	\$189.00*
Labor rate	Labor to Perform Services	3	\$495.00*
MPAC 1500 Control Panel	Automatic transfer switch control panel DVGM93604	1	\$2,298.50

\* Non-taxable

Thank you for your business! For any questions regarding this invoice please contact Priscilla Gutierrez or support@dvps-az.com.

EIN 83-2761391

Subtotal	\$2,982.50
CA-Imperial-Imperial (7.75%)	\$178.13
<b>Total</b>	<b>\$3,160.63</b>

**Pay Now**



# Desert Valley Power Systems LLC

340 West 32nd Street #393 | Yuma, Arizona 85364  
928-246-8349 | support@dvps-az.com | www.dvps-az.com

---

**City of Westmorland Fire Department**  
Fire Department  
Westmorland, California

**Replace Control Screen on Transfer Switch.**

**Invoice #:** 2591  
**Due date:** Feb 04, 2024  
**Amount due:** \$3,160.63  
**Amount enclosed:** \_\_\_\_\_

Mail to:  
**Desert Valley Power Systems LLC**  
340 West 32nd Street #393  
Yuma, Arizona 85364



# Desert Valley Power Systems LLC

340 West 32nd Street #393 | Yuma, Arizona 85364  
928-246-8349 | support@dvps-az.com | www.dvps-az.com

**Job #2611**

Scheduled

Dec 28, 2023

**RECIPIENT:**

**City of Westmorland Fire Department**

Fire Department  
Westmorland, California

**Field Service Report**

**Unit and Site information**

Site Name

Westmorland Fire Department Transfer Switch.

Site Contact

Make and Model

Caterpillar CTG

Serial Number

TSA23182

**Unit Information**

Hours/ Miles on the unit

112.8 hours

Condition The Unit Was Found In Upon Arrival

Unit was in the off position.

**Repairs**

Repairs Being Performed

Replace control screen.

Repairs In Progress

We arrived on site and inspected the unit. We removed the screen control panel from the transfer switch and installed a new control panel. We also removed transformer and replaced it on unit. Once completed, we set the generator back to AUTO position and performed a transfer switch test and no issues were found.

Were The Repairs Completed

Yes

Additional Recommended Repairs

None.

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Approve payment to Desert Valley Power Systems for repairs to Automatic Control Screen on Transfer Switch for Fire Department in the amount of \$3,160.63.

**RECOMMENDATION:** Approve on CONSENT AGENDA the payment to Desert Valley Power Systems in the amount of \$3,160.63.

**FISCAL IMPACT:**

This expenditure is included in the Fire Department Budget under Repairs and Maintenance, which currently has over \$8,000 unexpended budget.

**CONCLUSION:**

As the Fire Chief has requested the repairs, which are needed and necessary to run the Fire Department, staff recommends approval.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request, which may compromise the Fire Department's ability to serve the community.

Respectfully Submitted,  
Laura Fischer

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Approve payment to Dudek Engineering in the amount of \$30,000

**RECOMMENDATION:** Approve on payment to Dudek Engineering for the submittal and shop drawings of the water filters in the amount of \$30,000.

**FISCAL IMPACT:**

This expenditure was approved at a prior Council meeting, when Council approved shifting funding from construction to engineering in order to get the shop drawings for the water filters submitted early. This was needed as there is a long lead time for the construction of the aluminum water filters.

The shift of funds was approved by the State and Dudek has begun working on the shop drawing for the water filter project. This invoice will be paid from the water department capital improvement funds. There are \$277,280 funds currently available in the water capital improvement fund. A reimbursement request will be submitted to the State and within 45-60 days the State will reimburse the City 90% of the paid invoice amount. The remaining 10% retention will not be received from the State until the project has been completed.

**CONCLUSION:**

It is important that this project continue to move forward with design engineering. Council has approved the submittal of shop drawings early so that the construction of the filters can begin and won't delay the final project completion timeline.

Staff recommends approval of payment to Dudek Engineering in the amount of \$30,000.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request, which delay the water treatment plant improvement project.

Respectfully Submitted,  
Laura Fischer



# DUDEK

605 3rd Street  
Encinitas, CA 92024  
T (760) 942-5147  
F (760) 632-0164

January 25, 2024  
Project No: 15667  
Invoice No: 15667-1  
Due Date: February 23, 2024

Christine Pisch  
City of Westmorland  
355 S Center St  
Westmorland, CA 92281

Project Manager Brandon Lacap

Project 15667 Engineering Design of the Westmorland Water Filter Replacement Project

Agreement No. 4600015451

**Professional Services for the Period: November 25, 2023 to December 29, 2023**

Phase 30 Sub\_AWC

## Consultants

AWC Water Solutions Ltd.

1/9/2024 AWC Water Solutions Ltd. Invoice#277 30,000.00

**Total Consultants 1.0 times 30,000.00 30,000.00**

**Phase Total \$30,000.00**

**Total Project Invoice Amount \$30,000.00**

Please remit checks to the following lockbox account including Dudek project number and invoice number:

DUDEK  
P.O. Box 515569  
Los Angeles, CA 90051-4581

If you would like to remit payment via ACH, please contact Accounting@dudek.com.



9087A 198 St, Langley, BC, V1M 3B1, Canada  
 p. 604-936-4217 email. sales@awcsolutions.ca

# Invoice

Date	AWC Job #	Invoice #
09-01-2024 Jan. 9, 2024	34138	277

Bill To
Dudek 605 Third Street Encinitas, CA 92024

Ship To

P.O. Number	Ordered By	AWC Rep	Payment Terms	Customer PST #	Due Date
15667	Brandon Lacap	BM	Net 45		23-02-2024 Feb. 23, 2024

Ship Via	Prepaid/Collect	Courier Account	FCA	Shipping Weight	Ship Date
			Langley		09-01-2024 Jan. 9, 2024

Description	Qty	Price/Ea	Backordered	Amount
20% upon receipt of PO Preliminary Design Drawings (General Arrangement Drawings, P&ID Drawings) and PLC information	0.2	150,000.00	0	30,000.00

No statements issued. Please pay by invoice.  
 Overdue invoices will result in finance charge of 24% per annum.

<b>Subtotal</b>	USD 30,000.00
<b>Sales Tax</b>	USD 0.00
<b>Total</b>	USD 30,000.00

All sales subject to AWC Water Solutions Standard Terms and Conditions.



**CITY OF WESTMORLAND**  
355 South Center Street • Post Office Box 699  
Westmorland, California 92281  
Tel: (760) 344-3411 • Fax (760) 344-5307

February 21, 2024

Report to City Council

Re: Abatement Notice to Clean up (Progress Report)

**General Information:**

**Owner-** Jack He

**Location** - 396 N. H Street, Westmorland Ca 92281

**Assessor's Parcel Number:** 035-250-006

**BACKGROUND** – Per the city’s Ordinance 00-04 Mr. Jack He was requested to remove all weeds, waste and rubbish and all accumulated debris that pose as a fire hazard within the property.

On Tuesday December 26, 2023, Mr. Jack He contacted city staff about the progress that was made on the property he stated that the cleanup would be done by the appeal date of January 3, 2024. On Friday December 29, 2023 City Staff did a property inspection alongside Fire Chief Sergio Cruz. City staff verified there had been progress made within the property such as over grown trees had been trimmed and some of the accumulated rubbish had been removed. City Staff made a recommendation to council to approve an extension.

At the January 3<sup>rd</sup> meeting, Mr. Jack He requested the extension be made until February 21, 2024 meeting as he will be out of town until that time. Council agreed to the extension.

The Fire Chief has inspected the property and staff recommends clearing the Abatement Notice for the property located at 396 N. H Street owned by Mr. Jack He. Staff recommends no further action required and the Abatement Notice Cleared.

Respectfully,

Tami Castro  
City Hall Supervisor

**CITY OF WESTMORLAND**  
**CITY COUNCIL MEETING REPORT**

**MEETING DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Appoint a Council Member to serve on the City Representation Committees.

**ISSUE:** Appoint Council Members and Staff to represent the City at various Committees.

**MANAGER’S RECOMMENDATION:**

Appoint a Council Member to serve on the City Selected Committee.

**FISCAL IMPACT:** NONE

**INFORMATION:**

Please assign one person and an alternate to attend and serve on these committees.

<b><u>ORGANIZATION</u></b>	<b><u>COMMITTEE NAME</u></b>	<b><u>MEETING FREQUENCY</u></b>
LAFCO	City Select Committee	Once Per Year
ICTC	Commission (Council Member)	Once Per Month
ICTC	Management Committee	City Manager
ICTC	Technical Advisory Committee	Public Works
League of Cities	City Elected Official	Couple of Times Year
Southern California Association of Governments	City Elected Official	Once Per Year
Imperial Valley Resource Management Association	Public Works / Cal Recycle	Once Per Month

**CONCLUSION:**

Staff recommends appointing a Council Member or staff to serve on the City Committees listed above.

**ALTERNATIVES:**

1. Do not appoint a Council Member or staff to serve on the City Committees.
2. Provide alternative direction to staff.

Respectfully Submitted,  
 Laura Fischer, Manager

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 21, 2024

**FROM:** Laura Fischer

**SUBJECT:** Authorize Staff to Submit a Grant Application to Assistance to Firefighters Grant from FEMA

**RECOMMENDATION:** Authorize Staff to Submit Grant Application to Assistance to Firefighters Grant Program for the Purchase of a Fire Truck.

**FISCAL IMPACT:**

There is a 5% match for this grant application. When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5% of the grant awarded. Population of 100,000 or fewer people served the maximum award is \$1 million.

\$1M grant with 5% matching (could be in kind if qualify) = \$50,000 maximum matching for General Fund.

**DISCUSSION:**

The goal of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, outfit responders with compliant personal protective equipment to increase responders' physical protection against hazards during incident response, provide funding to retrofit or modify facilities to protect personnel from known health hazards, acquire emergency response vehicles, design and implement health, wellness and resiliency programs that prepare responders for incident response, enhance operational efficiencies, foster interoperability, and support community resilience.

Population of 100,000 or fewer people served the maximum award is \$1 million.

**DISCUSSION:**

Chief Cruz submitted a list of equipment needed. The top of the list is a new fire truck, which is listed at \$825,000. Also included are:

- Fire hoses
- Fire Nozzles
- SCBA Masks
- Power Hawk Rescue Tools
- Vehicle Tough Books (laptops)
- Wildland Fire Boots
- Clip on Multi Gas Meters

Nozzles  
ID Card Maker  
Wildland Pants  
Remodel Kitchen and Showers and Bedrooms  
Medical Suction Machine

Staff will secure the necessary cost estimates and submit an application for \$1M with a \$50,000 maximum matching component.

**CONCLUSION:**

This grant is designed to enhance the safety of the public with respect to the fire fighters. The City is in need of equipment and there is a minimum matching. This grant application is due on March 8<sup>th</sup>, which will require Council's approval for submittal at this meeting.

**ALTERNATIVES:**

1. Table this item and request additional information from staff, which will postpone the application. The next Council meeting is on March 6<sup>th</sup> and the application is due March 8<sup>th</sup>.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 21, 2024

**FROM:** Laura Fischer

**SUBJECT:** Authorize Staff to Submit a Grant Application to Assistance to Firefighters Grant from FEMA

**RECOMMENDATION:** Authorize Staff to Submit Grant Application to Assistance to Firefighters Grant Program for the Purchase of a Fire Truck.

**FISCAL IMPACT:**

There is a 5% match for this grant application. When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5% of the grant awarded. Population of 100,000 or fewer people served the maximum award is \$1 million.

\$1M grant with 5% matching (could be in kind if qualify) = \$50,000 maximum matching for General Fund.

**DISCUSSION:**

The goal of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, outfit responders with compliant personal protective equipment to increase responders' physical protection against hazards during incident response, provide funding to retrofit or modify facilities to protect personnel from known health hazards, acquire emergency response vehicles, design and implement health, wellness and resiliency programs that prepare responders for incident response, enhance operational efficiencies, foster interoperability, and support community resilience.

Population of 100,000 or fewer people served the maximum award is \$1 million.

**DISCUSSION:**

Chief Cruz submitted a list of equipment needed. The top of the list is a new fire truck, which is listed at \$825,000. Also included are:

- Fire hoses
- Fire Nozzles
- SCBA Masks
- Power Hawk Rescue Tools
- Vehicle Tough Books (laptops)
- Wildland Fire Boots
- Clip on Multi Gas Meters

Nozzles  
ID Card Maker  
Wildland Pants  
Remodel Kitchen and Showers and Bedrooms  
Medical Suction Machine

Staff will secure the necessary cost estimates and submit an application for \$1M with a \$50,000 maximum matching component.

**CONCLUSION:**

This grant is designed to enhance the safety of the public with respect to the fire fighters. The City is in need of equipment and there is a minimum matching. This grant application is due on March 8<sup>th</sup>, which will require Council's approval for submittal at this meeting.

**ALTERNATIVES:**

1. Table this item and request additional information from staff, which will postpone the application. The next Council meeting is on March 6<sup>th</sup> and the application is due March 8<sup>th</sup>.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer



**PUMPER**  
**BODY**  
 Medium Aluminum 2nd Gen Pumper  
**CHASSIS**  
 Trak Chassis

**CHASSIS**  
**AXLE FRONT** CUSTON  
 16,500 lb TRK 4 Axle  
**AXLE, REAR**  
 27,000 lb Kenworth Axle  
**ENGINE**  
 400 hp Cummins IS Engine  
**TRANSMISSION**

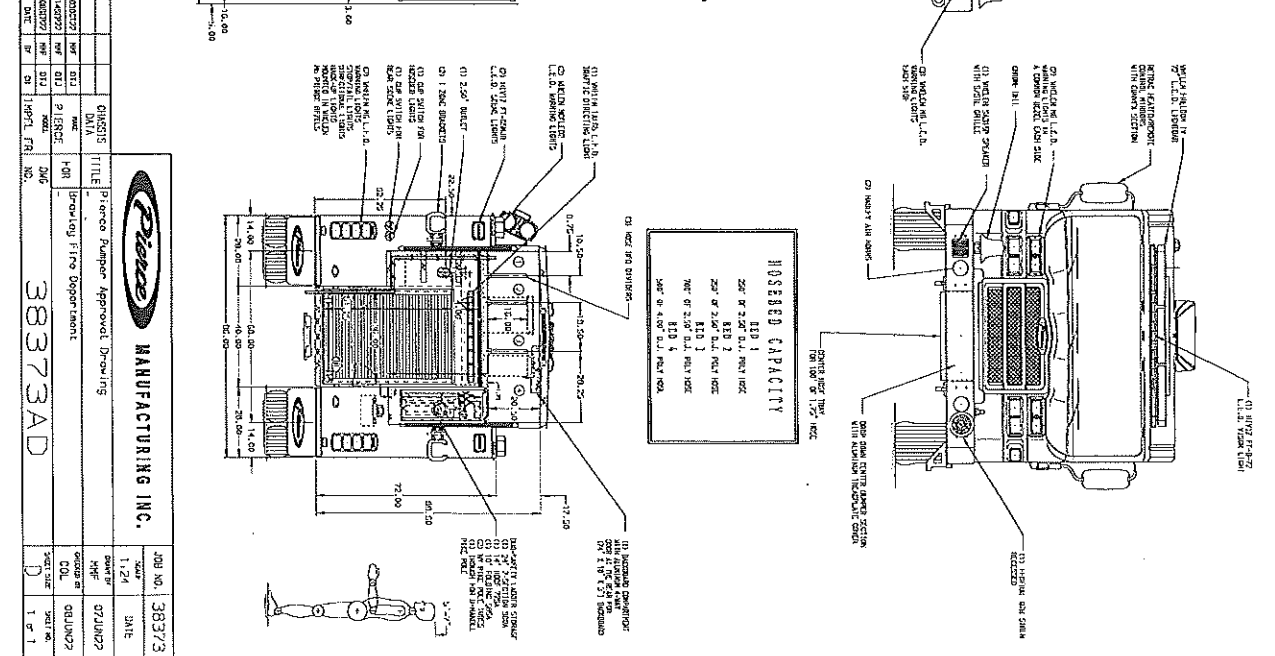
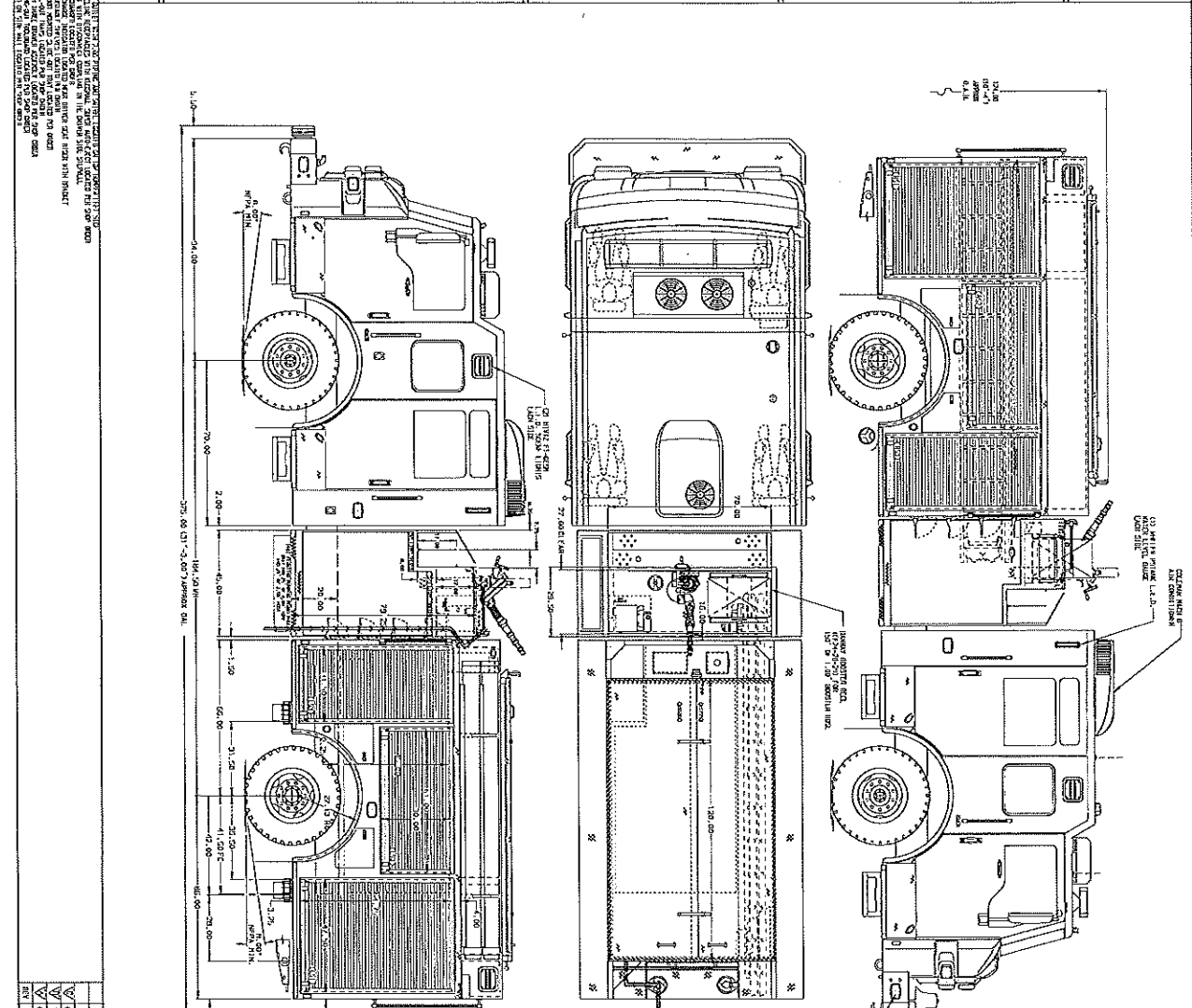
**BUMPER**  
 10" Extended Painted Steel  
**CAB**  
 2nd Gen 1st Gen

**BODY**  
**WATER TANK**  
 750 Gallon Poly Water Tank  
**COMP, PUMPER, REAR**  
 51.5" x 77" Backlog Floor Comp

**COMP, PUMPER, LEFT SIDE**  
 132" Backlog Full Height 8' 0" x 50" Front  
 132" Backlog Full Height 8' 0" x 50" Front  
**COMP, PUMPER, RIGHT SIDE**  
 75" Backlog Full Height Front 5' 0" x 50" Front

**FIRE SUPPRESSION**  
**PUMP**  
 4" General Duty Steel Mount  
**PUMP**  
 1500 GPM Halse Drive  
**CROSSLAYS, 1.50"**  
 C3 1.5" Standard Open Top  
**CROSSLAYS, 2.50"**  
 C30 Standard Not Required  
**SPEEDLAYS**  
 Speedlays Not Required  
**GENERATOR**  
 Generator Not Required  
**FOAM SYSTEM**  
 Halsey 3 Single Stage Foam System  
**Foam Cell**  
 20 Gallon Foam Cell, Reduced Water

**NOTE**  
 DIMENSIONS SHOWN ARE APPROXIMATE  
 AND MAY VARY DUE TO MANUFACTURING  
 TOLERANCES AND MAY OCCUR OR BE NECESSARY IN  
 CONSTRUCTION.  
 DIMENSIONS NOT SHOWN.



REV	DATE	BY	CHK	DESCRIPTION
1	03/27/23	MM	SL	DATA
2	04/27/23	MM	SL	P/ES/EC
3	08/27/23	MM	SL	
4	09/27/23	MM	SL	
5	10/27/23	MM	SL	
6	11/27/23	MM	SL	
7	12/27/23	MM	SL	
8	01/27/24	MM	SL	
9	02/27/24	MM	SL	
10	03/27/24	MM	SL	
11	04/27/24	MM	SL	
12	05/27/24	MM	SL	
13	06/27/24	MM	SL	
14	07/27/24	MM	SL	
15	08/27/24	MM	SL	
16	09/27/24	MM	SL	
17	10/27/24	MM	SL	
18	11/27/24	MM	SL	
19	12/27/24	MM	SL	
20	01/27/25	MM	SL	
21	02/27/25	MM	SL	
22	03/27/25	MM	SL	
23	04/27/25	MM	SL	
24	05/27/25	MM	SL	
25	06/27/25	MM	SL	
26	07/27/25	MM	SL	
27	08/27/25	MM	SL	
28	09/27/25	MM	SL	
29	10/27/25	MM	SL	
30	11/27/25	MM	SL	
31	12/27/25	MM	SL	
32	01/27/26	MM	SL	
33	02/27/26	MM	SL	
34	03/27/26	MM	SL	
35	04/27/26	MM	SL	
36	05/27/26	MM	SL	
37	06/27/26	MM	SL	
38	07/27/26	MM	SL	
39	08/27/26	MM	SL	
40	09/27/26	MM	SL	
41	10/27/26	MM	SL	
42	11/27/26	MM	SL	
43	12/27/26	MM	SL	
44	01/27/27	MM	SL	
45	02/27/27	MM	SL	
46	03/27/27	MM	SL	
47	04/27/27	MM	SL	
48	05/27/27	MM	SL	
49	06/27/27	MM	SL	
50	07/27/27	MM	SL	
51	08/27/27	MM	SL	
52	09/27/27	MM	SL	
53	10/27/27	MM	SL	
54	11/27/27	MM	SL	
55	12/27/27	MM	SL	
56	01/27/28	MM	SL	
57	02/27/28	MM	SL	
58	03/27/28	MM	SL	
59	04/27/28	MM	SL	
60	05/27/28	MM	SL	
61	06/27/28	MM	SL	
62	07/27/28	MM	SL	
63	08/27/28	MM	SL	
64	09/27/28	MM	SL	
65	10/27/28	MM	SL	
66	11/27/28	MM	SL	
67	12/27/28	MM	SL	
68	01/27/29	MM	SL	
69	02/27/29	MM	SL	
70	03/27/29	MM	SL	
71	04/27/29	MM	SL	
72	05/27/29	MM	SL	
73	06/27/29	MM	SL	
74	07/27/29	MM	SL	
75	08/27/29	MM	SL	
76	09/27/29	MM	SL	
77	10/27/29	MM	SL	
78	11/27/29	MM	SL	
79	12/27/29	MM	SL	
80	01/27/30	MM	SL	
81	02/27/30	MM	SL	
82	03/27/30	MM	SL	
83	04/27/30	MM	SL	
84	05/27/30	MM	SL	
85	06/27/30	MM	SL	
86	07/27/30	MM	SL	
87	08/27/30	MM	SL	
88	09/27/30	MM	SL	
89	10/27/30	MM	SL	
90	11/27/30	MM	SL	
91	12/27/30	MM	SL	
92	01/27/31	MM	SL	
93	02/27/31	MM	SL	
94	03/27/31	MM	SL	
95	04/27/31	MM	SL	
96	05/27/31	MM	SL	
97	06/27/31	MM	SL	
98	07/27/31	MM	SL	
99	08/27/31	MM	SL	
100	09/27/31	MM	SL	

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2023 Assistance to Firefighters Grant Program**

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

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

**Planned UEI Updates in Grant Application Forms:**

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

*Additional Information can be found on Grants.gov.*

## Table of Contents

A.	Program Description.....	5
1.	Issued By.....	5
2.	Assistance Listings Number .....	5
3.	Assistance Listings Title .....	5
4.	Funding Opportunity Title .....	5
5.	Funding Opportunity Number.....	5
6.	Authorizing Authority for Program .....	5
7.	Appropriation Authority for Program.....	5
8.	Announcement Type.....	5
9.	Program Category .....	5
10.	Program Overview, Objectives, and Priorities .....	5
11.	Performance Measures.....	6
B.	Federal Award Information .....	7
1.	Available Funding for the NOFO: \$324 million.....	7
2.	Projected Number of Awards: 2,000 .....	7
3.	Period of Performance: 24 months .....	7
4.	Projected Period of Performance Start Date(s): N/A .....	8
5.	Projected Period of Performance End Date(s): N/A.....	8
6.	Funding Instrument Type: Grant .....	8
C.	Eligibility Information.....	8
1.	Eligible Applicants.....	8
2.	Applicant Eligibility Criteria .....	9
3.	Other Eligibility Criteria/Restrictions.....	9
a.	National Fire Incident Reporting System (NFIRS).....	9

b. National Incident Management System (NIMS).....	10
4. Maintenance of Effort (MOE) .....	10
5. Cost Share or Match.....	10
a. Types of Cost Share .....	11
b. Economic Hardship Waivers.....	11
D. Application and Submission Information.....	11
1. Key Dates and Times.....	11
a. Application Start Date: January 29, 2024 at 8 a.m. ET.....	11
b. Application Submission Deadline: March 8, 2024 at 5 p.m. ET.....	11
c. Anticipated Funding Selection Date: .....	12
d. Anticipated Award Date: .....	12
e. Other Key Dates .....	12
2. Agreeing to Terms and Conditions of the Award.....	12
3. Address to Request Application Package .....	12
5. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application .....	13
6. Electronic Delivery .....	14
7. How to Register to Apply .....	14
a. General Instructions: .....	14
b. Obtain an UEI Number: .....	14
c. Obtain Employer Identification Number.....	15
d. Create a login.gov account: .....	15
e. Register with SAM: .....	15
f. Register in FEMA GO, Add the Organization to the System, and Establish the AOR: .....	16
8. Submitting the Application .....	16
9. Timely Receipt Requirements and Proof of Timely Submission .....	16
10. Content and Form of Application Submission.....	17
a. Standard Required Application Forms and Information .....	17
b. Program-Specific Required Forms and Information .....	17
11. Funding Restrictions and Allowable Costs.....	18
a. Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services .....	18
b. Pre-Award Costs .....	20
c. Management and Administration (M&A) Costs .....	20
d. Indirect Facilities & Administrative (F&A) Costs .....	20
e. Other Direct Costs .....	21
E. Application Review Information.....	22
1. Application Evaluation Criteria .....	22
a. Programmatic Criteria .....	22
b. Financial Integrity Criteria .....	23
c. Supplemental Financial Integrity Criteria and Review .....	23
2. Review and Selection Process .....	24
a. Pre-Scoring Process .....	24
b. Peer Review Panel Process.....	24
c. Technical Evaluation Process (TEP).....	25

F.	Federal Award Administration Information.....	26
1.	Notice of Award.....	26
2.	Difference between Application Request and Award.....	26
3.	Turndown Notifications.....	26
4.	Administrative and National Policy Requirements.....	26
a.	DHS Standard Terms and Conditions.....	27
b.	Ensuring the Protection of Civil Rights.....	27
c.	Environmental Planning and Historic Preservation (EHP) Compliance.....	27
5.	Reporting.....	29
a.	Financial Reporting Requirements.....	29
b.	Programmatic Performance Reporting Requirements.....	29
c.	Closeout Reporting Requirements.....	30
d.	Additional Reporting Requirements.....	31
G.	DHS Awarding Agency Contact Information.....	33
1.	Contact and Resource Information.....	33
a.	AFG Program Office Contact.....	33
b.	FEMA Grants News.....	33
c.	Grant Programs Directorate (GPD) Award Administration Division.....	34
d.	FEMA Regional Offices.....	34
e.	Equal Rights.....	34
f.	Environmental Planning and Historic Preservation.....	34
2.	Systems Information.....	34
a.	FEMA GO.....	34
H.	Additional Information.....	34
1.	Termination Provisions.....	34
a.	Noncompliance.....	34
b.	With the Consent of the Recipient.....	35
c.	Notification by the Recipient.....	35
2.	Program Evaluation.....	35
3.	Period of Performance Extensions.....	36
4.	Disability Integration.....	37
5.	Conflicts of Interest in the Administration of Federal Awards or Subawards.....	38
6.	Procurement Integrity.....	38
a.	Important Changes to Procurement Standards in 2 C.F.R. Part 200.....	39
b.	Competition and Conflicts of Interest.....	39
c.	Supply Schedules and Purchasing Programs.....	41
d.	Procurement Documentation.....	42
7.	Financial Assistance Programs for Infrastructure.....	43
a.	Build America, Buy America Act.....	43
b.	Waivers.....	43
c.	Definitions.....	44
8.	Record Retention.....	45
a.	Record Retention Period.....	45
b.	Types of Records to Retain.....	45
9.	Actions to Address Noncompliance.....	46
10.	Audits.....	47

11. Payment Information .....	48
12. Whole Community Preparedness.....	48
13. Appendix A – FY 2023 AFG Program Updates.....	49
14. Appendix B – Programmatic Information and Priorities.....	51
a. Ineligible Applications and/or Organizations.....	51
b. Supporting Definitions for this NOFO .....	52
c. Community Classifications .....	53
d. Application Tips .....	54
e. Restrictions on Uses of Award Funds.....	54
f. Funding Priorities .....	55
g. Regional Applications .....	74
h. Vehicle Acquisition .....	76
15. Appendix C – Award Administration Information.....	82
a. Help FEMA Prevent Fraud, Waste, and Abuse.....	82
b. Economic Hardship Waivers of Cost Share and Maintenance of Effort.....	82
c. Grant Writer/Preparation Fees.....	82
d. Maintenance and Sustainment for AFG Programs.....	83
e. Taxes, Fees, Levies, and Assessments .....	84
f. Excess Funds .....	84
g. Payments and Amendments .....	85
h. Disposition of Grant Funded Equipment.....	87

## **A. Program Description**

### **1. Issued By**

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

### **2. Assistance Listings Number**

97.044

### **3. Assistance Listings Title**

Assistance to Firefighters Grant (AFG)

### **4. Funding Opportunity Title**

Fiscal Year 2023 Assistance to Firefighters Grant (AFG)

### **5. Funding Opportunity Number**

DHS-23-GPD-044-00-98

### **6. Authorizing Authority for Program**

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229)

### **7. Appropriation Authority for Program**

Title III, Division F of the *Department of Homeland Security Appropriations Act, 2023* (Pub. L. No. 117-328)

### **8. Announcement Type**

Initial

### **9. Program Category**

Preparedness: Fire and Life Safety

## **10. Program Overview, Objectives, and Priorities**

### **a. Overview**

The Fiscal Year (FY) 2023 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the firefighters and therefore public with respect to fire and fire-related hazards. The AFG Program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program has awarded approximately \$8.4 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. Since FY 2018, the AFG Program has awarded more than 600 fire apparatuses, 102,000 personal protective equipment items, and 124,000 other fire equipment to more than 3,800 unique recipients. During the same period, the AFG Program awarded 588 recipients approximately \$90

million to modify department facilities or implement wellness and fitness priorities to protect firefighter health. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The AFG Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the [DHS Strategic Plan for Fiscal Years 2020-2024](#), the AFG Program supports the goal to Strengthen Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant’s need for an AFG Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The [2022-2026 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program directly supports Goal 3 to Promote and Sustain a Ready FEMA and Prepared Nation. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

#### **b. Objectives**

The goal of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, outfit responders with compliant personal protective equipment to increase responders’ physical protection against hazards during incident response, provide funding to retrofit or modify facilities to protect personnel from known health hazards, acquire emergency response vehicles, design and implement health, wellness and resiliency programs that prepare responders for incident response, enhance operational efficiencies, foster interoperability, and support community resilience.

#### **c. Priorities**

Information on program priorities and objectives for the FY 2023 AFG Program can be found in [Appendix B – Programmatic Information and Priorities](#).

### **11. Performance Measures**

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in supporting AFG Program metrics, which are tied to the programmatic objectives and priorities. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient’s performance of the grant by

comparing the number of items, supplies, projects, and activities needed and requested in its application with the number acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of AFG Program personal protective equipment (PPE) recipients who equipped 100% of on-duty active members with PPE in compliance with applicable NFPA and Occupational Safety and Health Administration (OSHA) standards.
- Percentage of AFG Program equipment recipients who reported that the grant award brought them into compliance with either state, local, NFPA or OSHA standards.
- Number of AFG Program grant recipients who reported having successfully replaced their fire vehicles in accordance with industry standards.
- Percentage of AFG Program training recipients who reported that the grant award allows their members to achieve firefighter training level I and firefighter training level II within one year of coming into service.
- Percentage of AFG Program wellness and fitness recipients who reported that the grant award allows their members to achieve minimum physical and/or mental operational readiness requirements through tailored health-related fitness programs.
- Percentage of AFG Program grant recipients for modifications to facilities projects who reported that the grant award brought them into compliance with either state, local, NFPA, or OSHA standards on housing and readiness posture.

Please see [Appendix B](#) for additional information on the criteria used to evaluate the program priorities.

## **B. Federal Award Information**

- |                                    |                                  |
|------------------------------------|----------------------------------|
| 1. Available Funding for the NOFO: | <b>\$324 million<sup>1</sup></b> |
| 2. Projected Number of Awards:     | <b>2,000</b>                     |
| 3. Period of Performance:          | <b>24 months</b>                 |

Although all recipients are expected to complete the awarded activities within the period of performance specified in the award package, extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to [Section H](#).

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

---

<sup>1</sup> Note that this figure differs from the total amount appropriated under the *Title III, Division F of Department of Homeland Security Appropriations Act, 2023*, Pub. L. No. 117-328. In this FY 2023 AFG Program NOFO, percentages of “available grant funds” refers to the total amount appropriated—\$360,000,000—by Pub. L. No. 117-103 to meet the statutory requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, as amended (codified at 15 U.S.C. § 2229). A portion of these “available grant funds” will be allocated to the Fire Prevention and Safety (FP&S) Program, which will have a separate NOFO and application period. \$36,000,000 will be allocated to FP&S for FY 2023.



4. Projected Period of Performance Start Date(s): N/A<sup>2</sup>
5. Projected Period of Performance End Date(s): N/A
6. Funding Instrument Type: **Grant**

### C. **Eligibility Information**

#### 1. **Eligible Applicants**

- ***Fire Departments:*** Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,<sup>3</sup> or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.
- ***Nonaffiliated EMS organizations:*** Nonaffiliated EMS organizations operating in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,<sup>3</sup> or any federally recognized Indian tribe or tribal organization. A nonaffiliated EMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG Program:
  - Clinics;
  - Medical centers;
  - Medical colleges or universities;
  - Infirmaries;
  - Surgery centers; and
  - Any other institution, association, or foundation providing medical, surgical or psychiatric care and/or treatment for the sick or injured.

---

<sup>2</sup> FEMA funds AFG Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

<sup>3</sup> The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as “States” in the Federal Fire Prevention and Control Act of 1974. See 15 U.S.C. § 2203(10).

- ***State Fire Training Academies***: A SFTA operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico.<sup>3</sup> Applicants must be designated either by legislation or by a governor’s declaration as the sole fire service training agency within a state, territory, or the District of Columbia and recognized by the National Fire Academy. The designated SFTA shall be the only agency, bureau, division or entity within that state, territory, or the District of Columbia, to be an eligible SFTA applicant under the AFG Program.
- ***Non-federal airport and/or port authority fire or EMS organizations*** are eligible only if they have a formally recognized arrangement with the local jurisdiction to provide fire suppression or emergency medical services on a first-due basis outside the confines of the airport or port facilities. Airport or port authority fire and EMS organizations whose sole responsibility is suppression of fires or EMS response on the airport grounds or port facilities are not eligible for funding under the AFG Program.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: ***1) a current employee, personnel, official, staff or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.***

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

## 2. Applicant Eligibility Criteria

The FY 2023 AFG Program has three activities:

- Operations and Safety;
- Vehicle Acquisition; and
- Regional Projects.

Each activity has its own eligibility requirements. These requirements are outlined in [Appendix B– Programmatic Information and Priorities](#).

## 3. Other Eligibility Criteria/Restrictions

### a. *National Fire Incident Reporting System (NFIRS)*

Although NFIRS reporting is not a requirement to apply for AFG Program funding, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period of performance covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a 12-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to NFIRS must be established prior to the end of the 24-month

performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.339, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for nonaffiliated EMS organizations or SFTAs.

**Note:** Although data collection is an important tool for understanding and justifying assistance, participation in other data sources (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.

**b. *National Incident Management System (NIMS)***

AFG Program applicants are not required to comply with NIMS to apply for AFG Program funding or to receive an AFG Program award. However, any applicant who receives an FY 2023 AFG Program award must achieve the level of [NIMS compliance](#) required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government) prior to the end of the grant's period of performance.

**4. *Maintenance of Effort (MOE)***

Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG Program grant shall agree to maintain, during the term of the grant, the applicant's aggregate expenditures relating to activities allowable under this NOFO, at not less than 80% of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG Program grant is awarded.

In other words, an applicant agrees that if it receives a grant award, the applicant will keep its overall expenditures during the award's period of performance to at least 80% or more of the average of what the applicant spent on such costs for those activities in fiscal years 2021 and 2022. This includes those funded with non-federal funding for activities that could be allowable costs under this NOFO.

**5. *Cost Share or Match***

Recipient cost sharing is generally required as described below and pursuant to 15 U.S.C. § 2229(k)(1). In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG Program award in an amount equal to not less than 15% of the federal funds awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5% of the grant awarded;
- When serving a jurisdiction of more than 20,000 residents but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10% of the grant awarded;
- When serving a jurisdiction of more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 15% of the grant awarded.

The cost share for SFTAs will apply the requirements above based on the total population of the state. The cost share for a Regional application will apply the requirements above based on the aggregate population of the primary first due response areas of the host and participating partner organizations that execute a Memorandum of Understanding as described in [Appendix B.g- Regional Applications](#).

FEMA has developed a cost share calculator tool to assist applicants with determining their cost share. The cost share tool is available on the FEMA website at [Assistance to Firefighters Grants](#).

**a. *Types of Cost Share***

- i. ***Cash (Hard Match)***: Cost share of non-federal cash is the only allowable recipient contribution for AFG Program activity (Vehicle Acquisition, Operations and Safety, and Regional).
- ii. ***Trade-In Allowance/Credit***: On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash to use the trade-in allowance/credit value of those assets as cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.
- iii. ***In-kind (Soft Match)***: In-kind cost share is not allowable for the AFG Program.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

**b. *Economic Hardship Waivers***

The FEMA Administrator may waive or reduce recipient cost share or Maintenance of Effort (MOE) requirements in cases of demonstrated economic hardship. Please see [Appendix C – Award Administration Information](#) for additional information.

**D. Application and Submission Information**

**1. Key Dates and Times**

- |   |  |
|---|--|
| a. <b><i>Application Start Date:</i></b>          | <b><i>January 29, 2024 at 8 a.m.</i></b> |
| <b><i>ET</i></b>                                  |  |
| b. <b><i>Application Submission Deadline:</i></b> | <b><i>March 8, 2024 at 5 p.m. ET</i></b> |

All applications **must** be received by the established deadline.

FEMA’s Grants Outcomes System (FEMA GO) automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in [Section D.8](#) of this NOFO.

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

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

A list of FEMA contacts can be found in Section G of this NOFO “DHS Awarding Agency Contact Information.” For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET. For programmatic or grants management questions, please contact your Program Analyst or Grants Management Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the AFG Program Helpdesk at (866) 274-0960 or by e-mail at FireGrants@fema.dhs.gov. The AFG Program Helpdesk is open Monday through Friday, 8 a.m. – 4:30 p.m. ET.

**c. *Anticipated Funding Selection Date:***

No later than April 30, 2024

**d. *Anticipated Award Date:***

Beginning on approximately April 30, 2024 and continuing thereafter until all FY 2023 AFG Program grant awards are issued (but no later than September 30, 2024).

**e. *Other Key Dates***

Event	Suggested Deadline for Completion
Obtaining Unique Entity Identifier (UEI) number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering Organization in FEMA GO	Prior to beginning application
Submitting complete application in FEMA GO	One week before actual submission deadline

**2. Agreeing to Terms and Conditions of the Award**

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

**3. Address to Request Application Package**

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

**Note:** Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

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

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

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

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

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

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

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

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](https://login.gov/);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see the [FEMA GO Startup Guide](#)
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Applicants are advised that FEMA may not make a federal award until the applicant has

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

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

## 6. Electronic Delivery

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

## 7. How to Register to Apply

### a. *General Instructions:*

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

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

Organizations must have an UEI number, an EIN, an active SAM registration and FEMA GO account to apply for grants.

### b. *Obtain an UEI Number:*

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

For more detailed instructions for obtaining a UEI number, refer to [Sam.gov](https://sam.gov).



**c. Obtain Employer Identification Number**

All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting [Apply for an Employee Identification Number \(EIN\) Online](#).

**d. Create a login.gov account:**

Applicants must have a [login.gov account](#) to register with SAM or update their SAM registration.

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

For more information on the login.gov requirements, visit [SAM registration](#).

**e. Register with SAM:**

All organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to [Register with SAM](#).

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

**I. ADDITIONAL SAM REMINDERS**

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

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

**II. HELP WITH SAM**

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration,



please contact the [Federal Support Desk](#) or call toll-free (866) 606-8220 Monday through Friday, 8 a.m. - 8 p.m. ET.

- f. Register in FEMA GO, Add the Organization to the System, and Establish the AOR:** Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see [FEMA GO Startup Guide](#).

Note: FEMA GO will support only the most recent major release of the following browsers:

- Google Chrome;
- Internet Explorer;
- Mozilla Firefox;
- Apple Safari; and
- Microsoft Edge,

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

## **8. Submitting the Application**

Applicants will be prompted to submit the standard application information and any program-specific information required as described in [Section D.9](#) of this NOFO, "Content and Form of Application Submission." The Standard Forms (SF) may be accessed in the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

After submitting the final application, FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled "Content and Form of Application Submission" under [Section D.9](#) of this NOFO.

## **9. Timely Receipt Requirements and Proof of Timely Submission**

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the AOR role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

**Applicants who experience system-related issues will be addressed until 3 p.m. ET on the date applications are due.** No new system-related issues will be addressed after this

deadline. Applications not received by the application submission deadline will not be accepted.

## **10. Content and Form of Application Submission**

### **a. *Standard Required Application Forms and Information***

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available on [Grants.gov SF-424 Family](#).

- **SF-424, Application for Federal Assistance**
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**
- **SF-424A, Budget Information (Non-Construction)**
- **SF-424B, Standard Assurances (Non-Construction)**
- **SF-LLL, Disclosure of Lobbying Activities**
- **Indirect Cost Agreement or Proposal** if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see [Section D.10](#) of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in [Section G](#) of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

### **b. *Program-Specific Required Forms and Information***

For program-specific required and optional forms and information, please see the Appendices to this NOFO.

Note: FEMA evaluates each application on its merit, veracity, and accuracy to ascertain how the narrative statement(s) outlined within the application depicts the applicant’s and their community’s uniqueness, their particular risks, and how selecting them over a similarly situated applicant advances the objectives of AFG to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. At any time during application review process, including the technical review stage, FEMA may request additional documentation from applicants, including but not limited to:

- Copies of official or certified documents demonstrating the claimed financial need;
- Copies of the applicant’s needs assessment report, survey, or any documented other efforts undertaken to identify the applicant’s unique project objectives;
- Copies of the risk analysis conducted to ascertain how said project will address the applicant’s unique needs in alignment with their mission and AFG grant purpose;
- Additional information or evidence detailing the applicant’s particular risks; and
- Any other information deemed necessary to adequately weigh the applicant’s assistance request for funding under this discretionary-competitive grant program. No applicant is guaranteed funding.

The narrative statement blocks do not allow for formatting. Do not type the narrative statements using only capital letters. Additionally, do not include tables, special characters,

fonts (e.g., quotation marks, bullets), or graphs. Space for the narrative statements is limited. Although each element must have a minimum of 200 characters, the maximum number of characters varies based on the questions being asked.

## **11. Funding Restrictions and Allowable Costs**

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

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

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

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

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

***Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.***

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

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13,

2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

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

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

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

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

#### **I. REPLACEMENT EQUIPMENT AND SERVICES**

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

#### **II. DEFINITIONS**

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

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

Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

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

**b. *Pre-Award Costs***

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award. Fees for grant writers are considered an exception and may be included as a pre-award expenditure, see [Appendix C](#) for details. Further, other costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- The recipient must request approval from FEMA to incur such pre-award costs. Requests must be sent via email to [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov) and include the application number and justification narrative. Please note, the recipient must seek approval at the time of acquisition and before the award is announced.
- The recipient must receive written confirmation from FEMA that the expenses have been reviewed and that FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work.
- The pre-award cost must meet the requirements of 2 C.F.R. § 200.458, which provides that the costs must be necessary for efficient and timely performance of the grant's scope of work.

**Note:** FEMA reserves the right to re-evaluate and disallow pre-award costs at time of award monitoring if it is later determined that the services were not properly procured or do not satisfy the requirements of 2 C.F.R. § 200.458.

See [Appendix C](#) for further information regarding grant writer fees and [Section H-Additional Information](#) of this NOFO for general procurement under grants requirements.

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

M&A activities are those directly related to the management and administration of the AFG award funds, such as financial management and monitoring. M&A expenses should be based only on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification or adequate documentation, will not be allowed or considered for an award. In addition, reimbursement for fees associated with hiring grants management services is now capped at \$1,500. No more than 3% of the federal share of AFG Program funds awarded may be expended by the recipient for M&A for purposes associated with the AFG Program award.

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

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a

current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov) for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov) for further instructions.

**e. Other Direct Costs**

- Construction:** Construction costs are not eligible under the AFG Program. Construction includes major alterations to a building that changes the profile or footprint of the structure. Modifications to facilities activities described in [Appendix B.f- Funding Priorities](#), are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered “construction” for purposes of applicable procurement under grants requirements or environmental protection and historic preservation purposes.
- Fire Departments and Nonaffiliated EMS organizations funding restrictions:** The total amount of funding a fire department or nonaffiliated EMS organization recipient may receive under an AFG Program award is limited to the maximum amounts set by § 33(c)(2) of the Federal Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2229(c)(2)). These award limits are based on two factors: (1) population served and (2) a 1% aggregate amount of available grant funds.

The population of the jurisdiction served by the recipient will determine the maximum amount of AFG Program funding a recipient is eligible to receive but no recipient may receive an award that exceeds 1% of available grant funds in FY 2023, or \$3.2 million. FEMA may waive this aggregate cap in individual cases where FEMA determines that a recipient has an extraordinary need for a grant that exceeds the aggregate cap. FEMA may not waive the statutory funding caps based on population.

The following table explains the maximum funding that a recipient may receive in FY 2023:

Population of the jurisdiction served by the recipient	Maximum award in FY 2023	Statutory waiver available subject to extraordinary need?
100,000 or fewer people	No more than \$1 million	None available
100,001 – 500,000 people	No more than \$2 million	None available
500,001 – 1,000,000 people	No more than \$3 million	None available
1,000,001 – 2,500,000 people	No more than \$3.2 million	Yes, but no more than \$6 million
More than 2,500,000 people	No more than \$3.2 million	Yes, but no more than \$9 million

Regional applicants will be subject to the funding limitations based on the total population served by the host of the application and the participating partners. For

example, if the host and partners serve a population of 100,000 or fewer and are the recipients of a Regional award for \$1 million, then the host has met their cap and is no longer eligible for additional funds under the AFG Program.

- **Allocations and Restrictions of Available Grant Funds by Organization Type**
  - **Fire Departments:** Not less than 25% of available grant funds shall be awarded to career, combination, or volunteer department types (total of 75%).
  - **Nonaffiliated EMS Organizations:** Not more than 2% of available grant funds shall be collectively awarded to all nonaffiliated EMS organization recipients.
  - **Emergency Medical Services Providers:** Not less than 3.5% of available grant funds shall fund emergency medical services provided by fire departments and nonaffiliated EMS organizations.
  - **State Fire Training Academy:** Not more than 3% of available grant funds shall be collectively awarded to all SFTA recipients. Further, not more than \$500,000 of available federal grant funds may be awarded per SFTA applicant.
  - **Vehicles:** Not more than 25% of available grant funds may be used by recipients for the purchase of vehicles. Of that amount, based on stakeholder recommendations, FEMA intends to allocate 10% of the total vehicle funds for ambulances.
  - **Micro Grants:** The selection of the voluntary Micro Grant option (cumulative federal funding of \$75,000) for eligible High Priority Operations and Safety activities does not impact an applicant's request or participation under the Vehicle Acquisition or Regional projects. Applicants who select Micro Grants under Operations and Safety as a funding opportunity choice may still apply for a Vehicle Acquisition or Regional project. Of the 25% allocated to each of the career, combination, and volunteer departments, FEMA will aim to fund no less than 25% of the allocation for Micro Grants.

## **E. Application Review Information**

### **1. Application Evaluation Criteria**

#### **a. *Programmatic Criteria***

Funding priorities and programmatic criteria for evaluating AFG Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the AFG Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The nine major fire service organizations represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors



- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The FEMA Administrator reviews and approves the CDP's recommendations. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

**b. *Financial Integrity Criteria***

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

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

**c. *Supplemental Financial Integrity Criteria and Review***

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

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



## 2. Review and Selection Process

AFG Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this funding notice.

Applications with the highest pre-score rankings are then scored competitively by no less than three members of a Peer Review Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

### a. *Pre-Scoring Process*

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. “Request Details” and “Budget” information should comply with program guidance and statutory funding limitations. The pre-score is half of the total application score.

### b. *Peer Review Panel Process*

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is composed of fire service representatives recommended by the national organizations from the CDP. Peer reviewers will assess each application’s merits based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with his or her peers, and document the findings. A consensus is not required. The panel score is half of the total application score.

## I. NARRATIVE EVALUATION CRITERIA

The Narrative Statements must provide specific details about the activity for which the applicants seek funding. Applicants must explain how the proposed activity(ies) relate to the Operations and Safety Activity or the Vehicle Acquisition Activity. FEMA reviews and compares applications for **duplication including narratives and statistical data**. Therefore, all elements of the Narrative Statements must be original, and **all statistical data must be accurate**. Applications with narratives that have substantial copying of sentences or paragraphs **and/or inaccurate data** that may mislead reviewers may be disqualified. Falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

FEMA has developed a Narrative Development Toolkit and Self Evaluation Sheets available on the FEMA GO Assistance to Firefighters Grants Program website:

<https://www.fema.gov/grants/preparedness/firefighters/assistance-grants/documents>. The documents are designed to assist applicants with narrative preparation and provide specific

criteria used by Peer Review Panelists when evaluating each application. FEMA encourages applicants to use these documents to prepare their applications.

Peer Review Panelists will evaluate and select a score of Strongly Agree, Agree, Neither Agree nor Disagree, Disagree or Strongly Disagree for each narrative section based on the following narrative elements within each activity.

**Financial Need (25%)**

Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. The financial need statement should include details describing the applicant's financial distress, such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of their control.

**Project Description and Budget (25%)**

The Project Description and Budget statement should clearly explain the applicant's project objectives and their relationship to the applicant's budget and risk analysis. The applicant should describe various activities, including program priorities or facility modifications, ensuring consistency with project objectives, the applicant's mission, and national, state, local, or tribal requirements. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals.

**Cost Benefit (25%)**

Applicants should describe how they plan to address the operational and personnel safety needs of the organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The applicant's request should also be consistent with their mission and identify how funding will benefit their organization and affected personnel.

**Statement of Effect on Operations (25%)**

The Statement of Effect on Operations should explain how this funding request will enhance an organization's overall effectiveness. It should address how an award will improve daily operations and reduce an organization's risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should also indicate how the requested item(s) will help the community and increase an organization's ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion.

**c. *Technical Evaluation Process (TEP)***

The highest ranked applications will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will make a final assessment of the application with respect to costs,

quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award. During TEP, the information in [Appendix B](#) is used to make final corrections to any request not meeting program eligibility requirements. This is not a scored phase of the application process. Requests may be recommended for partial funding based on findings made during this assessment.

## **F. Federal Award Administration Information**

In addition to the language below, please see [Appendix C](#) of this NOFO for additional award administration information.

### **1. Notice of Award**

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

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An email notification of the award package will be sent through FEMA's grant application system to the (AOR) that submitted the application.

Recipients must accept their awards no later than 30 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

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

### **2. Difference between Application Request and Award**

During the review process for an AFG Program award, FEMA may modify the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. The award package will identify any such differences under the Approved Scope of Work section.

### **3. Turndown Notifications**

FEMA GO will provide all applicants who do not receive an FY 2023 AFG Program award with a turndown notification.

### **4. Administrative and National Policy Requirements**

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

**a. *DHS Standard Terms and Conditions***

All successful applicants for DHS grant and cooperative agreements are required to comply with [DHS Standard Terms and Conditions](#).

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

**b. *Ensuring the Protection of Civil Rights***

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA. The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on [civil rights provisions](#) is also available through [FEMA.gov External Civil Rights Division](#).

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

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

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

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

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

[Flood Risk Management Standard for Hazard Mitigation Assistance Programs \(Interim\) \(fema.gov\)](https://www.fema.gov).

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

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

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

Applicants may attach the EHP forms during the application period for the project(s) they wish to pursue; however, it does not guarantee award. Once the awards are announced, it is the responsibility of the grant recipients to supply the required EHP form at that time to DHS/FEMA, if they have not submitted already during the application period. Applicants can only proceed with their project(s) once the EHP review is completed and approved. DHS/FEMA may notify grant recipients via email if EHP review is required and will provide instructions on how to comply.

The GPD EHP screening form is located at <https://www.fema.gov/media-library/assets/documents/90195>. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at <https://www.fema.gov/media-library/assets/documents/85376>.

All modifications to facility activities, and any renovation to facilities that would qualify as a modification to a facility supporting activities under Training, Equipment, PPE, or Wellness and Fitness, will require an EHP review. Some Equipment activities will require an EHP review as well. Such activities include but are not limited to the installation of:

- Air compressor/fill station/cascade system (fixed) for filling Self-Contained; Breathing Apparatus (SCBA);
- Air quality systems;
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety);
- Generators (fixed);
- Sprinklers;

- Vehicle exhaust systems (fixed);
- Washer/dryer/extractor;
- Fixed communications antennas onto a building;
- Building renovations such as removal of walls or installation of electrical or water lines;
- Training/exercises in natural settings such as rope or swift water;
- LED signs ; and
- Any scope of work that involves ground disturbances.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training;
- Acquisition of mobile and portable equipment (not involving installation) on or in a building, and does not require a storage area to be constructed; and
- Purchase of PPE and/or SCBA.

## 5. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

### a. *Financial Reporting Requirements*

#### I. FEDERAL FINANCIAL REPORT (FFR)

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA. Recipients may review the [Federal Financial Reporting Form \(FFR\) \(SF-425\)](#) on [grants.gov](#).

Recipients must file the FFR electronically using FEMA GO.

#### II. FFR REPORTING PERIODS AND DUE DATES

Recipients are required to submit a Federal Financial Report (FFR or SF-425) on a semi-annual basis. The FFR must be submitted through FEMA GO based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant and for closeout. Reports are due:

- **No later than July 30** (for the period January 1 – June 30)
- **No later than January 30** (for the period July 1 – December 31)
- Within 120 days after the end of the Period of Performance

Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

### b. *Programmatic Performance Reporting Requirements*

## I. PERFORMANCE PROGRESS REPORT (PPR)

The recipient is responsible for completing and submitting a PPR using FEMA GO.

The PPR should include:

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

## II. PPR Periods and Due Dates

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

- No later than July 30 (for the period January 1 – June 30)
- No later than January 30 (for the period July 1 – December 31)

## c. *Closeout Reporting Requirements*

### I. CLOSEOUT REPORTING

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

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

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

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

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

## II. ADMINISTRATIVE CLOSEOUT

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

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

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

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

**d. *Additional Reporting Requirements***

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

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

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

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must



provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

## **II. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE**

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

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

## **III. SINGLE AUDIT REPORT**

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

The audit must be performed in accordance with the requirements of [U.S. Government Accountability Office's \(GAO\) Government Auditing Standards](#), and the requirements of [Subpart F of 2 C.F.R. Part 200](#).

## **6. Monitoring and Oversight**

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

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

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal

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

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

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

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

## **G. DHS Awarding Agency Contact Information**

### **1. Contact and Resource Information**

#### ***a. AFG Program Office Contact***

The AFG Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA GO, answers questions concerning applicant eligibility and recipient responsibilities, and helps in the programmatic administration of awards. The AFG Program Help Desk can be contacted at (866) 274-0960 or by email at [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov). Normal hours of operation are from 8 a.m. to 4:30 p.m. ET, Monday through Friday.

#### ***b. FEMA Grants News***

FEMA Grants News is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. FEMA Grants News provides general information on all FEMA grant programs and maintains a comprehensive database

containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. FEMA Grants News can be reached by phone at (800) 368-6498 or by e-mail at [FEMA-Grants-News@fema.dhs.gov](mailto:FEMA-Grants-News@fema.dhs.gov), Monday through Friday, 9 a.m. – 5 p.m. ET.

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

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

**d. *FEMA Regional Offices***

Each FEMA region has Fire Program Specialists who can assist applicants with application information, award administration, and technical assistance. FEMA Regional Office contact information is available on the FEMA website at; [Assistance to Firefighter Grants Regional Contacts](#).

**e. *Equal Rights***

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

**f. *Environmental Planning and Historic Preservation***

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

**2. Systems Information**

**a. *FEMA GO***

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at [femago@fema.dhs.gov](mailto:femago@fema.dhs.gov) or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET.

**H. Additional Information**

**1. Termination Provisions**

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

**a. *Noncompliance***

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

**b. *With the Consent of the Recipient***

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

**c. *Notification by the Recipient***

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

**2. Program Evaluation**

Federal agencies are encouraged to structure NOFOs that incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goal(s) and program outcomes.

OMB Memorandum M-21-27, Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans, implementing Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 (2019) (Evidence Act), urges federal awarding agencies to use program evaluation as a critical tool to learn, improve equitable delivery, and elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act, § 101 (codified at 5 U.S.C. § 311).

As such, recipients and subrecipients are required to participate in a DHS-, Component, or Program Office-led evaluation if selected, which may be carried out by a third-party on behalf of the DHS, its component agencies, or the Program Office. Such an evaluation may involve information collections including but not limited to surveys, interviews, or discussions with individuals who benefit from the federal award program operating personnel, and award recipients, as specified in a DHS-, component agency-, or Program Office-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation

requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

### **3. Period of Performance Extensions**

Extensions to the POP for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests via FEMA GO and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Fire Program Specialist or Program Analyst as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

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

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

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days before the end of the POP to allow sufficient processing time. Extensions are typically granted for no more than six months.

**Example:** Recipients may request an extension when an equipment order was placed during the POP but factors beyond the recipient's control have resulted in a delay in the expected delivery and receipt of the equipment outside of the existing POP; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other extenuating circumstances warrant a brief extension.

#### 4. Disability Integration

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

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

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

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

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA's [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

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

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

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

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

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

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

## **6. Procurement Integrity**

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

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All**



**procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

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

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

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

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

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

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as [Section D.10.a](#) of the NOFO regarding prohibitions on covered telecommunications equipment or services.

**b. *Competition and Conflicts of Interest***



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

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

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

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

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of

his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

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

**c. *Supply Schedules and Purchasing Programs***

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

**I. GENERAL SERVICES ADMINISTRATION SCHEDULES**

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

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found on the U.S General Services Administration website: [State and Local Governments | GSA](#).

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

## II. OTHER SUPPLY SCHEDULES AND PROGRAMS

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

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

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

### d. *Procurement Documentation*

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

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

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

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

## 7. Financial Assistance Programs for Infrastructure

### a. *Build America, Buy America Act*

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also 2 C.F.R. Part 184 and Office of Management and Budget (OMB) Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

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

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

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

### b. *Waivers*

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

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

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

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](https://www.fema.gov/buy-america-preference-in-fema-financial-assistance-programs-for-infrastructure).

**c. Definitions**

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

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

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

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

Produced in the United States means the following for:

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

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

## 8. Record Retention

### a. *Record Retention Period*

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

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

- Records for real property and equipment acquired with Federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the non-federal entity is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs, or pass-through entity. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate computations and proposals, cost allocation plans, or any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates), the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

### b. *Types of Records to Retain*

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

- Specifications;
- Solicitations;
- Competitive quotes or proposals;
- Basis for selection decisions;

- Purchase orders;
- Contracts;
- Invoices; and
- Canceled checks.

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

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

## **9. Actions to Address Noncompliance**

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

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

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

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

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

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

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

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

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

## 10. Audits

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

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see [Section F.d.3](#) of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements".



The objectives of single audits are to:

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

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

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

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

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

## **11. Payment Information**

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

Payment requests are submitted through FEMA GO.

## **12. Whole Community Preparedness**

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

Whole Community includes:

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

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

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

### **13. Appendix A – FY 2023 AFG Program Updates**

Appendix A contains a brief list of changes between FY 2022 and FY 2023 to the AFG Program. The FY 2023 AFG Program funding notice contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Eligible Applicants:  
Definition of a State Fire Training Academy was updated to include that recognition by the National Fire Training Academy is now an eligibility requirement.
- Under Management and Administration (M&A) Costs:  
Reimbursement for fees associated with hiring grants management services is now capped at \$1,500. Requests that are simple percentages of the award, without supporting justification or adequate documentation, will not be allowed or considered for an award.
- Under Other Direct Costs, Allocations and Restrictions of Available Grant Funds:  
Micro Grants cumulative funding threshold was raised from \$50,000 to \$75,000.
- Under Restrictions on Uses of Awarded Funds:  
Clarification was added that items must be requested using correct dropdown selections in the application and that bundled items must have details regarding type, cost, and quantity of all items in the bundle to be considered for funding.
- Under Supporting Definitions:  
Definition of Authority Having Jurisdiction was updated to match NFPA 101, 2021 edition.

- Under Training Activity:
  - Various NFPA standards were updated to reflect the most recent editions.
- Under Equipment Activity:
  - Various priority changes were made to equipment for Fire Department and Regional Fire Department applicants. The following items remain as High Priority:
    - Appliance(s)/Nozzle(s)
    - Basic Hand Tools (Structural/Wildland)
    - Hose (Attack/Supply)
    - Immediately Dangerous to Life or Health (IDLH) Monitoring Equipment
    - IDLH Protection for Investigators (This is single-use respiratory protection)
    - PPE Washer/Extractor/Dryer (Turnout)
    - RIT Pack/Cylinder
    - Thermal Imaging Camera (Must be NFPA 1801 compliant)
    - Portable Radios (must be P-25 compliant)
    - Vehicle Mounted Exhaust Systems
    - Skid Unit
    - Air Compressor/Fill Station/Cascade (fixed or mobile) is High Priority for Regional Fire Department applicants and Medium Priority for Fire Department applicants.

Other equipment items were moved to Medium Priority. Priority changes did not affect SFTA, and NAEMS applicants.

- Phones (telephone/satellite/cell), carrier plans and vehicle mounted fans were added as ineligible items.
- Clarity to reason for funding request (purpose) was added updated. NOFO and application text will be updated from ‘Obtain equipment to achieve minimum operational and deployment standards for existing missions’ to ‘Obtain equipment needed but not currently owned or replace equipment that is broken and/or damaged beyond repair to achieve minimum operational and deployment standards for existing missions’ to better define the funding priorities.
- Computing devices necessary to operate the awarded equipment were added as eligible.
- Under Personal Protective Equipment Activity:
  - Replacement of damaged/unsafe/unrepairable PPE (including SCBA) regardless of age is now allowable.
  - Language regarding PFAS in PPE was moved from the Application Tips section to PPE Activity section and updated to encourage award recipients to

seek acquisition of PFAS-free gear when possible.

- NFPA standard was added to the Chemical /Biological Suites under Specialized PPE.
- Under Wellness and Fitness Activity:  
Whole-body MRI was added to ineligible activities.
- Under Vehicle Acquisition Activity:  
NFPA standards 1901, 1906 and 1917 were replaced by the consolidated NFPA standard 1900.

#### **14. Appendix B – Programmatic Information and Priorities**

Appendix B contains details on AFG Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

##### **a. *Ineligible Applications and/or Organizations***

FEMA considers two or more separate fire departments or nonaffiliated EMS organizations with different funding streams, personnel rosters, and EINs but sharing the same facilities as being separate organizations for the purposes of AFG Program eligibility. If two or more organizations share facilities and each submits an application in the same program area (i.e., Equipment, Modifications to Facilities, PPE, Training, or Wellness and Fitness Programs), FEMA reserves the right to review all of those program area applications for eligibility. This determination is designed to avoid the duplication of benefits.

##### **Examples of ineligible applications and/or organizations include:**

- Nonaffiliated EMS organization requests for any activity that is specific or unique to structural/proximity/wildlands firefighting gear.
- Fire departments that are a federal government entity, or contracted by the federal government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land.
- Fire departments or nonaffiliated EMS organizations that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ.
  - However, if a fire department is considered to be the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department as long as the application clearly states that the fire department is considered part of the same legal entity.
- Fire-based EMS organization applying as a nonaffiliated EMS organization.
- Auxiliaries, hospitals, or fire service associations or interest organizations that are not the AHJ over the applicant.
- Dive teams, search and rescue squads, or similar organizations that do not provide medical transport.
- Fire departments, regional, or nonaffiliated EMS organizations that are for profit.
- State or local agencies, or subsets of any governmental entity, or any authority that do

not meet the requirements as defined by 15 U.S.C. §2229(a), (c).

- If an applicant submits two or more applications for the same equipment or other eligible activity (for example, if an applicant submits two or more applications, one under the Regional activity, and one under the Operations and Safety activity for SCBA), both applications may be disqualified. If an applicant submits two separate applications for the same activity (i.e., two separate vehicle applications for the same vehicle) during the same application period, both applications may be disqualified.
  - This is different from when an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g., multiple fire departments under the same county, city, borough, parish or other municipality). In that situation, the applicant may request similar or the same equipment as long as the application clearly states which equipment (including quantities) is for which agency/instrumentality. This is permissible even if that entity submits multiple applications across regional versus direct applications.
  - Eligible Fire Department and nonaffiliated EMS applicants may submit only one application for each of the following application types: Individual Operations and Safety, Individual Vehicle, Regional Operations and Safety, and Regional Vehicle. Under the Operations and Safety applications, applicants may submit for multiple activities and for multiple items within each activity. Under the Vehicle application, applicants may submit one application for a vehicle activity (or activities) for their department and one separate application for a Regional vehicle (the same vehicle(s) may not be requested for both purposes). All duplicate application submissions may be disqualified.

**b. *Supporting Definitions for this NOFO***

**Authority Having Jurisdiction (AHJ)** is an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, and installation, or a procedure (Per NFPA 101, 2021 Edition: Life Safety Code).

**Automatic Aid** is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710, 2020 Edition and NFPA 1720, 2020 Edition).

**Career Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

**Combination Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on-call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

**Firefighting Personnel**, as defined in 15 U.S.C. § 2229, means individuals, including volunteers, who are firefighters, officers of fire departments, or emergency medical service personnel of fire departments.

**Mutual Aid** is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2016 and 2020 edition; and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2020 Edition).

**Metro Department** is a metropolitan fire department that has a minimum staffing of 350 career firefighters as defined by the International Association of Fire Chiefs (IAFC). DHS/FEMA collects information on metro departments for statistical purposes only. Status as a metro department is not a factor in scoring or funding.

**Primary First Due** is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

**Volunteer Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel that do not receive any compensation (does not include length of service award programs).

**c. Community Classifications**

The information the applicant organization supplies in Applicant Characteristics and Community Description of the AFG Program application determines whether the jurisdiction is identified by FEMA as urban, suburban or rural. The community classification will determine the funding priority.

The US Census Bureau's urban/suburban/rural classifications are fundamentally a delineation of geographical areas. For more information, please visit the Census website at [Urban and Rural](#).

FY 2023 demographics for determining urban, suburban, or rural include:

Community	Urban	Suburban	Rural
<b>Population of primary first due response area</b>	>3,000 sq. mi. or 50,000+ population	1,000-2,999/sq. mi. or 25,000-50,000 Population	0-999/sq. mi. or <25,000 population
<b>Water Supply (percentage of primary first due response area covered by hydrant service)</b>	75-100% hydrants (municipal water)	50-74% hydrants	<50% hydrants
<b>Land Use within primary first due response area</b>	<25% for agriculture (based on zoning) >50% industrial and commercial combined	25%-49% used for agriculture (based on zoning) 25%-49% industrial and commercial combined	>50% used for agriculture (based on zoning) <25% industrial and commercial combined

<b>Square miles within primary first due response area per station</b>	<3 sq. mi. per station	3-9 sq. mi. per station	>10 sq. mi. per station
--	------------------------	-------------------------	-------------------------

**d. *Application Tips***

The following information may be useful when preparing a competitive application:

- NFPA “FREE ACCESS”: As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit [NFPA’s Free Access page](#).
- Regional applicants are only eligible to apply for Training, Equipment, PPE, and/or Wellness and Fitness within Operations and Safety, and Vehicle Acquisition.
- SFTA applicants are only eligible to apply for Equipment and/or PPE within Operations and Safety, and Vehicle Acquisition.
- Successful Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Any Regional award made will impact or be included in the host organization’s funding limitations.
- Applications differ based on the applicant type. For example, the SFTA application for a vehicle will be different from the fire department application for a vehicle. Be sure to select the appropriate applicant type when applying.
- Fire Departments or nonaffiliated EMS organizations that are part of a larger organization with a broader scope should apply through the larger organization to avoid limiting eligible activities. For example, a rescue squad that periodically participates in structural firefighting and that belongs to a county fire and rescue agency should apply through the county for structural PPE. In other words, the county should apply on behalf of the rescue squad.
- FEMA recognizes the number of seated riding positions in front line apparatus as a reasonable measurement of the quantity of PPE or relevant equipment (radios, etc.) to be funded. Exceptions to the front-line seated riding position count may be considered by FEMA if compelling need to include seated riding positions in reserve apparatus can be demonstrated and justified. Applicants that seek to include reserve apparatus seated riding positions in the total seated riding position count must submit a justification narrative.
- **Applicants are encouraged to review the funding priorities listed under each activity in [Section F](#) of this NOFO. These priorities are marked as “high,” “medium,” or “low” and should be considered when applying for a grant. FEMA will fund items and activities with the highest priority first.**

**e. *Restrictions on Uses of Award Funds***

- No AFG Program funds may be used to support hiring (part-time or full-time), salaries, benefits, or fringe benefits (including but not limited to contributions for social security, insurance, workers’ compensation, pension or retirement plans) for any personnel.
- Documented back fill and/or overtime/lost wages costs to support awarded training activities are allowable personnel expenses.
- Instructor’s rates/base rates should be provided as part of the application narrative, as

- well as the market-researched competitive rate for delivering the requested training.
- If the instruction provided for an awarded training activity is delivered by an existing member(s) of the recipient organization, only the established base rate of compensation, without benefits or overtime, may be eligible for reimbursement.
  - Recipients are encouraged to allow other organizations to benefit from an awarded activity; e.g., filling another organization’s SCBA cylinders using a grant funded compressor, cleaning another organization’s turnout gear, or offering excess capacity training opportunities. If recipients choose to include costs associated with shared benefit (e.g., backfill, overtime, tuition) for members outside of their department, they must apply as a Regional applicant.
  - Items requested under Additional Funding may only be from that same Activity area. Furthermore, improper Additional Funding requests may be disqualified, if there is misalignment between the item requested and the Activity area. However, the following requests are allowable:
    - Rapid Intervention Team (RIT) packs supporting a SCBA request under the PPE activity. RIT packs must be requested under the Equipment activity if not supporting an SCBA request.
    - PPE gear bags under the PPE activity (gear bags are only eligible as additional funds in association with a PPE gear request).
    - Air Compressor/Fill Station/Cascade Systems (Fixed or Mobile) in support of a Regional SCBA request under the PPE activity. Regional requests for Air Compressor/Fill Station/Cascade Systems (Fixed or Mobile) must be requested under the Equipment activity if not supporting a SCBA request.
    - PPE gear washer/extractor/dryer in support of a PPE gear request under the PPE activity. Washer/extractor/dryer must be requested under the Equipment activity if not supporting a PPE gear request.
  - Items must be requested using individual item dropdowns in the application (e.g. nozzles and appliances should not be requested under ‘Hose (Attack/Supply)’ dropdown, but under ‘Appliance(s)/Nozzle(s)’ option). In addition, items requested as a bundle without details on the number of units and cost per individual component will not be considered for funding.

**f. Funding Priorities**

**i. OPERATIONS AND SAFETY – TRAINING OVERVIEW**

FEMA has determined that hands-on, instructor-led training that meets a national, state, or DHS adopted standard and results in a national or state certification provides the greatest training benefit.

**All of the following are considerations in pre-scoring and peer review determinations:  
High (H), Medium (M), Low (L)**

Fire Department, Regional, and SFTA Training Priorities by Purpose	
<b>H</b>	<ul style="list-style-type: none"> <li>• Training evaluated using national or state standards</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Training that brings a department into compliance with recommended NFPA or other national standards</li> </ul>



<b>H</b>	<ul style="list-style-type: none"> <li>Instructor-led training that requires student testing to demonstrate academic competence or practical proficiency</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>Training that benefits the highest percentage of applicable personnel, such as the hazardous materials training within a fire department or training that will be open to other eligible organizations</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>Training that does not result in certification</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>Training that is self-directed/validated</li> </ul>
<b>L</b>	<ul style="list-style-type: none"> <li>Training that will address an identified risk but not associated with compliance to any standards</li> </ul>

Fire Department and Regional Training Priorities by Course Type				
Training	NFPA #	Urban	Suburban	Rural
Firefighter I, II	1001	<b>H</b>	<b>H</b>	<b>H</b>
Fire/Emergency Services Instructor	1041	<b>H</b>	<b>H</b>	<b>H</b>
Hazardous Materials Response-Awareness, Operations, Technician	470	<b>H</b>	<b>H</b>	<b>H</b>
Infection Control	1581	<b>H</b>	<b>H</b>	<b>H</b>
Confined Space Response- Awareness, Operations, Technician	2500	<b>H</b>	<b>H</b>	<b>H</b>
Wildland firefighting (basic)	1140	<b>H</b>	<b>H</b>	<b>H</b>
Wildland firefighting certification (red card)	1140	<b>H</b>	<b>H</b>	<b>H</b>
Wildland Fire Officer	1051	<b>H</b>	<b>H</b>	<b>H</b>
Rapid Intervention Training	1407	<b>H</b>	<b>H</b>	<b>H</b>
Fire Officer	1021	<b>H</b>	<b>H</b>	<b>H</b>
Emergency Medical Responder	1001	<b>H</b>	<b>H</b>	<b>H</b>
Emergency Medical Technician	1001	<b>H</b>	<b>H</b>	<b>H</b>
Advanced Emergency Medical Technician to Paramedic	1001	<b>H</b>	<b>H</b>	<b>H</b>
Paramedic	1001	<b>H</b>	<b>H</b>	<b>H</b>
Paramedic to Community Paramedic	1001	<b>H</b>	<b>H</b>	<b>H</b>
Firefighter Safety and Survival	1407	<b>H</b>	<b>H</b>	<b>H</b>
Safety Officer	1026,1521	<b>H</b>	<b>H</b>	<b>H</b>
Fire Apparatus Driver/Operator	1002	<b>H</b>	<b>H</b>	<b>H</b>
Fire Prevention	1037,1730	<b>H</b>	<b>H</b>	<b>H</b>
Fire Inspector	1031	<b>H</b>	<b>H</b>	<b>H</b>
Fire Investigator	921,1033	<b>H</b>	<b>H</b>	<b>H</b>
Fire Educator	1035	<b>H</b>	<b>H</b>	<b>H</b>
NIMS/Incident Management System (IMS)	1026,1561	<b>H</b>	<b>H</b>	<b>H</b>
Emergency Scene Rehab	1584	<b>H</b>	<b>H</b>	<b>H</b>
Critical Incident Debriefing/Crisis Intervention	1500	<b>H</b>	<b>H</b>	<b>H</b>
Any training to a National/State or		<b>H</b>	<b>H</b>	<b>H</b>

NFPA standards				
Compliance with federal/state-mandated program		H	H	H
Technical Rescue- Operations, Technician	1006, 2500	H	H	H
Vehicle Rescue	2500	H	H	H
Another officer	1021	H	H	M
Aircraft Rescue Firefighting (ARFF)	440, 460, 1003	H	H	M
Weapons of Mass Destruction (WMD)	470	H	H	H
Mass Casualty		H	H	H

Fire Department and Regional Training Priorities by Course Type				
Training	NFPA #	Urban	Suburban	Rural
Training to address a local risk not elevated to a national or state		M	M	M
Specialized Training		M	M	M
Maritime Firefighting	1005, 1405, 1910	L	L	L
Instructor-led training that does not lead to certification		L	L	L
Self-taught courses		L	L	L
Training not elevated to a national or state standard		L	L	L

### Funding Priorities for Fire Departments and Nonaffiliated EMS Organizations Training

The AFG Program provides training grants to meet the educational and performance requirements of fire departments and nonaffiliated EMS personnel. Training should align with the U.S. National Highway Traffic Safety Administration, which designs and specifies a National Standard Curriculum for Emergency Medical Technician (EMT) training and the National Registry of Emergency Medical Technicians (NREMT), a private, central certifying entity whose primary purpose is to maintain a national standard (NREMT also provides certification information for paramedics who relocate to another state).

**A higher priority is assigned to the following due to the time and cost of upgrading an organization's response level:**

- Organizations seeking to elevate the response level from Emergency Medical Responder (EMR) to EMT.
- Organizations seeking to elevate the response level from Advanced EMT (AEMT) to Paramedic.
- Organizations seeking to train Community Paramedics: Organizations seeking to train a high percentage of the active EMRs will receive additional consideration when applying under the Training activity.

**Eligible Training Activities for Fire Departments and Regional Applications include but are not limited to:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Train-the-trainer courses</li> <li>• Alternative fuel firefighting</li> <li>• Response to natural disasters</li> <li>• Minor interior alterations, requested under Additional Funding and limited to \$10,000 total expenditure to support the awarded Training activities (e.g., removal/construction of a non-weight bearing wall)</li> <li>• Overtime expenses paid to career firefighters to attend training or to backfill positions for colleagues who are in training</li> <li>• Rental of facilities to conduct training</li> <li>• Rental of Audio/Visual equipment</li> <li>• Travel expenses associated with attendance at a formal training course or conference (mileage, hotel, and lodging expenses)</li> <li>• Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers</li> <li>• Tuition, exam/course fees, and certifications/certification expenses</li> </ul> | <ul style="list-style-type: none"> <li>• Purchase of training curricula and training services (instructors)</li> <li>• Chemical Biological Radiological Nuclear and Explosive (CBRNE) awareness, performance, planning, and management.</li> <li>• Travel expenses associated with Type 3 Incident Management Teams (IMT) attending position development/mentoring assignment with national Type 2 or Type 1 IMTs</li> <li>• Supplies or expendables or one-time use items essential for an award's scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA 1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training</li> <li>• Props (single-use or permanent) essential for training programs requested in the application cannot exceed \$50,000 for Operation and Safety requests; this does not apply to SFTA requests</li> </ul> |
|---|--|

**Ineligible Training Activities for Fire Departments and Regional Applications include but are not limited to:**

<ul style="list-style-type: none"> <li>• Construction of facilities (buildings, towers, sheds, etc.)</li> <li>• Firefighting equipment or PPE, such as SCBA, used exclusively for training</li> <li>• Remodeling not directly related to grant activities</li> <li>• Any costs associated with planning and/or participating in formal or planned special event exercises to identify user needs, evaluate an organization’s performance capabilities, validate existing capabilities, or to facilitate coordination and asset sharing</li> <li>• Firefighting equipment and PPE rental, as well as training facility personnel costs (such as facility maintenance, cleaning, safety officer services, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Site preparation to accommodate or modify any training activity, facility, or prop that is a permanent or semi-permanent improvement, including but not limited to: landscaping, cutting or grading an access road, trenching, paving a training area, exterior stairs or sidewalks, or the installation of utilities</li> <li>• Purchase or lease of real estate (this does not preclude departments from securing necessary training facilities such as classrooms, use of towers, training props, etc.)</li> <li>• Purchase of Unmanned Aerial Vehicles (UAVs) and Drones</li> <li>• Food and beverages</li> </ul>
--	--

**Eligible Training Activities for Nonaffiliated EMS include but are not limited to:**

<ul style="list-style-type: none"> <li>• EMR</li> <li>• EMT</li> <li>• AEMT</li> <li>• AEMT to Paramedic</li> <li>• Paramedic (applicant must clearly demonstrate plan to accomplish paramedic training within the period of performance)</li> <li>• Community Paramedics (paramedics with Primary Care certification)</li> <li>• Travel expenses associated with attendance at a formal training course or conference: air/rail transportation, mileage, hotel/lodging expenses, etc. (Note: Food and beverages are ineligible travel expenses)</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at formal training forums or conferences providing continuing education credits</li> <li>• Overtime expenses paid to career nonaffiliated EMS responders to attend training or to backfill positions for colleagues who are in training</li> <li>• Compensation to volunteers for wages lost to attend training (there is no overtime or backfill for volunteers)</li> <li>• Supplies or expendables or one-time use items essential to complete the training activity of a nonaffiliated EMS award’s scope of work; examples include bandages, splints, expendable respiratory supplies, etc.</li> </ul>
---	---

**ii. OPERATIONS AND SAFETY – EQUIPMENT OVERVIEW**

AFG grants fund equipment for effective response, firefighting, rescue and emergency medical operations to enhance the public safety.

**Reminder:** When requesting training for any items in this section, enter the request under “Additional Funding” in the “Request Details” section of the application. Make sure to identify the type and scope of training, timeframe, etc. in the item description section.

Training must be specific to the use of the equipment (i.e., vendor training) and not duplicative of courses listed under the Training activity.

**Also note:**

- Accountability systems are located under the Equipment activity.
- All simulators, tow vehicles, and all mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, or rescue/smoke mazes) are located under the Equipment activity.
- Request for monitors/defibrillators should be based on the number of transport and non-transport ALS response vehicles in the fleet (medic engine, medic chase vehicle, ALS ambulance, etc.).
- P-25 compliant Portable Radios should be requested based on the number of seated riding positions or active members of the department and supported in the request narratives.
- Requests for P-25 mobile radios should be based on the number of vehicles in the fleet.
- Requests to replace obsolete or damaged equipment should enable the applicant to meet applicable industry, local, state, and national standards.
- Equipment product lifecycles are assigned an age category of Short (5-7 years), Intermediate (8-14 years), or Long (15-20 years). These age categories are used to compare like types of equipment of a similar age category. Under this system, an item that should have a useful life of 10 years is only compared to other items that have a similar useful lifespan. An application does not score higher or lower based on the product lifespan of an item. It only serves to ensure a more even scoring of equipment based on type.

**All of the following are considerations in pre-scoring and peer review determinations:**

Priority	Age Category	Fire and Fire Regional	SFTA
<b>BASIC EQUIPMENT</b>			
<b>M H</b>	Intermediate	Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA. Fire Department applicants: <b>M</b> Regional Applicants: <b>H</b>	Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA - <b>H</b>
<b>H</b>	Long	Appliance(s)/Nozzle(s)	Appliance(s)/Nozzle(s)
<b>H</b>	Long	Basic Hand Tools (Structural/Wildland)	Basic Hand Tools (Structural/Wildland)
<b>M</b>	Intermediate	Electric/Gas Powered Saws/Tools	Electric/Gas Powered Saws/Tools - <b>H</b>
<b>M</b>	Short	Fit Tester	Fit Tester - <b>H</b>
<b>M H</b>	Long	Foam Eductors - <b>M</b> for Fire Department and Regional Applicants	Foam Eductors - <b>H</b>
<b>H</b>	Intermediate	Hose (Attack/Supply)	Hose (Attack/Supply)
<b>H</b>	Short	Immediately Dangerous to Life or Health (IDLH) Monitoring Equipment	IDLH Monitoring Equipment

Priority	Age Category	Fire and Fire Regional	SFTA
<b>H</b>	Immediate	IDLH Protection for Investigators (this is single-use respiratory protection)	
<b>M H</b>	Long	Ladders - <b>M</b>	Ladders - <b>H</b>
<b>M H</b>	Short	Personal Accountability Systems - <b>M</b>	Personal Accountability Systems - <b>H</b>
<b>H</b>	Intermediate	PPE Washer/Extractor/Dryer (Turnout)	PPE Washer/Extractor/Dryer (Turnout)
<b>M</b>	Intermediate	Respirator Decontamination System (SCBA)	Respirator Decontamination System (SCBA)
<b>M H</b>	Intermediate	Props for Fire Department applicants and Regional Applicants: <b>M</b>	Props - <b>H</b>
<b>H</b>	Intermediate	RIT Pack/Cylinder	RIT Pack/Cylinder
<b>M</b>	Intermediate	Generator – Portable	Generator – Portable
<b>M H</b>	Intermediate	Tech Rescue (Ropes, Harnesses, Carabiners, Pulleys, etc.) for Fire Departments and Regional applicants: <b>M</b>	Tech Rescue (Ropes, Harnesses, Carabiners, Pulleys, etc.) - <b>H</b>
<b>M H</b>	Short	Simulators for Fire Departments - <b>M</b> Simulators for Regional (including virtual) - <b>M</b>	Simulators (including virtual) - <b>H</b> Repairs and upgrades (non-construction) to existing Simulators - <b>H</b>
<b>H</b>	Short	Thermal Imaging Camera (Must be NFPA 1801 compliant)	Thermal Imaging Camera (Must be NFPA 1801 compliant)
<b>L M H</b>	Short	Software and Learning Management System (LMS) to support training for Fire Departments - <b>L</b> Software and LMS to support training for Regional - <b>M</b>	Software and LMS to support training - <b>H</b>
<b>M</b>	Short	Computers used in support of training	Computers used in support of training
<b>H</b>	Short	Vehicle Mounted Exhaust Systems	Vehicle Mounted Exhaust Systems
<b>M</b>	Short	Mobile computing devices intended to be used on scene (Tablets)	Mobile computing devices intended to be used on scene (Tablets)

### COMMUNICATIONS

<b>M H</b>	Intermediate	Base Station (must be P-25 Compliant) for Fire Departments and Regional applicants: <b>M</b>	Base Station (must be P-25 Compliant) - <b>H</b>
<b>M H</b>	Intermediate	Headsets for Fire Departments and Regional applicants: <b>M</b>	Headsets - <b>H</b>
<b>M H</b>	Intermediate	Mobile Radios (must be P-25 Compliant) for Fire Departments and Regional applicants: <b>M</b>	Mobile Radios (must be P-25 Compliant) - <b>H</b>
<b>M H</b>	Intermediate	Mobile Repeaters (must be P-25 Compliant) for Fire Departments and Regional applicants: <b>M</b>	Mobile Repeaters (must be P-25 Compliant) - <b>H</b>
<b>M H</b>	Intermediate	Pagers (limited to number of active members) for Fire Departments and Regional applicants: <b>M</b>	Pagers (limited to number of active members) - <b>H</b>

Priority	Age Category	Fire and Fire Regional	SFTA
<b>H</b>	Intermediate	Portable Radios (must be P-25 compliant)	Portable Radios (must be P-25 compliant)
<b>M</b>	Intermediate	Mobile Data Terminal (MDT)	MDT
<b>M</b>	Short	Software specifically to enable Radio over IP (RoIP)	Software specifically to enable RoIP
<b>EMS EQUIPMENT</b>			
<b>H</b>	Short	Airway Equipment (Non-Disposable)	Airway Equipment (Non-Disposable)
<b>H</b>	Short	Automated External Defibrillators (AEDs) BLS Level	AEDs BLS Level
<b>H</b>	Short	Automatic Chest Compression Device (CPR)	Automatic CPR
<b>H</b>	Short	EMS Training Aids	EMS Training Aids
<b>H</b>	Short	Monitor/Defibrillator	Monitor/Defibrillator
<b>H</b>	Intermediate	Power Lift Cot	Power Lift Cot
<b>H</b>	Intermediate	Power Lift System	Power Lift System
<b>H</b>	Short	Pulse Oximeters	Pulse Oximeters
<b>H</b>	Short	Responder Rehab Equipment	Responder Rehab Equipment
<b>L</b>	Short	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)
<b>EXTRICATION</b>			
<b>M H</b>	Intermediate	Cutter/Spreader for Fire Departments and Regional applicants: <b>M</b>	Cutter/Spreader: <b>H</b>
<b>M H</b>	Intermediate	Vehicle Extrication Equipment for Fire Departments and Regional applicants: <b>M</b>	Vehicle Extrication Equipment: <b>H</b>
<b>HAZARDOUS MATERIALS</b>			
<b>M</b>	Intermediate	Basic HazMat Response Equipment	Basic HazMat Response Equipment
<b>M</b>	Intermediate	Decon, Clean-Up, Containment and Packaging Equipment	Decon, Clean-Up, Containment and Packaging Equipment
<b>M</b>	Short	Sampling Devices (HazMat)	Sampling Devices (HazMat)
<b>SPECIALIZED</b>			
<b>H</b>	Intermediate	Skid Unit	Skid Unit
<b>M</b>	Intermediate	Air Quality Device	Air Quality Device
<b>M</b>	Intermediate	Boats	Boats
<b>M</b>	Short	Marine equipment (NFPA 1910: Standard on Marine Fire-Fighting Vessels)	Marine equipment (NFPA 1910: Standard on Marine Fire-Fighting Vessels)
<b>M</b>	Intermediate	Mobile Generator	Mobile Generator
<b>M</b>	Intermediate	Portable Pump	Portable Pump
<b>L</b>	Short	Specialized Equipment (Other)	Specialized Equipment (Other)



Priority	Age Category	Fire and Fire Regional	SFTA
<b>Chemical Biological Radiological Nuclear Equipment (CBRNE)</b>			
L	Short	CBRNE-related Equipment	CBRNE-related Equipment
L	Short	Non-Disposable Biological Detection	Non-Disposable Biological Detection

Priority	Age Category	Tow Vehicles	Applicant Type
<b>Note: Tow vehicles may be applied for under different application types with differing priority levels. Please reference the chart below when applying for tow vehicles.</b>			
H	Long	Tow Vehicle	SFTA
M	Long	Tow Vehicle	Regional
L	Long	Tow Vehicle	Fire Department

Priority	Age Category	Nonaffiliated EMS	Nonaffiliated EMS Regional
<b>COMMUNICATIONS</b>			
H	Intermediate	Base Station (must be P-25 Compliant)	Base Station (must be P-25 Compliant)
H	Intermediate	Mobile Radios (must be P-25 Compliant)	Mobile Radios (must be P-25 Compliant)
H	Intermediate	Mobile Repeaters (must be P-25 Compliant)	Mobile Repeaters (must be P-25 Compliant)
H	Intermediate	Pagers (limited to number of active members)	Pagers (limited to number of active members)
H	Intermediate	Portable Radios (must be P-25 Compliant, limited to number of AFG Program-approved seated positions)	Portable Radios (must be P-25 Compliant, limited to number of AFG Program-approved seated positions)
M	Intermediate	Mobile Data Terminal	Mobile Data Terminal
M	Intermediate	Headsets	Headsets
M	Short	Software specifically to enable RoIP	Software specifically to enable RoIP



Priority	Age Category	Nonaffiliated EMS	Nonaffiliated EMS Regional
<b>EMS EQUIPMENT</b>			
<b>H</b>	Short	ALS/BLS Equipment	ALS/BLS Equipment
<b>H</b>	Short	Airway Equipment (Non- Disposable)	Airway Equipment (Non- Disposable)
<b>H</b>	Short	AEDs BLS Level	AEDs BLS Level
<b>H</b>	Short	Automatic CPR	Automatic CPR
<b>H</b>	Short	EMS Training Aids	EMS Training Aids
<b>H</b>	Short	Monitor/Defibrillator - 15 leads	Monitor/Defibrillator - 15 leads
<b>H</b>	Intermediate	Power Lift Cot	Power Lift Cot
<b>H</b>	Intermediate	Power Lift System	Power Lift System
<b>H</b>	Short	Responder Rehab Equipment	Responder Rehab Equipment
<b>H</b>	Short	Suction unit	Suction unit
<b>M</b>	Short	Computers used in support of training	Computers used in support of training
<b>M</b>	Short	Mobile computing devices intended to be used on scene (tablets)	Mobile computing devices intended to be used on scene (tablets)
<b>H</b>	Short	Vehicle Mounted Exhaust Systems	Vehicle Mounted Exhaust Systems
<b>L</b>	Short	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)
<b>HazMat</b>			
<b>M</b>	Intermediate	Basic HazMat Response Equipment	Basic HazMat Response Equipment
<b>M</b>	Intermediate	Decon, Clean-Up, Containment and Packaging Equipment	Decon, Clean-Up, Containment and Packaging Equipment
<b>M</b>	Short	Sampling Devices (HazMat)	Sampling Devices (HazMat)

<b>Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities</b>		
Priority	Purpose of Request	Definition
<b>H</b>	Obtain equipment needed but not currently owned or replace equipment that is broken and/or damaged beyond repair to achieve minimum operational and deployment standards for existing missions	Applies to requests for equipment needed, and not currently owned, to achieve minimum operational and deployment standards for a department's existing mission requirements. This includes equipment that is no longer usable because it is broken and/or damaged beyond repair.
<b>H</b>	Replace noncompliant equipment to current standard	Applies to equipment that is deemed obsolete and/or is out of compliance with current standards for that type of equipment. Equipment requested under this reason for purchase has not been deemed inoperable, and while it may not be compliant with current standards it is not broken, damaged, or otherwise unusable.

M	Obtain equipment for new mission	Applies to requests for equipment, supplies, or inventories that are intended to fulfill minimum service requirements associated with new missions that a department is taking on and building the capability for but has not been previously fulfilled. For example, this may include, but is not limited to, establishing a new HazMat capability or Swift Water Rescue capability.
L	Upgrade technology to current standard	Applies to requests for equipment that may or may not be owned, but newer technology is available.

**Eligible Equipment Activities for Fire Department, Nonaffiliated EMS, Regional, and SFTA include but are not limited to:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Shipping, taxes, assembly, and installation of the requested equipment</li> <li>• Extended warranties and service agreements if acquired concurrent with initial acquisition</li> <li>• Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Equipment activities (e.g., removal/construction of a non-weight bearing wall)</li> <li>• Equipment for response to incidents involving CBRNE/WMD</li> <li>• Training specific to the requested equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Requested support activities for equipment requiring supplies or expendables or “onetime” use items essential for an award’s scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA 1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training</li> <li>• Subscriptions necessary for the operation of the awarded equipment and purchased concurrently within the POP</li> <li>• Computing device may be considered for reimbursement if essential to the operation of the funded equipment.</li> </ul> |
|--|--|

### Ineligible Equipment Activities Fire Department, Nonaffiliated EMS, Regional, and SFTA include but are not limited to:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Construction of facilities, such as buildings, towers, or sheds to house communications</li> <li>• All fixed non-mobile repeaters or fixed site amplifiers</li> <li>• Sirens or other outdoor warning devices</li> <li>• Signage of any kind</li> <li>• Phones (telephone/satellite/cell) and carrier plans</li> <li>• Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance</li> <li>• Personal Safety/Rescue Bailout System (PPE)</li> <li>• Computer assisted dispatch (CAD) systems and software, geographic information systems (GIS), dispatch consoles, workstations and office furniture</li> <li>• Nonaffiliated EMS expendable supplies (including but not limited to medications)</li> <li>• Vehicle mounted fans</li> </ul> | <ul style="list-style-type: none"> <li>• Utility Vehicles and All-Terrain Vehicles (UTV/ATV)</li> <li>• UAVs and Drones</li> <li>• Bomb disposal equipment and robots</li> <li>• Mobile radios for personally owned vehicles (except Chief Fire Officer's personal vehicle if justified)</li> <li>• Supplies or expendables or common one-time use items such as foam, soaps, disinfectant wipes, medical gowns/gloves, bandages, any drug, intravenous bags/fluids, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters and splints</li> <li>• Flashover or other simulators/props that do not meet NFPA 1402 or 1403 standard (homemade or aftermarket simulators)</li> <li>• Subscriptions, memberships, equipment rental or lease to purchase</li> <li>• Refurbished equipment</li> </ul> |
|--|--|

### Additional Considerations for Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities

- Equipment that has a direct effect on firefighters' health and safety
- Age of equipment considered for replacement
- Equipment that operationally benefits other jurisdictions
- Equipment that brings the department into compliance with a national recommended standard, (e.g., NFPA or statutory compliance like OSHA)

**IMPORTANT:** The only eligible AFG Program activity for interoperable communications equipment is the acquisition of P-25 compliant equipment.

- P-25 compliant interoperable communications equipment has a digital platform that is programmable, scalable, and can communicate in analog mode with legacy radios, and in both analog and digital mode with other P-25 equipment. P-25 compliance enhances interoperability, allowing first responders to communicate with each other to coordinate their response to and mitigate all hazards.
- The procurement of interoperable communications equipment that does not meet P-25 compliance is unallowable; there are no waivers for P-25 compliance.
- All recipients awarded activities with emergency communication equipment and related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Technical specifications are located at: FY 2023 [SAFECOM Guidance on Emergency Communications Grants](#).
- It is the recipient's responsibility to obtain documented evidence that the equipment

to be acquired has been tested and has passed all the applicable P-25 compliance requirements and the recipient shall be able to produce such documentation to FEMA upon request.

- AFG Program applicants are not required to identify a specific P-25-compliant product in their application narrative, but they must affirm that the interoperable communications equipment requested or acquired will be P-25 compliant.

**Note:** Recipients using FY 2023 AFG Program funds to support emergency communications activities should review and comply with [SAFECOM requirements](#), including provisions on technical standards that ensure and enhance interoperable communications. Communication equipment (e.g., portable radios) would be included in this standard. Recipients investing in emergency communications must ensure their projects support the Statewide Communications Interoperability Plan (SCIP) for their state.

### **iii. OPERATIONS AND SAFETY – PPE OVERVIEW**

AFG Program funds used to acquire PPE may only be used to acquire compliant PPE for firefighting and nonaffiliated EMS personnel. Only the acquisition of PPE compliant with the most current edition of NFPA 1971, 1977, 1981 and/or 1999 are eligible activities. The acquisition of used, refurbished, or updated PPE are ineligible for reimbursement. PPE requested should have the goal of increasing firefighter safety. When requesting to replace or purchase new PPE (e.g., Turnout Gear and/or SCBA) applicants will be asked to provide the age of the items being replaced. All PPE items in the current inventory must be accurately described and accounted for in the application narrative.

Exposure to Per- and polyfluoroalkyl substances (PFAS chemicals) has been linked to cancer and other health effects. Recipients of PPE awards are strongly encouraged to ask potential vendors about their current level of compliance with using PFAS-free materials and to purchase PFAS-free gloves, hoods, boots, etc. as these items have matured in development to include readily available PFAS-free items.

Based in part on NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, in order for PPE (to include SCBA) to be considered noncompliant, the items must be a minimum of 2 NFPA cycles and 10 years of age or older from the date they were manufactured. PPE gear (to include SCBA) that is less than 10 years old and 2 NFPA cycles behind that was deemed damaged/unsafe/unrepairable is eligible for replacement if sufficient justification is provided in the application.

- Acquiring or replacing an individual SCBA face piece for each operational member of an organization is High **H** Priority. To the extent a request for additional face pieces exceeds any face pieces requested as part of an SCBA unit, that request should be entered as a separate request line item and will not be considered a request “to increase supplies” (e.g., if the applicant has the need for 35 Face Pieces, and requests 25 SCBA Units, the applicant should also separately request 10 additional Face Pieces).
- FEMA considers a complete set of Structural/Proximity PPE Turnout Gear to be comprised of these NFPA 1971 compliant components: one pair of pants, one coat,

one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of suspenders, and one pair of goggles. In the AHJ where additional PPE such as a Personal Safety/Rescue Bailout System is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set.

- FEMA considers a complete set of EMS PPE Turnout Gear to be comprised of these NFPA 1999 compliant components: one pair of pants, one coat, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, and one pair of goggles.
- FEMA considers a complete set of Wildland PPE Turnout Gear to be comprised of these NFPA 1977 compliant components: one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, web gear, backpack, and canteen/hydration system.
- FEMA considers PPE gear bags and RIT packs as eligible items that can be requested under Additional Funding and available as part of excess fund for the PPE activity in support of requests for PPE or SCBA items.
- FEMA considers a complete SCBA unit to be comprised of a harness/backpack, one face piece, and two cylinders.
- Recipients should consider the importance of proper fitting gear when making purchasing decisions. This includes the nuances with proper fitting for female firefighters.

#### Training for requested PPE:

- Applicants must certify that all grant-funded PPE will only be used by sufficiently trained personnel (failure to meet this requirement will result in the request for funding deemed ineligible).
- If applicants are requesting training to support a PPE activity, it must be entered in the “Additional Funding” section within the “Request Details” section of the application.

#### The following are considerations in pre-scoring and peer review determinations:

<b>Fire Department, Nonaffiliated EMS, Joint/Regional, and SFTA PPE Priorities</b>		
<b>Priority</b>	<b>Purpose of Request</b>	<b>Definitions</b>
<b>H</b>	Increase supply for new hires and/or existing firefighters that do not have one set of turnout gear (PPE) or allocated seated positions (SCBA). This includes replacing out of service PPE-Turnout Gear and SCBA.	Applies to PPE-Turnout Gear for new firefighters (i.e., new hires or volunteer recruits) and/or existing firefighters that do not currently have one set of PPE-Turnout Gear, and to add SCBA to fill seated riding positions that do not currently have SCBA.
<b>H</b>	Replace in-service or in-use damaged/unsafe/unrepairable PPE/SCBA to meet current standard	Applies to PPE-Turnout Gear and SCBA that is deemed damaged unsafe and unrepairable yet still in use at the time of application.

<b>H</b>	Replace in-service/in-use/expired/noncompliant PPE/SCBA to current standard	Applies to PPE-Turnout Gear or SCBA that is deemed obsolete and/or is out of compliance with current standards. PPE-Turnout Gear or SCBA to be replaced is not compliant with current standards; it is not broken, damaged or otherwise unusable.
<b>L</b>	Replace PPE/SCBA to upgrade technology to current standard	Applies to PPE-Turnout Gear or SCBA that is less than 10 years old for PPE-Turnout Gear or compliant within two NFPA cycles for SCBA.

### Additional Considerations for Fire Department, Nonaffiliated EMS, Joint/Regional, and SFTA for PPE or SCBA Priorities

- Higher priority is given to the age of requested PPE, reason for purchase/replacement, priority. Applicant's call volume is a lesser factor. Applicants will be required to provide the age of the PPE being replaced.
- Applicants with the oldest PPE and/or trying to bring the department into 100% NFPA compliance or the number of active members who will have compliant gear.

PPE List	
<b>Structural/Proximity <span style="color: red;">H</span></b>	
<ul style="list-style-type: none"> <li>• American National Standards Institute (ANSI) Traffic Vests</li> <li>• Boots</li> <li>• Coats</li> <li>• Complete Set of Turnout Gear</li> <li>• Gloves</li> <li>• Goggles</li> </ul>	<ul style="list-style-type: none"> <li>• Helmets</li> <li>• Hoods</li> <li>• Pants</li> <li>• Pass Devices</li> <li>• Personal Safety/Rescue Bailout System</li> <li>• Suspenders</li> </ul>
<b>Respiratory <span style="color: red;">H</span></b>	
<ul style="list-style-type: none"> <li>• Air-Line Unit</li> <li>• Face Pieces</li> <li>• Respirators</li> </ul>	<ul style="list-style-type: none"> <li>• SCBA Spare Cylinders</li> <li>• SCBA (SCBA Unit includes: Harness/Backpack, Face Piece, and two cylinders)</li> </ul>
<b>Wildland <span style="color: red;">H</span></b>	
<ul style="list-style-type: none"> <li>• Jumpsuits/Coveralls</li> <li>• Boots</li> <li>• Coats</li> <li>• Pants</li> <li>• Suspenders</li> </ul>	<ul style="list-style-type: none"> <li>• Goggles</li> <li>• Shelters</li> <li>• Web Gear/Backpacks</li> <li>• Canteens/Hydration Systems</li> <li>• Helmets</li> </ul>
<b>Specialized PPE <span style="color: blue;">M</span></b>	

<ul style="list-style-type: none"> <li>• Ballistic Protective Equipment (BPE), which includes one vest, one helmet, one triage bag, one pair of goggles</li> <li>• Chemical/Biological Suites (must conform to NFPA 1990 2022 edition)</li> </ul>	<ul style="list-style-type: none"> <li>• Extrication Clothing/Rescue Clothing</li> <li>• Proximity Suits</li> <li>• Splash Suits</li> <li>• Wet and Dry Suits</li> <li>• Encapsulated Suits</li> </ul>
<b>Eligible PPE Activities for Fire Department, Nonaffiliated EMS, Joint/Regional and SFTA include but are not limited to:</b>	
<ul style="list-style-type: none"> <li>• ANSI approved retroreflective highway apparel</li> <li>• Training for requested PPE</li> <li>• Turnout gear bags</li> </ul>	<ul style="list-style-type: none"> <li>• Customized helmet shields</li> <li>• Level C suits</li> <li>• Personal Safety/Rescue Bailout System</li> <li>• Face Pieces Regulators</li> </ul>

<b>Ineligible PPE Activities for Fire Department, Nonaffiliated EMS, Joint/Regional and SFTA include but are not limited to:</b>	
<ul style="list-style-type: none"> <li>• Three-quarter length rubberboots</li> <li>• Uniforms (formal/parade or station/duty) and uniform items (hats, badges, etc.)</li> <li>• PPE gear bags (ineligible unless requested as additional funds in association with a PPE request)</li> <li>• RIT packs (ineligible unless requested as additional funds in association with SCBA request)</li> <li>• Air Compressor/Fill Station/Cascade Systems (ineligible unless requested as additional funds in association with a Regional SCBA request)</li> <li>• PPE gear washer/extractor/dryer (ineligible unless requested additional funds in association with PPE gear request).</li> <li>• Personal Safety/Rescue Bailout System for nonaffiliated EMS organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Food and beverages</li> <li>• Integrated thermal imaging cameras (TIC) with heads-up display</li> <li>• Bomb disposal suits</li> <li>• Any communications equipment (e.g., radios and pagers) in the PPE section</li> <li>• Structural, proximity, wildland firefighting gear, or rescue and extrication gear for nonaffiliated EMS organizations</li> <li>• Any decals, embroidery, engraving, flags, graphics, logos, vehicles, and PPE Turnout lettering that customizes awarded items beyond the normal expectation (except customized helmet shields)</li> <li>• Funding is limited to one set of PPE- Turnout Gear per person</li> <li>• Equipment rental or lease to purchase</li> <li>• <b>Note:</b> Where bailout system is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set</li> </ul>



**iv. OPERATIONS AND SAFETY – WELLNESS AND FITNESS OVERVIEW**

Wellness and Fitness activities are intended to strengthen emergency responders so that their mental, physical and emotional capabilities are resilient enough to withstand the demands of all hazardous operations. In order to be eligible for funding, applicants must offer, or plan to offer, all five of the following Priority 1 activities as discussed in the table below.

**Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities**

**Priority 1** - Below are the five activities required for a complete Wellness and Fitness program:

- Initial medical exams;
- Job-related immunization;
- Annual medical and fitness evaluation;
- Behavioral health; and
- Cancer Screening Program to meet NFPA 1582.

**Priority 2** - Applicants may only apply for Priority 2 Items (listed below) if the applicant offers or is requesting a combination of the five activities required under Priority 1 (listed above):

- Candidate physical ability evaluation;
- Injury/illness rehab;
- Formal fitness, injury prevention; or
- International Association of Fire Fighters (IAFF) or IAFC peer fitness trainer program, including transportation, travel, overtime/backfill, and reasonable expenses associated with member participation in Train-the-Trainer for IAFF/IAFC and implementation of a peer fitness trainer programs. Core components included in a firefighter fitness assessment include:
  - Aerobic Capacity,
  - Body Composition,
  - Muscular Strength,
  - Muscular Endurance and
  - Flexibility.

**NOTE:** Applicants are encouraged to review NFPA 1583 for guidance on the minimum requirements for the development, implementation, and management of a health-related fitness program.

Departments that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment within Priority 2. In addition, all grant-funded physicals (except those for explorers) must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1; and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at <https://www.fstaresearch.org>.

**NOTE:** Simultaneous requests for Priority 1 and Priority 2 activities will receive a lower funding consideration than requests that complete the bundle of the five Priority 1 activities. Applicants should review Health Related Fitness Programs as outlined in NFPA 1583, which is summarized below.



### Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

#### NFPA 1583 Standards on Health-Related Fitness Programs for Fire Department Members

##### Scope

This standard establishes the minimum requirements for the development, implementation, and management of a health-related fitness program for members of the fire department involved in emergency operations.

##### Purpose

The purpose of this standard is to provide the minimum requirements for a health-related fitness program for fire department members that enhances the members' ability to perform occupational activities efficiently and safely and reduces the risk of injury, disease, and premature death.

This document is intended to help fire departments develop a health-related fitness program for fire department members that requires mandatory participation but is not punitive.

This document is not intended to establish physical performance criteria.

#### Eligible Wellness and Fitness Activities for Fire Department and Nonaffiliated EMS include but are not limited to:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• The five Priority 1 items: initial medical exams, job-related immunization, annual medical and fitness evaluation, behavioral health, and cancer screening</li> <li>• Behavioral health programs to include, but not limited to: Critical Incident Stress Management Programs, Employee Assistance Programs</li> <li>• Transportation expenses related to a member's participation in offered Wellness and Fitness activities</li> </ul> | <ul style="list-style-type: none"> <li>• Contractual costs (non-hiring) for personnel (such as nutritional counseling), physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities</li> <li>• Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall); note that these will require EHP review</li> </ul> |
|---|--|

#### Ineligible Wellness and Fitness Activities for Fire Department and Nonaffiliated EMS include but are not limited to:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Fitness club memberships for participants or their families</li> <li>• Non-cash incentives (e.g., t-shirts or hats of nominal value, vouchers to local businesses, or time-off)</li> <li>• Purchase of real estate</li> <li>• Cash incentives</li> <li>• Food and beverages</li> <li>• Subscriptions and memberships</li> </ul> | <ul style="list-style-type: none"> <li>• Purchase of medical equipment that is not used as part of the Wellness and Fitness program</li> <li>• Whole-body MRI scans</li> <li>• Contractual services with anyone other than medical professionals (e.g., health care consultants, trainers, and nutritionists) for programs such as smoking cessation</li> <li>• Purchase of equipment or personal protective equipment that is otherwise eligible under the Equipment activity or the PPE activity</li> </ul> |
|--|---|

v. **OPERATIONS AND SAFETY – MODIFICATIONS TO FACILITIES OVERVIEW**

AFG Program funds may be used to modify fire stations and other facilities. New fire station construction is not eligible. Eligible activities include source capturing exhaust, sprinkler, carbon monoxide alarms or smoke/fire detection systems, only for these types of systems and not multi-purpose systems that encompass ineligible features as described below.

All changes to facilities including major or minor modifications and equipment installations require EHP review.

The benchmark for eligibility does not apply to minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support Training, or Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall). In recognition of the risks posed by exposure to diesel fumes, Source Capture Exhaust Extraction Systems (SCES) are a High Priority item for vehicle exhaust mitigation under Modifications to Facilities.

An SCES is a system where exhaust gases from a vehicle are captured directly via a conduit that attaches to/over the end of the vehicle's exhaust system at the tailpipe. The captured exhaust gases are expelled through the attached conduit via mechanical/pneumatic means to the exterior of the building.

No modification may change the structure's footprint or profile. If requesting multiple items, such as a sprinkler system and exhaust system, the funding for any projects or activities cannot cumulatively exceed \$100,000 (total project cost[s]) for any individual station.

Eligible projects under this activity must have a direct effect on the health and safety of firefighters.

Note: Vehicle Mounted Exhaust Systems are now listed as a "High" priority in the equipment activity.

**Facility Considerations:**

Priority is given to facilities staffed full-time and facilities with sleeping quarters. Facilities without sleeping quarters or with part-time occupancy will receive subsequent consideration. Training facilities, marine fire facilities, and intermittently occupied facilities will be considered next.

**All of the following are considerations in pre-scoring and peer review determinations:**

<b>Eligible Modifications to Facilities Priorities for Fire Department and Nonaffiliated EMS include but are not limited to:</b>	
<b>H</b>	<ul style="list-style-type: none"> <li>• New source capture exhaust systems, sprinkler systems, carbon monoxide, or smoke/fire detection systems – only for these types of systems and not multi- purpose systems that encompass ineligible features as described below.</li> <li>• Replacement or updates to existing source capture exhaust systems, sprinkler systems, carbon monoxide, or smoke/fire detection systems are considered lower priority over requests submitted for new systems.</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Emergency generators, Air Quality Systems (AQSS)</li> </ul> <p><b>Note:</b> AQSS are fixed equipment that are air purifying, scrubbing, and/or air exchange systems</p>

<b>Ineligible Modifications to Facilities Priorities for Fire Department and Nonaffiliated EMS include but are not limited to:</b>	
<ul style="list-style-type: none"> <li>• Station maintenance</li> <li>• Resurfacing of bay floors</li> <li>• Interior remodeling not pertaining to the requested project(s)</li> <li>• Food and beverages</li> </ul>	<p>Security systems, or other alerting systems of similar purpose designed to notify fire stations of unauthorized access or provide deployment notifications or multi-purpose systems that include any of these features even if they also include otherwise eligible features</p>

**g. Regional Applications**

A Regional application is an opportunity for a fire department or a nonaffiliated EMS organization to act as a host and apply for funding on behalf of itself and any number of other participating AFG Program eligible organizations. The host organization and its partners must be the intended beneficiaries of the proposed project. A nonaffiliated EMS organization that serves as a host regional applicant can only host other nonaffiliated EMS organizations. A fire department that serves as a host regional applicant can apply on behalf of other eligible fire departments and nonaffiliated EMS organizations within the same application. SFTAs are not eligible to apply under the Regional activity. Eligible Regional activities are Vehicle Acquisition, and Operations and Safety but only for Training, Equipment, Wellness and Fitness, and PPE activities. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city, or village) directly from the activities implemented with the grant funds. To align with the stated program objective of fostering interoperability, departments and agencies party to regional applications must use the same vendor. Any exceptions to this requirement must be pre-approved by FEMA in writing and be based on compelling operational need.

Regional applicants will be subject to the funding limitations based on the total population served by the host of the application and the participating partners. For example, if the host and partners serve a population of 100,000 or fewer and are the recipients of a Regional award for \$1 million, the host has met their cap and is no longer eligible for additional funds under the AFG Program.

The community identification characteristic (e.g., Rural, Urban, or Suburban) and the organizational status of the host applicant (e.g., Career, Combination, or Volunteer) will be entered and used for the Regional application, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed primary first due response areas of the host and participating partner organizations. Exceptions can be made to this requirement in situations where the host is also the parent organization and is responsible for their smaller and independent stations.

Neither the Regional host nor any participating partner is prevented from also applying on behalf of their own organization for any AFG Program activity (Vehicle Acquisition, or Operations and Safety). However, it cannot be for the same item. For example, a department cannot apply for PPE under its own organization and participate in a regional PPE application.

In the application narrative, a Regional host must include a list of all the AFG Program eligible participating organizations benefitting from a proposed Regional project, including validated points of contact, each organization's EIN, and clear and detailed information on the regional activities requested.

Host organizations should provide specific details, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services, as well as the responsibilities between the host and the partner organizations.

In order to apply for a Regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to cost share, accountability for the assets, and all reporting requirements in the Regional application. The host of the Regional application is not considered a pass-through entity and may not issue sub-awards.

The host will be required to enter information that captures the macro demographics (e.g., total square miles) and master listings of information (e.g., combined SCBA inventories) of the partners that serve the region.

All participants of a Regional applicant must be compliant with AFG Program requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the AFG Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document signed by the host and all participating organizations. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant-funded assets and/or contracted services. Copies of the MOU will be requested during the technical evaluation of the application.

*The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participants' level of involvement in the project(s), the participating partners' EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible AFG Program organization and must be a party to the MOU or equivalent document.*

#### **h. Vehicle Acquisition**

Vehicles purchased with AFG Program funds must be compliant with NFPA 1900 (Standard for Aircraft Rescue and Firefighting Vehicles, Wildland Fire Apparatus, and Automotive Fire) or equivalent (Standard for Automotive Ambulances). Leases, loan payments, or installment plans to obtain a vehicle are not eligible acquisition activities under the AFG Program and will not be reimbursed.

Community Paramedic/Health vehicles are non-transport vehicles and are not intended to have a dual role (e.g., as utility or support vehicles). There is nothing inherent in the delivery of community paramedic services that requires any emergency response packages (e.g., lights, sirens) or operational equipment (e.g., rescue tools, structural/wildland firefighting equipment). Consequently, such activities are ineligible.

Applicants may apply for more than one vehicle. Requests cannot exceed the financial cap based on population listed in the application. If a department submits multiple types of applications, and more than one of those requests are approved, the department will be held to the same financial cap based on the population listed in the application.

When requesting more than one vehicle, applicants will be asked to fill out a separate line item and answer all the questions including a separate narrative for each vehicle. For example, if an applicant is requesting to replace three ambulances, the applicant must fill out the age and vehicle identification number (VIN) of each vehicle being replaced. Applicants cannot use the same VIN in each line item.

In the case(s) when an applicant is not replacing a vehicle but only changing the service status of a vehicle(s), such as from first due to reserve, a VIN is still required for the narrative and for the vehicle being reassigned.

Applicants requesting fire vehicles that do not have drivers or operators trained to NFPA 1002 or equivalent and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered will not receive a vehicle award.

Applicants requesting nonaffiliated EMS vehicles that do not have drivers or operators trained to the National Standard Emergency Vehicle Operator Curriculum (EVOC) developed by the United States Department of Transportation (DOT), or equivalent, and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive a vehicle award.

All applicants may request funding for a driver training program within the "Vehicle Acquisition" section but must add the request in the "Additional Funding" area in the "Request Details" section of the Vehicle Application.

All driver training program(s) must be in place prior to the delivery of the awarded vehicle(s) or the recipient will be considered in violation of the grant agreement. The pre-score evaluation criteria consider the department's need for the vehicle based on the age/condition of current vehicles and/or the demands on the organization.

<b>Eligible Vehicle Activities for Fire Department, and SFTA include but are not limited to:</b>			
<b>Priority</b>	<b>Urban Communities</b>	<b>Suburban Communities</b>	<b>Rural Communities</b>
<b>H</b>	<ul style="list-style-type: none"> <li>• Aerial</li> <li>• Ambulance</li> <li>• Pumper</li> <li>• Rescue Vehicle Light, Medium, or Heavy</li> <li>• Non-Transport EMS (Community Paramedic/Healthcare)</li> <li>• Quint</li> <li>• Brush Type III or larger</li> </ul>	<ul style="list-style-type: none"> <li>• Aerial</li> <li>• Ambulance</li> <li>• Pumper</li> <li>• Tanker/Tender</li> <li>• Rescue Vehicle Light, Medium or Heavy</li> <li>• Non-Transport EMS (Community Paramedic/Healthcare)</li> <li>• Quint</li> <li>• Brush</li> </ul>	<ul style="list-style-type: none"> <li>• Aerial</li> <li>• Ambulance</li> <li>• Brush/Attack</li> <li>• Pumper</li> <li>• Tanker/Tender</li> <li>• Non-Transport EMS (Community Paramedic/Healthcare)</li> <li>• Quint</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Command/Mobile Communications Vehicle</li> <li>• HazMat Unit</li> <li>• Air/Light Unit</li> <li>• Rehab Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Command/Mobile Communications Vehicle</li> <li>• HazMat Unit</li> <li>• Air/Light Unit</li> <li>• Rehab Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Command/Mobile Communications Vehicle</li> <li>• Hazardous Materials Unit</li> <li>• Air/Light Unit</li> <li>• Rescue Vehicle Light, Medium or Heavy</li> </ul>
<b>L</b>	<ul style="list-style-type: none"> <li>• ARFF</li> <li>• Foam Truck</li> <li>• Fire Rescue/Boat</li> <li>• Highway Safety Unit</li> <li>• Hybrid (i.e., Transport Engine)</li> <li>• Tanker/Tender</li> </ul>	<ul style="list-style-type: none"> <li>• ARFF</li> <li>• Foam Truck</li> <li>• Highway Safety Unit</li> <li>• Hybrid (i.e., Transport Engine)</li> <li>• Fire Rescue/Boat</li> </ul>	<ul style="list-style-type: none"> <li>• ARFF</li> <li>• Foam Truck</li> <li>• Highway Safety Unit</li> <li>• Hybrid (i.e., Transport Engine)</li> <li>• Fire Rescue/Boat</li> <li>• Rehab Unit</li> </ul>

Eligible Regional Vehicle Activities for Fire Departments (ALL Community Types)	
<b>H</b>	<ul style="list-style-type: none"> <li>• Aerial</li> <li>• Air/Light Unit</li> <li>• Bariatric Ambulance</li> <li>• Command/Mobile Communications Vehicle</li> <li>• Non-Transport EMS (Community Paramedic/Healthcare)</li> <li>• Rehab Unit</li> <li>• Rescue Vehicle Light, Medium or Heavy</li> <li>• Tow Vehicle (Applied for under equipment)</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Highway Safety Unit</li> </ul>
<b>L</b>	<ul style="list-style-type: none"> <li>• Hazardous Materials Unit</li> <li>• Foam Truck</li> </ul>

Eligible Nonaffiliated EMS and Nonaffiliated Regional Vehicle Activities	
<b>H</b>	<ul style="list-style-type: none"> <li>• Ambulances</li> <li>• Bariatric Ambulance</li> <li>• Non-Transport EMS (Community Paramedic/Healthcare)</li> </ul>

Compliance with Standards	
<ul style="list-style-type: none"> <li>• Ambulances must comply with NFPA 1900, or GSA Federal Standard KKK-A-1822F</li> <li>• Applicants must certify that unsafe vehicles will be permanently removed from service if awarded a grant; acceptable uses of unsafe vehicles include farm, nursery, scrap metal, salvage, construction, or donation to a foreign entity</li> <li>• Applicants should consider adopting the principles of Traffic Incident Management Systems (TIMS); the USFA report on TIMS can be found on FEMA's website at <a href="https://www.fema.gov/fire-grant-contact-information">:https://www.fema.gov/fire-grant-contact-information</a> <a href="#">Traffic Incident Management Systems</a></li> <li>• New fire apparatus must be compliant with NFPA 1900 for the year ordered/manufactured</li> </ul>	

Additional Considerations (to include, but not limited to)	
<ul style="list-style-type: none"> <li>• Age and mileage of the vehicle being replaced; older equipment receives higher consideration</li> <li>• Age of the newest vehicle in the department's fleet that is like the vehicle to be replaced</li> <li>• Average age of the fleet; older equipment within the same class</li> <li>• Call volume of primary first due response area or region</li> <li>• Converted vehicles (with an emphasis on tanker/brush trucks) not designed or intended for use in the fire service departments that have automatic aid agreements, mutual aid agreements, or both; a converted vehicle is any vehicle that is not engineered to an NFPA standard, or not being used for its original design, or over its gross vehicle weight</li> <li>• Vehicles on loan to the organization in the application narrative but not in the organization's inventory</li> <li>• Damaged vehicles and out of service vehicles in the organization's inventory</li> <li>• Replacement of open cab/jump seat configurations</li> </ul>	

## IMPORTANT

Applicants requesting a vehicle(s) may be required to provide additional fleet information after the submission of the application. Vehicle inventory in the application must reflect currently owned vehicles as well as vehicles that are leased or on long-term loan and vehicles that have been ordered or otherwise currently under contract for purchase or lease by the organization but not yet in possession.

The following definitions should be followed when providing vehicle inventory in the application:

***Front Line Vehicle:*** a vehicle that is fully equipped and ready to respond to emergency calls (first due, second due, ready-reserve vehicle).

***Ready-Reserve Vehicle:*** a vehicle that is equipped and may be easily made ready to respond (i.e., emergency mobilization).

***Reserve Vehicle:*** a vehicle that is not fully equipped and not ready to respond. Reserve apparatus is used when the front-line vehicle is out-of-service (repairs/maintenance). Equipment is removed from the front-line vehicle and moved to the reserve vehicle for emergency response.

***Temporarily Out of Service Vehicle:*** A vehicle which has been temporarily removed from emergency response duties due to mechanical or safety conditions requiring repair. Although currently out of service this vehicle is required to meet the response needs of the agency and will be returned to front line or reserve status once repaired. Temporarily out of service vehicles are included in the vehicle inventory, included in the seated position count and are eligible for replacement in the AFG Program.

***Decommissioned Vehicle:*** A vehicle which has been permanently removed from any or all emergency response duties or functions but is still in the possession of the organization. Examples include retired vehicles waiting disposal, vehicles used solely for parade/public relations use, antique vehicles, display, or similar uses. Decommissioned vehicles are not listed in the vehicle inventory or included in the seated position count and are not eligible for replacement in the AFG Program.

**Vehicle Contract:** Vehicle award recipients must submit a copy of their vehicle purchase contract to the designated Regional Fire Program Specialist or Program Analyst. To locate Regional Fire Specialist, please visit FEMA's website at <https://www.fema.gov/fire-grant-contact-information> [Assistance to Firefighters Grant Program](#). Recipients will be asked to scan the document(s) into a PDF format and email it to the Regional Fire Program Specialist or Program Analyst for inclusion in the grant file. Submitting a vehicle purchase contract will assist in the programmatic monitoring of an award and help ensure programmatic compliance with the Improper Payments Eliminations and Recovery Act of 2012 (Pub. L. No. 112-248). If recipients do not submit a vehicle purchase contract, they will be unable to:

- Submit for an advance of federal funds for partial vehicle payment or chassis payment; and



- Submit an amendment requesting a Period of Performance extension for the project.

**Performance Bond Strongly Recommended:** Performance bonds are strongly recommended but not required by the AFG Program. This is for any organization that is going to advance its own funds to their vendor prior to receipt of the vehicle. The bond may be obtained through the vendor or bank. The concept behind this is to ensure the applicant's funds are not lost in the event of a vendor's failure to perform, e.g., not finishing or delivering the vehicle, or going out of business.

**Prepayment Bond Required:** AFG Program vehicle recipients are required to obtain a prepayment bond if the recipient plans to advance federal funds to their vendor for a down payment. This is to safeguard the federal funds against loss if the vendor goes out of business or fails to deliver the vehicle. Prepayment bonds may be obtained through the vendor or bank. The cost of a Prepayment Bond is a reimbursable activity under a vehicle acquisition award.

**Penalty Clause Required:** All contracts for any AFG Program-funded vehicle must contain a penalty clause. Non-delivery by the contract's specified date, or other vendor nonperformance, will require a penalty that is no less than \$100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient.

Exceptions may be considered by FEMA only if an urgent and compelling need is demonstrated by the recipient. The request for exception from this requirement must be submitted in writing to the AFG Program Analyst or Regional Fire Program Specialist.

**Down Payment:** A down payment for the purchase of a vehicle is allowable if required in the vehicle purchase contract, but FEMA will only allow up to 25% of the federal share to be drawn for this purpose. Any costs over-and-above the 25% limit, such as the cost of a chassis or any other fees or services, must be borne by the recipient or deferred until final payment is drawn.

Federal funds may not be requested for any other payments to include but not limited to periodic or progress vehicle payments, loan payments, or the acquisition of equipment for the awarded if already supplied under the vehicle contract. Purchases outside of the vehicle contract can be requested for payment, i.e., driver/operator training, physical exams for driver/operator, and equipment specific to the type of apparatus awarded and as listed in the NFPA 1990.

**Final Payment:** To expedite the acquisition process, and prior to the vehicle being received, inspected, and accepted, the recipient may request the final vehicle payment as an advance payment request. However, the recipient shall not disburse or satisfy the vehicle obligation until after the vehicle is received, inspected, and accepted by the recipient.

**Eligible Vehicle Activities for Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and SFTA include but are not limited to:**

<ul style="list-style-type: none"> <li>• Cost of vehicle</li> <li>• Physicals to meet current NFPA 1582/US DOT 649 F</li> <li>• Cost of associated equipment that is eligible under current NFPA 1900</li> <li>• Driver/operator training programs that meet applicable standards, current NFPA 1002 or EVOC, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Travel expenses (air/rail transportation, mileage, hotel/lodging) to inspect a requested vehicle during production</li> </ul> <p><b>Note: Food and beverages are ineligible travel expenses</b></p>
--	--

**Ineligible Vehicle Activities for Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and SFTA include but are not limited to:**

<ul style="list-style-type: none"> <li>• Leasing, rental, or installment purchase of any grant funded vehicle</li> <li>• Aircraft, bulldozers, or construction-related equipment</li> <li>• Using the vehicle being awarded as collateral for any financial loan</li> </ul>	<ul style="list-style-type: none"> <li>• UTVs and ATVs</li> <li>• UAVs and drones</li> <li>• Used or refurbished apparatus</li> <li>• Converted vehicles not originally designed for firefighting</li> <li>• Food and beverages</li> </ul>
---	--

**Examples of vehicle types**

- Pumper (an apparatus that carries a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute [GPM])
- Urban interface vehicles (Type I) pumper (300 gallons of water and 750 GPM)
- Ambulance (vehicle used for transporting patients)
- Tanker/Tender (an apparatus that has water capacity in excess of 1,000 gallons of water)
- Quint Aerial (an aerial ladder, elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water)
- Quint (fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, and a complement of ground ladders)
- Aerial Ladder (elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water)

**Unsafe Vehicles**

If applicants specify the vehicle(s) to be replaced are unsafe, they must certify that if awarded, the unsafe vehicle to be replaced will be permanently removed from emergency service response. Permanently removed from emergency service response means the recipient cannot use the vehicle being replaced for any emergency service response, nor can the recipient sell or otherwise transfer title to any individual or emergency service response organization that will use the unsafe vehicle for emergency service response.

***A recipient who certifies it will remove an unsafe vehicle from service but then sells/transfers the unsafe vehicle to another emergency service response organization, or otherwise does not remove the unsafe vehicle from emergency service response, is considered to be in violation of the grant agreement.***

Acceptable dispositions (donation or sale) of unsafe vehicles include but are not limited to a training facility (NO emergency response off the training grounds), farm use, construction or nursery use, sale to a non-emergency service response entity for refurbishment, scrap metal, salvage, or foreign donation.

## **15. Appendix C – Award Administration Information**

Appendix C contains detailed information on AFG Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

### **a. *Help FEMA Prevent Fraud, Waste, and Abuse***

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS Office of Inspector General (OIG) Hotline at (800) 323-8603, by fax at (202) 254-4297, or email [HOTLINE@oig.dhs.gov](mailto:HOTLINE@oig.dhs.gov).

### **b. *Economic Hardship Waivers of Cost Share and Maintenance of Effort***

In cases of demonstrated economic hardship, and upon the request of the recipient, the FEMA Administrator may waive or reduce an AFG Program cost share or MOE requirement for certain recipients (15 U.S.C. § 2229(k)(4)(A)). As required by statute, the FEMA Administrator established guidelines for determining what constitutes economic hardship and published these guidelines in [Information Bulletin No. 427](#).

The applicant is required to submit documentation supporting their request for an Economic Hardship Waiver at the time of the application by attaching the supporting document to the grant application.

To receive an Economic Hardship Waiver the applicant must address the specific conditions as well as format the waiver request submission as specified in Section III – Guidance, Part D: Eligibility – Demonstrating Economic Hardship of Information Bulletin No. 427.

Failure to provide documentation at the time of application or address the conditions or following the prescribed format in Information Bulletin No. 427 may result in a denial of the waiver.

### **c. *Grant Writer/Preparation Fees***

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the “Request Details” section of the application and must satisfy the requirements under 2 C.F.R. § 200.458. FEMA will only consider reimbursements for application preparation, not administration, up to \$1,500 per annum. The allowability of grant writer fees as a pre-award expenditure must be paid between the 90 days prior to the publication date of the NOFO and up to 30 days after the application period closes. In order

for Grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under 2 C.F.R. § 200.458. Fees payable on a contingency basis are not an eligible expense.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the federal government from receiving funding under federally funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

***Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.***

The following documentation shall be provided to FEMA upon request:

- i. A copy of the grant writer's contract for services;
- ii. A copy of the invoice or purchase order;
- iii. A copy of the canceled check (front and back); and
- iv. Evidence that the services were competitively procured. If an applicant's local procurement practices/policies do not require competitive bidding under \$1,500, then the applicant may be asked to provide a copy of that policy.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

**NOTE: FEMA requires that all applicants identify the following as "Application Participants" in the "Contact Information" section of the application.**

Any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place before submitting the application.

**d. *Maintenance and Sustainment for AFG Programs***

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds

and facility maintenance) are the responsibility of the recipient and may not be funded with AFG Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

**e. *Taxes, Fees, Levies, and Assessments***

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible AFG Program acquisition activity may be charged to an AFG Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the AFG Program application narrative, as well as the “Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient’s agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible AFG Program acquisition activity, are not chargeable to any AFG award.

**Example:** Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees\*, but only if the eligible organization submits an exemption or waiver request to the FCC.

*\*Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit [the Federal Communications Commission website](#).*

**f. *Excess Funds***

After completing the initial project's purpose in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost-shared excess funds may be utilized to address an organization's local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need.

### **Excess Funds Restrictions**

In general, excess funds are limited to no more than \$10,000 for any award. If you have any questions, contact the AFG Help Desk at 866-274-0960 or email [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov). The AFG Helpdesk is open Monday through Friday, 8 a.m. – 4:30 p.m. ET.

The \$10,000 maximum is cumulative for any grant, regardless of the number of activities within the award, and will require no amendment except when the use of excess funds is for any eligible activity that would normally require an EHP review.

- Excess funds cannot be used to support Fire Prevention and Safety activities.
- Consistent with the funding priorities set by the panel of fire service professionals and stakeholders, excess funds are limited to the purchase of High Priority items only.
- Excess funds cannot be used for grant writer/preparer fees.
- Excess funds may only be used for allowable activities identified in the program guidance for that fiscal year's grant cycle.
- The opportunity for excess funds is limited when the original uncompleted Scope of Work is changed via an amendment.

Example: An award for the acquisition of 10 SCBA units is reduced via Amendment to eight SCBA units. The federal participation and the recipient cost obligation are both reduced and any remaining unliquidated federal funds resulting from the reduction in quantity of awarded items are not allowable as excess funds. FEMA may allow reduction in the quantity of awarded items but not total project cost if compelling justification of need is provided.

Exceptions to the \$10,000 use may be considered by FEMA if urgent and compelling need that can be directly related to a demonstrated event impacting the health and safety of the firefighters within the department can be identified. This request must be submitted in writing via an amendment.

### **g. *Payments and Amendments***

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. AFG Program payment/drawdown requests are generated using FEMA GO. AFG Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, active SAM.gov registration, and the request for payment in

FEMA GO has been approved.

Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

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

#### **ADVANCES**

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and its disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include invoice(s) and/or purchase orders for advance AFG Program payment/drawdown requests. EHP review requirement must be met prior to advanced payments.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient. Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit [Treasury Current Value of Funds Rate](#).

#### **REIMBURSEMENT**

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of the AFG Program approval for reimbursement requests, recipients shall include proof of purchase, in the form of a canceled check or credit card transaction, active SAM.gov registration, and a final invoice(s) in each reimbursement AFG Program payment/drawdown request.

#### **REBATES**

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate

adjusted Cost Share.

#### **PAYMENT REQUESTS DURING CLOSEOUT**

A recipient may only submit reimbursement payment requests up to 120 days after the expiration of the period of performance, during an award's closeout reconciliation.

Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance. FEMA may request documentation supporting the reimbursement for review at any time.

#### **AMENDMENTS**

FEMA may approve AFG Program award amendments on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work;
- Changes to the activity, mission, retroactive approval (pre-award), closeout issues, and some excess funds requests; or
- Budget changes (adding funds to award/non-closeout deobligation of funds).

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner, to be consistent with AFG Program goals and objectives. All amendments require recipients to maintain an active SAM.gov registration.

***NOTE: A recipient may deobligate (i.e., return) unused funds (i.e., those remaining funds previously drawn down via payment request and/or remaining award funding that was never requested) to DHS/FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (i.e., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 days as a period for recipient reconsideration before FEMA processes the deobligation request. The deobligation of funds cannot be reversed.***

#### **h. Disposition of Grant Funded Equipment**

A recipient must use, manage, and dispose of AFG Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of state governments, when



original or replacement equipment acquired under an AFG award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting a Regional FPS or the AFG Program Help Desk prior to the disposition of AFG Program funded equipment, to include vehicles.

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Approve the purchase of a folding machine from Quill in the amount of \$816.73.

**RECOMMENDATION:** Approve purchase of a folding machine from Quill in the amount of \$816.73.

**FISCAL IMPACT:**

This expenditure is should be split as follows:

Water – 510-6301 =	\$272.24
Sewer – 520-6301 =	\$272.24
<u>Trash – 110 – 6302 =</u>	<u>\$272.25</u>
<b>TOTAL</b>	<b>\$816.73</b>

These amounts are included in the budget.

We have attached quotes from folding machine providers online. We are recommending that we purchase the least expensive option from Quill as it is not only cheaper but we have an account with Quill and can order online and have it delivered.

**CONCLUSION:**

Staff required several hours to fold utility billing and notices each month. In January it took two people 8 hours each for a total of 16 hours to fold. This is a combined hourly rate of \$42 per hour (both office employees) at 8 hours = \$336 per month. This is just a rough estimate, but the folding machine will save time each month and in three months will pay for its self by saving staff time.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer

# Quill -

Shipping, Packing & Mailing Supplies > Envelopes and Mailing Supplies > Mailroom Supplies & Equipment > Paper Folding Machines & Joggers > Paper & Letter Folders

## United F100 Automatic Paper Folder, 200 Sheets (F100)

Item #: 901-24148424

Model #: F100

Brand: United

★★★★☆ (7 reviews)

Popular! 11 others have looked at this recently



\$757.99

Per each

1 ▾

Add to cart

+ tax 58.74 = \$ 816.73 total  
Shipping free

🛒 Earn 757 points 📦 Free delivery

📍 Ship to: 92281 ▾

📅 Free delivery Wed, Feb 7 - Thu, Feb 8

🔄 Free returns

🔖 Add to list

[Description](#) [Specifications](#) [Reviews](#)

### Customers also viewed



Formax Paper Joggers, 800 Sheets (FD402P)

Item #: 901-1317273FMX

★★★★☆ (1)

\$1,249.99

Per each

1 ▾

Add

Earn 1249 points



Formax FD 452 Electric Letter Opener, Gray (FD452)

Item #: 901-1317274FMX

★★★★☆ (1)

\$2,895.99

Per each

1 ▾

Add

Earn 2895 points

### Description

The United F100 Document Folder is an ideal solution for low-volume folding projects. This compact unit processes up to 7400 sheets per hour in 11" and 14" paper sizes. It's clearly marked for <sup>TOP</sup> common fold settings. The LCD control panel features a resettable 3-digit counter and batch setting to process a specific number of sheets, for easy unloading. The output conveyor includes easily adjustable stacker wheels for neat, sequential stacking of folded pieces.

- Hopper Capacity - Up to 200 Sheets



[Menu](#)

- [ALL CATEGORIES](#)
- [BINDING MACHINES](#)
- [BINDING SUPPLIES](#)
- [COVERS](#)
- [LAMINATORS](#)
- [LAMINATING](#)

[Home](#) > [Finishing Equipment](#) > [Paper Folding Machines](#) > [Low Volume](#) > Formax FD 300 Desktop Paper Folder

# Formax FD 300 Desktop Paper Folder

Part #: FD-300 | Brand: [Formax](#)

8 Questions, 8 Answers

★★★★★ 4.5/5

[Read all 2 reviews](#)

Speed: Folds approximately 123 sheets per minute

Paper Sizes: Up to 8.5" x 14"

Hopper Capacity: Load up to 200 sheets at a time

Clearly Marked Fold Settings: Switch between fold types quickly and easily

- 90 Day Manufacturer's Warranty
- Price Match Guarantee
- Free Shipping

**\$795.00** >

1 **ADD TO CART**

**Buy Now, Pay Later**

Starting at \$74/month

[Learn More >](#)

Qualifies for FREE Shipping!\*

**FORMAX**

**This website uses cookies** ✕

This website uses cookies to improve user experience. By using our website you consent to all cookies in accordance with our Cookie Policy.

[Read more](#)



Chat

[Description](#)   [Product Reviews](#)   [Specifications](#)   [Video](#)   [Resources](#)   [Related Categories](#)

[Compare to Similar Paper Folders](#)   [Q & A](#)

# Product Description

The FD 300 by Formax is the perfect affordable solution for organizations such as churches, schools, charities and offices with low volume folding needs. This space saving compact paper folder only weights 25 pounds but is built to last. Out of the box this folder has very little "set up" before it is ready to go. The FD 300 has a build in chart premarked with your fold choices, switching between them is quick and easy. This paper folder by Formax has a LCD control panel with 3 digit resettable counter. It also features "AutoBatch" which means you can fold a preset number of sheets with pauses between batches. There is even an output conveyor for neat and sequential stacking. Part Number FD-300

## Product Details

**Compact Size:** Ideal for small organizations / offices with folding needs.

**Easy to Use:** Quick set-up right out of the box, with simple push-button operation

**Pre-Marked for Four Popular Folds:** Letter "C", Accordion "Z", Half "V" and Double Parallel fold in 11" and 14" lengths

**Speed:** Folds approximately 123 sheets per minute

**Paper Sizes:** Up to 8.5" x 14"

**Clearly Marked Fold Settings:** Switch between fold types quickly and easily

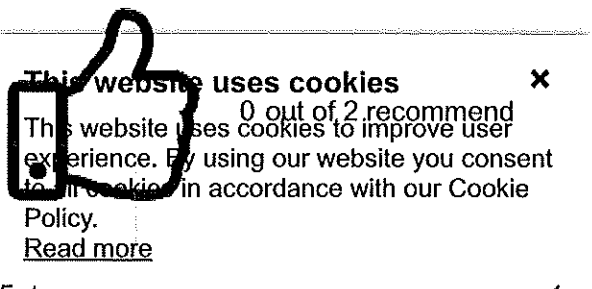
**Drop-in Top-Feed System:** Simply square the paper and load it in the feed tray, no fanning required

**Hopper Capacity:** Load up to 200 sheets at a time

# Customer Reviews

## Formax FD 300 Desktop Paper Folder Reviews

★★★★★ 2 customer reviews



This website uses cookies ✕  
 This website uses cookies to improve user experience. By using our website you consent to all cookies in accordance with our Cookie Policy.  
[Read more](#)



Menu

- ALL CATEGORIES
- BINDING MACHINES
- BINDING SUPPLIES
- COVERS
- LAMINATORS
- LAMINATING

Home > Finishing Equipment > Paper Folding Machines > Low Volume > Formax FD 300 Desktop Paper Folder

# Formax FD 300 Desktop Paper Folder

Part #: FD-300 | Brand: [Formax](#)

8 Questions, 8 Answers

★★★★★ 4.5/5

[Read all 2 reviews](#)

Speed: Folds approximately 123 sheets per minute

Paper Sizes: Up to 8.5" x 14"

Hopper Capacity: Load up to 200 sheets at a time

Clearly Marked Fold Settings: Switch between fold types quickly and easily

90 Day  
Manufacturer's  
Warranty

Price Match

Guarantee

Free Shipping

**\$795.00** >

1

**ADD TO CART**

**Buy Now, Pay Later**

Starting at \$74/month

[Learn More >](#)

Qualifies for FREE Shipping!\*

**FORMAX**

[Privacy - Terms](#)



Chat

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Authorize the Public Works Director to hire Primo Construction to Make Necessary Repairs to Water Line, Hydrant and Valve as needed at Boarts Road.

**RECOMMENDATION:** Authorize Primo Construction to Make Water Line, Hydrant and Valve repairs at Boarts Road.

**FISCAL IMPACT:**

This is a Water Fund Expenditure from Capital Outlay.

**\$20,409**

These amounts are included in the Capital budget.

We have attached quotes from two companies and Primo Construction is the least expensive.

**CONCLUSION:**

As you may recall, the leaking fire hydrant was discovered when staff responded to property owners concerns about a high water bill. Staff dug up the area and found that that they could not isolate the water line as there was not a valve near the meter. They also found that the fire hydrant is outdated and leaking.

Staff prepared a project with equipment needed and submitted this project for quotes. Staff received two quotes. One from DJ Miller in the amount of \$25,100 and the other from Primo in the amount of \$20,409.

As Primo Construction is the lower of the two bids, staff recommends authorizing the Public Works Director to hire Primo Construction to make necessary repairs to the water line, hydrant and valve as needed at Boarts Road.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer

# Primo Construction & Services, Inc

Contractors License #899648

665 Marilyn Ave. Brawley, CA 92227 (760)-344-8500 Phone (760)344-8555 Fax (760)482-8538 Cell  
primoconstruction@sbcglobal.net

Date: 01/23/2024

Submitted To: Ramiro Barajas

Project: Boarts Road Repair

Plans Drawn By: N/A

Quote Number: 24011

Job Location: Westmorland, CA.

## PROPOSAL

We propose to furnish and install all labor, material and equipment to perform the following items of work, subject to the terms and conditions stated hereon.

Item	Description	Amount
	<b>Primo Construction proposes to supply parts to replace/repair water line for Boarts Road project. Two 8hr. Days for project</b>	
		<b>Total Parts: \$ 12,639.00</b>
		<b>Equipment &amp; Labor: \$ 7,770.00</b>
	<b>This cost is quoted @ Prevailing Rate</b>	

## Terms and Conditions

1. This proposal shall be considered withdrawn if not accepted within (30) thirty days.
2. Unless expressly provided above, this quotation does not include: (a) permits, including any required fees or bonds; (b) engineering, testing or staking; (c) bond premiums.
3. Unless expressly included in above listing of work to be done, unusual site conditions shall be deemed cause for additional compensation, and cessation of work until agreement for same has been reached.
4. If the work provided herein is not commenced within two months of acceptance, Primo Construction & Services Inc. may elect not to be bound to perform.
5. If suit is commenced to enforce any provision hereof or for damages for breach hereof, the accepting party will pay, in addition, reasonable attorneys' fees and costs, expenses of preparing and prosecuting such suit.
6. One week written notice to commence this work provided herein will be given.
7. In the event of rescission of this agreement by the accepting party prior to the commencement of work, Primo Construction & Services Inc. will be paid as liquidated damages. On the account of extreme difficulty of ascertainment of actual damages, the sum will be equal to 20% of the total contract price. In the event of rescission following commencement of work, Primo Construction & Services, Inc. will be paid for work done and materials supplied, a percentage of the total contract price in proportion as the amount of such work and materials relates to the total job and also will be paid 20% of a sum computed by subtracting from the total contract price the sum owing for completed work and materials.
8. Owner assumes all responsibility and shall notify Primo Construction & Services, Inc. in writing of the location and depth of all underground utilities.
9. This agreement expresses the entire agreement between the parties. Changes shall be in writing signed by both parties.
10. Proposal is based on plans identified above.

**NOTE: Projects in the amount of \$ 30,000.00 & above will be asked to provide 33% of total upon commencing.**

## Acceptance of Proposal

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**D.J. MILLER, INC.**  
**General Engineering Contractor - Lic.# 496451 A**  
**608 Terrace Circle Brawley, CA 92227**  
**(760) 457-5710 (Dennis) \* (760) 587-0541 (Office)**

**Jess Johnson**  
(760) 455-6104 Cell

**PROPOSAL**

**Date: 2/14/2024**

<b>NAME/ADDRESS:</b> City of Westmorland 355 S. Center Street Westmorland, CA 92281 (760) 344-3411  Contact: Ramiro	<b>INFORMATION FOR:</b> City of Westmorland Replace broken fire hydrants and water valve
---	--

Item	Description	Quantity	Unit	Unit Price	Price
	<b>Area 1 - 510 East Main Street</b>				
1	Remove and replace fire hydraunt assembly	1	LS	\$ 21,000.00	\$ 21,000.00
	<i>Option #1 2" Service</i>	1	LS	\$ 4,100.00	\$ 4,100.00
	<i>Option #2 (2) 3/4" Services</i>	1	LS	\$ 4,000.00	\$ 4,000.00
	<b>Total w/ Option #1 (Item 1)</b>				<b>\$ 25,100.00</b>
	<b>Total w/ Option #2 (Item 1)</b>				<b>\$ 25,000.00</b>

**Notes:**

**Proposal per conversation between Ramiro and Jess.**

**Prevailing wage rates apply to this project.**

**Fees, permits, surveying, compaction testing, SWPP, biological/cultural monitoring etc. required for this project is the responsibility of the owner.**

**Prices above reflect the City being able to shut down the water for D. J. Miller, Inc. to perform the work.**

**No line stops included.**

  
\_\_\_\_\_  
**Jess Johnson, Project Manager**

\_\_\_\_\_  
**Approval by Owner's Representative**



**CITY Of WESTMORLAND**

355 South Center Street • Post Office Box 699

Tel: (760) 344-3411 • Fax (760) 344-5307

February 1, 2024

Imperial County Planning and Development Department  
 Attn: Jim Minnick  
 801 Main Street  
 El Centro, CA 92243

**Re: Imperial County’s Program Environmental Impact Review for the Lithium Valley Specific Plan**

Dear Mr. Jim Minnick,

On behalf of the City of Westmorland, I am submitting scoping comments for Imperial County’s Program Environmental Impact Report (PEIR) for the proposed Lithium Valley Specific Plan Project (Project) (SP22-0001). We understand that the Lithium Valley Specific Plan and PEIR is intended to provide a framework and guidance for the necessary infrastructure and facilities and streamline the development and permitting of additional renewable energy facilities, mineral recovery, lithium battery manufacturing, and other renewable industries within an approximately 51,786-acre area adjacent to the Salton Sea.

The City of Westmorland is located in close proximity to the project site. Currently, the Imperial County Planning & Development Services Department is seeking the community’s comments about the effects this project might have on the environment and suggestions as to alternatives, mitigation or ways the project may be revised to reduce or avoid any significant environmental impacts. The City of Westmorland would like to recommend that the following topics be analyzed in the PEIR:

Table 1: List of possible project issues based on Lithium Valley Specific Plan California Environmental Quality Act<sup>1</sup> website.

<ul style="list-style-type: none"> <li>● Aesthetics</li> <li>● Agriculture and Forestry Resources</li> <li>● Air Quality</li> <li>● Biological Resources</li> <li>● Cultural Resources</li> <li>● Cumulative Effects</li> </ul>	<p>Drainage/Absorption          Geology/Soils          Hazards &amp;          Hazardous Materials          Hydrology/Water Quality          Land Use/Planning</p>	<ul style="list-style-type: none"> <li>● Mineral Resources</li> <li>● Noise</li> <li>● Population/Housing Public Services Recreation Schools/Universities Septic System</li> </ul>	<p>Sewer Capacity</p> <ul style="list-style-type: none"> <li>● Solid Waste</li> <li>● Transportation</li> <li>● Vegetation</li> <li>● Wetland/Riparian</li> <li>● Wildfire</li> <li>● Other</li> </ul> <p>_____</p> <p>_____</p> <p>_____</p>
---	---	--	---

The topic of Transportation, is of great concern because of the environmental impact that it will have on increased traffic in the City of Westmorland, our concern is for direct, indirect, and cumulative negative effects to our citizens health and safety, air pollution, noise pollution and additional police presence, due to increased volume of traffic on State Highway and other streets and roads in Westmorland near residential and schools.

The analysis should consider the impacts of this topic because (of the negative effect of air quality with increase traffic volume. The increase in noise pollution, and the proximity to all City commercial industry and school traffic zones. The increase in traffic volumes will demand additional police presence to ensure vehicle traffic safety. The increase in traffic volumes will expand and increase as the development is built out, the movement of goods and services will migrate to the State Highway which runs east/west through the City. This highway is the closest major traffic corridor to the project and connects with the main highways and freeways where product will need to be transported.

Thank you for taking the time to consider our suggested topics for analysis. I am looking forward to seeing our comments reflected in the draft of the Programmatic Environmental Impact Review for the Lithium Valley Specific Plan.

Best regards,

Judith Rivera,  
Mayor, City of Westmorland

# LITHIUM VALLEY:



## Next Steps

- Programmatic Environmental Impact Review (PIER)
- Lithium Valley Specific Plan

## LITHIUM IN IMPERIAL COUNTY

The Imperial Valley has over 30% of the world's lithium!

Lithium is a key resource that powers our batteries



FIGURE 6: Proposed and operational geothermal plants. There are 11 operating geothermal plants as of July 2023, generating 414 megawatts (MW) of electricity, roughly enough to power 305,000 homes. It is estimated that with new power plants, this could increase by more than six times, up to 2,560 MW.

From a presentation by Imperial County, California, July 2023.





## LITHIUM IN IMPERIAL COUNTY: VOICES OF THE VALLEY

“

How will the lithium tax revenue from SB 125 be used? Who oversees it?

“

What are the community benefits associated with lithium Valley?

“

How many jobs are expected? How can we ensure they are local jobs?

“

When is lithium extraction at a commercial scale expected to begin?

“

How will the environmental impacts affect our community further?

“

How is the land around lithium extraction sites going to be used?



# 2024

## LITHIUM VALLEY: KEY MILESTONES

PROGRAMMATIC  
ENVIRONMENTAL  
IMPACT REVIEW (PIER)

LITHIUM VALLEY  
SPECIFIC PLAN  
(AKA LAND USE ZONING)



## WHAT'S A LITHIUM VALLEY SPECIFIC PLAN?

This is a planning document that lays out the "blueprint" of the area where development is planned (lithium extraction in this case). It will take into consideration new land uses, the transportation network, the design of new buildings, and how the plan will be implemented following a specific process. Once a SP is adopted by the local government, it becomes the document that developers and property owners must stick to.



## WHAT'S A PEIR?

California Environmental Quality Act (CEQA) requires a PROGRAMMATIC ENVIRONMENTAL IMPACT REPORT (PEIR), a report which states all the foreseeable environmental impacts if the Lithium Valley Specific Plan were to be implemented. A "programmatic approach" means that instead of preparing a separate PEIR for each individual project within a program or plan, a single PEIR is prepared to cover multiple projects even projects under community opportunity area, transportation hubs, and logistics.

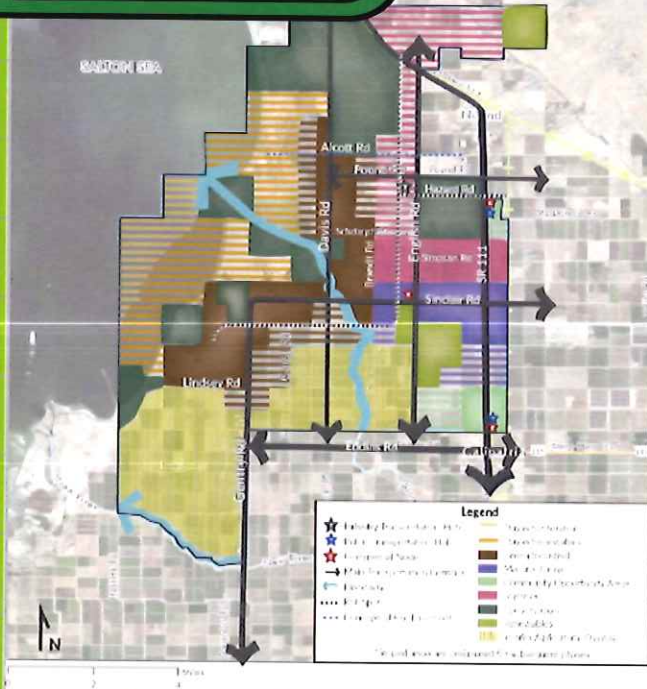
## WHAT ELSE IS THERE TO KNOW ABOUT LITHIUM VALLEY PEIR?

- An environmental impact report, or EIR, discloses, analyzes, and mitigates a project's environmental impacts.
- PEIR = programmatic environmental impact report.
- Instead of analyzing the impacts of just one project, a PEIR analyzes the impacts of many related projects, and intends to cover future actions.
- In this case, the PEIR will analyze the impact of the lithium valley specific plan, which creates a 50,000-acre industrial zone for lithium extraction and renewable energy on the south shore of the Salton Sea.
- Future projects covered by this PEIR will not need to do their own environmental review.
- More info at: <https://lithiumvalley.imperialcounty.org/>





## PROPOSED LAND USE ALTERNATIVE



**COMMUNITY OPPORTUNITY AREAS:** markets, civic uses, parks, commercial recreational uses, health care facilities, childcare facilities, public services, workforce education and training centers, office, hotels, entertainment, gasoline and EV charging stations, and public transportation hubs.

**GREEN INDUSTRIAL:** geothermal energy production and mineral recovery, biofuel generation, and green hydrogen.

**MANUFACTURING:** battery manufacturing, research and development, workforce training, industrial parks, and temporary construction housing.

**LOGISTICS:** logistic facilities, industrial transportation hubs, outdoor storage of trucks, trailers, and shipping containers, and temporary construction housing.

**PLAYAS RENEWABLES:** geothermal energy operations and mineral recovery, subsurface geothermal wells, pipes and mineral rights, habitat restoration, and dust suppression and public health mitigation projects.

**PLAYAS RESTORATION:** subsurface geothermal activities and above-surface environmental restoration activities.

**RENEWABLES:** Existing and planned solar plants

**CONSERVATION:** conserved habitat, subsurface geothermal wells, subsurface mineral rights, and passive use trails that provide connections to the Salton Sea.

**FLOODWAY:** permanent open space for flood protection. Allowed uses may include riparian restoration, native riparian habitat, and passive recreation such as picnic areas and trails.

**INTERIM AGRICULTURAL OVERLAY:** Agriculture until it transitions to industry

## POTENTIAL IMPACTS OF DLE IN IMPERIAL COUNTY

**air quality** could be affected by construction and increased vehicle trips due to larger infrastructure.

**Seismic Activity** is unlikely to be impacted by dle, but new wells drilled using enhanced geothermal systems may have an impact. since we have a baseline risk of earthquakes, new infrastructure should be very mindful of earthquake safety.

**freshwater consumption** raises many concerns. dle requires thousands of gallons of water in its process, posing threats to imperial's colorado river allocation.



**hazardous waste** and materials, such as arsenic and lead, are also found in geothermal brine and are caught in filters through dle, forming "filter cakes." testing and safe transport and disposal of these is crucial.

**salton sea degradation** could be accelerated due to less water from agriculture. this could also affect the amount of water left for restoration efforts.

Source: [earthworks.org/imperial-valley](http://earthworks.org/imperial-valley)

Imperial Valley  
Equity & Justice  
Coalition



## COMMENT ON SCOPE OF ENVIRONMENTAL REVIEW

- Imperial County is required to go through a public “scoping process” in order to determine the scope of issues that should be addressed in the EIR. Scoping is very important. It’s up to you to tell the agencies what you want included—and why. When assessing potential impacts, the agency must look at:
  - Direct Impacts (caused by the project, occur at same time and place)
  - Indirect Impacts (caused by the project at a later time or distance, but still reasonably foreseeable)
  - Cumulative Impacts (effects with related, contributing projects)
- Topics left out of the scope of the review won’t be studied, so include everything that you want to see covered in the study.



## HOW TO REACH US:

 **EMAIL: [INFO@IVEQUITYJUSTICE.ORG](mailto:INFO@IVEQUITYJUSTICE.ORG)**

 **TEXT OR CALL: (760) 618-1651**

  **@IVEQUITYJUSTICE**







# Imperial Valley Equity & Justice Coalition

## LITHIUM VALLEY SPECIFIC PLAN: SCOPING COMMENTS IN WESTMORLAND

### WHAT IS A PROGRAMMATIC ENVIRONMENTAL IMPACT REPORT?

Instead of analyzing the impacts of just one project, a PEIR analyzes the impacts of many related projects. The PEIR will analyze the impact of the lithium valley specific plan, which creates a 50,000-acre industrial zone for lithium extraction and renewable energy on the south shore of the Salton Sea.

### HOW DOES IT AFFECT THE COMMUNITY?

Topics of potential environmental impacts will be analyzed and the current scoping comment period allows you to suggest topics on environmental issues that should be analyzed in this PEIR.

### CALL TO ACTION: SUBMIT A SCOPING COMMENT

There is a current active public or "scoping" comment period that ends on February 20, 2024. It's up to you to tell the County of Imperial what you want included—and why.

### JOIN DROP-IN HOURS:

#### WRITE OR DROP OFF YOUR SCOPING COMMENT

IV Equity & Justice is hosting Drop-in Hours near you! Drop by and we can provide support and help you submit your public comment to the county!

#### WEDNESDAY | JANUARY 24, 2024

El Sol Market  
Drop-in Hours  
3 PM - 6:00 PM



110 W Main St,  
Westmorland,  
CA 92281

#### WEDNESDAY | FEBRUARY 7, 2024

Love's Travel Stop  
Drop-in Hours  
4:00 PM - 7:30 PM



551 W Main St,  
Westmorland,  
CA 92281

For questions,  
call/text us at  
760-618-1651



La Coalición de Equidad y Justicia del Valle Imperial

## PLAN ESPECÍFICO DEL VALLE DEL LITIO: COMENTARIOS PRELIMINARES EN WESTMORLAND

### ¿QUÉ ES UN INFORME PROGRAMÁTICO DE IMPACTO AMBIENTAL?

En lugar de analizar los impactos de un solo proyecto, este reporte analiza los impactos de muchos proyectos relacionados. El reporte analizará el impacto del plan específico del valle del litio, que crea una zona industrial de 50,000 acres para la extracción de litio y energías renovables en la orilla sur del Salton Sea.

### ¿CÓMO AFECTA A LA COMUNIDAD?

Se analizarán temas de posible impacto ambiental y el actual periodo de comentarios permite sugerir temas sobre cuestiones ambientales que deberían analizarse en este reporte.

### LLAMADO DE ATENCIÓN:

Actualmente hay un período activo de comentarios públicos que finaliza el 20 de febrero de 2024.

Depende de usted decirle al Condado de Imperial lo que quiere que se incluya y por qué.

## UNASE A NUESTRAS HORAS PARA LA COMUNIDAD: ESCRIBA O ENTREGUE SU COMENTARIO

¡La Coalición de Equidad y Justicia del Valle Imperial está organizando horas de visita cerca de usted!

Visítenos y le ayudaremos a enviar su comentario público al condado.

### MIÉRCOLES | 24 DE ENERO 2024

El Sol Market  
Horas para la comunidad  
3 PM - 6:00 PM



110 W Main St,  
Westmorland,  
CA 92281

### MIÉRCOLES | 7 DE FEBRERO 2024

Love's Travel Stop  
Horas para la comunidad  
4:00 PM - 7:30 PM



551 W Main St,  
Westmorland,  
CA 92281

Si tiene preguntas,  
llámenos o envíenos un  
mensaje de texto al

760-618-1651

**CITY OF WESTMORLAND**  
**CITY COUNCIL MEETING REPORT**

**MEETING DATE:** February 7, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Adopt Resolution 2024-02 to establish Bank Signatory Authority.

**ISSUE:** Shall the Board Adopt Resolution 2024-02 establishing bank signatory authority at US Bank, Mechanics Bank and Sun Community Federal Credit Union?

**General Manager's Recommendation:**

Adopt Resolution 2024-02 establishing bank signatory authority.

**FISCAL IMPACT:** NONE

**BACKGROUND:**

Changing names on the City's bank accounts is usually authorized by presenting the approved minutes of the meeting where we swear in a new Council Members. This is sufficient for the bank's purposes; however, the Council will not approve the minutes until the next meeting. Since the Council has appointed a new City Treasurer, we need to remove the prior Treasurer as an authorized signer.

By adopting this Resolution, the three banks listed will have a certified document shortly after the February 7, 2024 meeting that establishes that the five Council Members have authority to sign on our bank accounts at US Bank, Mechanics Bank and Sun Community Federal Credit Union.

**CONCLUSION:**

Staff recommends adopting Resolution 2024-02 establishing bank signatory authority.

**ALTERNATIVES:**

1. Do not adopt Resolution 2024-02, which will not remove the prior City Treasurer from the bank authorized signature list.
2. Adopt Resolution 2024-02 with changes and edits.

Respectfully Submitted,  
Laura Fischer, Manager

Attachments: Resolution 2024-02

**RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE CITY OF WESTMORLAND  
AUTHORIZING SIGNATORY AUTHORITY FOR US  
BANK, MECHANICS BANK AND SUN COMMUNITY  
FEDERAL CREDIT UNION**

**WHEREAS**, The City of Westmorland has established bank accounts with US BANK, MECHANICS BANK and SUN COMMUNITY FEDERAL CREDIT UNION; and

**WHEREAS**, according to the City of Westmorland Ordinance and Policies the City Council Members are authorized signers on all accounts related to City of Westmorland; and

**WHEREAS**, the US BANK, MECHANICS BANK and SUN COMMUNITY FEDERAL CREDIT UNION require approved minutes establishing the persons legally elected or appointed to the City of Westmorland City Council; and

**WHEREAS**, the approval of minutes occurs at the next Regularly Schedule City Council Meeting which is held on the third Wednesday of February 2024; and

**WHEREAS**, the City of Westmorland must have a authorized City Council members available to make important and timely transactions with US BANK, MECHANICS BANK and SUN COMMUNITY FEDERAL CREDIT UNION; and

**WHEREAS**, the City of Westmorland desires to adopt this Resolution to quickly and legally establish the names and titles of the persons authorized as authorized signatories by the City Council in lieu of approved minutes; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Westmorland hereby authorized the following persons filling the duly elected and appointed City Council Members positions to have signing authority for all City of Westmorland accounts with the following banks:

US BANK  
MECHANICS BANK  
SUN COMMUNITY FEDERAL CREDIT UNION

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following City of Westmorland officers holding the position of City Council Member specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the banks listed above and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this Resolution and the transactions contemplated hereby:

Judith Rivera, City Council Member  
Ana Beltran, City Council Member  
Justina Cruz, City Council Member  
Ray Gutierrez, City Council Member  
Xavier Mendez, City Council Member

**PASSED AND ADOPTED** by the City of Westmorland on the 7<sup>th</sup> Day of February, 2024 by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Mayor, Judith Rivera  
City Council Member

ATTEST:

\_\_\_\_\_  
Christine Pish, City Clerk

APPROVE AS TO FORM:

\_\_\_\_\_  
Mitch Driskill, General Counsel

STATE OF CALIFORNIA )  
COUNTY OF IMPERIAL )  
CITY OF WESTMORLAND )

I, CHRISTINE PISH, City Clerk for the City of Westmorland, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing Resolution was dully passed, approved and adopted by the City Council of the City of Westmorland at its regularly scheduled meeting held on the 7th day of February, 2024.

By \_\_\_\_\_  
Christine Pish, City Clerk

Resolution Bank Signing Authorization Resolution

**CITY OF WESTMORLAND**  
**CITY COUNCIL MEETING REPORT**

**MEETING DATE:** February 21, 2024  
**FROM:** Laura Fischer, Manager  
**SUBJECT:** Review Draft Water Master Plan.  
**ISSUE:** Draft Water Master Plan for Review Prior to Approval.

**MANAGER’S RECOMMENDATION:**  
Review the Water Master Plan prior to approval.

**FISCAL IMPACT:** NONE

The water and sewer master plan were funded through developer fees.

**INFORMATION:**  
Please spend some time to review the water master plan. Staff just received the document and will review and edit, but it is recommended that council familiarize themselves with the document.

**CONCLUSION:**  
Staff recommends Council review. After full review by staff and public, this document will be brought back to Council for approval.

Respectfully Submitted,  
Laura Fischer, Manager

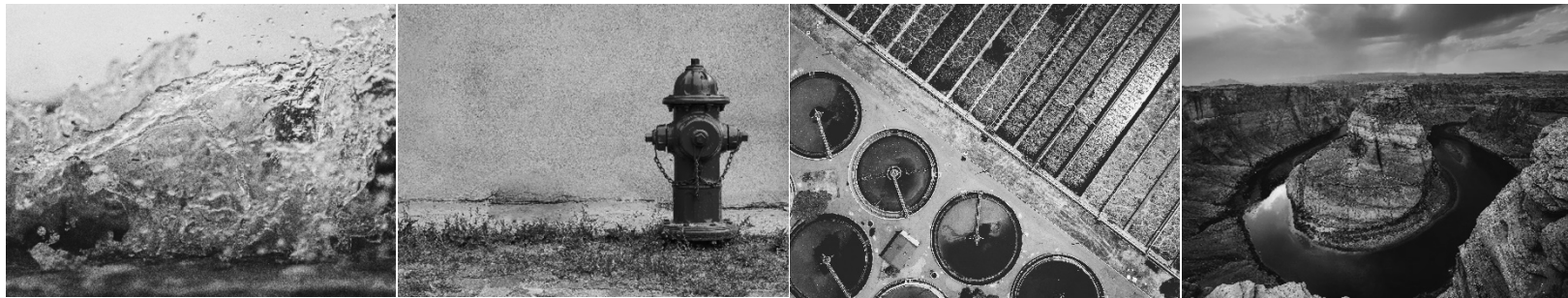




# CITY OF WESTMORLAND

## WATER MASTER PLAN

January 2024







# WATER MASTER PLAN

FOR

CITY OF WESTMORLAND

BY

PRO TERRA ENGINEERING AND LAND SURVEYING, INC.

DRAFT 1 • January 31, 2024

# TABLE OF CONTENTS

LIST OF ABBREVIATIONS AND ACRONYMS..... iii

UNIT CONVERSION FACTORS ..... iv

EXECUTIVE SUMMARY ..... vi

SECTION 1. INTRODUCTION..... 1

    1.1. SCOPE OF WORK ..... 1

    1.2. ACKNOWLEDGEMENTS..... 1

    1.3. WATER MASTER PLAN OBJECTIVES..... 1

    1.4. STUDY AREA ..... 1

SECTION 2. EXISTING WATER SYSTEM FACILITIES ..... 3

    2.1. SUPPLY SOURCES..... 3

    2.2. WATER TREATMENT PLANT..... 3

    2.3. DISTRIBUTION PUMP STATION..... 3

    2.4. DISTRIBUTION SYSTEM ..... 4

SECTION 3. WATER CONSUMPTION..... 7

    3.1. EXISTING AND PROJECTED POPULATION..... 7

    3.2. EXISTING LAND USE ..... 8

    3.3. WATER DEMANDS ..... 10

        3.3.1. CUSTOMER DEMANDS ..... 10

        3.3.2. PEAKING FACTORS..... 12

        3.3.3. FIRE FLOW DEMAND ..... 13

        3.3.4. FUTURE WATER DEMANDS ..... 13

SECTION 4. MODEL DEVELOPMENT..... 14

    4.1. PERFORMANCE STANDARDS SUMMARY ..... 14

    4.2. SOFTWARE SELECTION..... 14

    4.3. MODEL CREATION ..... 14

        4.3.1. NETWORK SKELETONIZATION ..... 14

        4.3.2. ELEVATION ALLOCATION ..... 16

        4.3.3. DEMAND ALLOCATION ..... 16

    4.4. MODEL CALIBRATION..... 16

        4.4.1. FIRE FLOW TESTING ..... 16

SECTION 5. EXISTING SYSTEM ANALYSIS..... 17

    5.1. SYSTEM PRESSURES ..... 17

        5.1.1. PRESSURES WITH MDD ..... 17

        5.1.2. PRESSURES WITH PHD ..... 17

5.1.3. PRESSURES WITH MDD PLUS FIRE FLOW ..... 17

5.2. VELOCITY ..... 17

SECTION 6. FUTURE SYSTEM ANALYSIS ..... 18

6.1. SYSTEM PRESSURES ..... 18

6.1.1. PRESSURES WITH MDD ..... 18

6.1.2. PRESSURES WITH PHD ..... 18

6.1.3. PRESSURES WITH MDD PLUS FIRE FLOW ..... 18

6.2. VELOCITY ..... 18

REFERENCES ..... 19

## TABLES

Table 1. Historical Population and Housing ..... 7

Table 2. Historical Population and Annual Growth Rates ..... 7

Table 3. Population Projections ..... 8

Table 4. Amount of Potable Water Produced for the Year 2022 (in Million Gallons) ..... 10

Table 5. Water Delivery Volumes to Commercial/Institutional Service Connections and/or Interties ..... 10

Table 6. Number of Active Service Connections for the Year 2022 ..... 11

Table 7. Water Demands for Non-Residential Land Use ..... 11

Table 8. Population Densities for Residential Land Use ..... 12

Table 9. Water Demands for Residential Land Use ..... 12

Table 10. System Peaking Factors ..... 12

Table 11. Fire Flow Minimums<sup>(a)</sup> ..... 13

Table 12. Existing and Projected Water Demand ..... 13

Table 13. Performance Standards<sup>(a)</sup> ..... 14

Table 14. Roughness Coefficients (Hazen-Williams C-Factors) ..... 15

Table 15. Pump Station Characteristics ..... 16

## FIGURES

Figure 1. City of Westmorland Map ..... 2

Figure 2. Existing Water Treatment Plant ..... 5

Figure 3. Existing Water Distribution System ..... 6

Figure 4. City of Westmorland Zoning Map ..... 9

## APPENDICES

APPENDIX A Existing Water Distribution System Map

APPENDIX B Fire Flow Test Report

APPENDIX C Computer Model Results

## LIST OF ABBREVIATIONS AND ACRONYMS

<b>ABBREVIATION</b>	<b>DESCRIPTION</b>
ACP	Asbestos Cement Pipe
ADD	Average Day Demand
AWWA	American Water Works Association
BEP	Best Efficiency Point
C	Commercial Zone
CAD	Computer-Aided Design
City	City of Westmorland
du	dwelling unit
du/lot	dwelling units per lot
fps	feet per second
ft	feet
GIS	Geographic Information System
gpd/capita	gallons per day per capita
gpd/unit	gallons per day per unit
gpm	gallons per minute
gpm/unit	gallons per minute per unit
I	Industrial Zone
IID	Imperial Irrigation District
in.	inches
kPa	kilopascal
MDD	Maximum Day Demand
MDPHF	Maximum Day Demand at Peak Hour plus fire conditions
MG	Million Gallons
MGD	Million Gallons per Day
NFPA	National Fire Protection Association
OS	Open Space Zone
PHD	Peak Hour Demand
ppl/du	people per dwelling unit
ppl/lot	people per lot
PS	Pump Station
psi	pounds per square inch
PVC	Polyvinyl Chloride Pipe
R-1	Single Family Zone
R-2	Low/Medium Density Multi-Family Zone
R-2-T	Mobile Home Park Zone
R-3	Medium/High Zone
R-4	High Density Multi Family Residential Zone
SRTM	Shuttle Radar Topography Mission
TDH	Total Dynamic Head
TH	Total Head
VFD	variable frequency drive
VSP	variable speed pumps
WTP	Water Treatment Plant

## UNIT CONVERSION FACTORS

LENGTH CONVERSION FACTORS							
From/To	m	mm	km	in.	ft	yd	mi
meter (m)	1	1,000	0.001	39.37	3.281	1.094	0.000622
millimeter (mm)	0.001	1	1.00E-06	0.03937	0.003281	0.001094	6.21E-07
kilometer (km)	1,000	1,000,000	1	39,370	3,281	1,094	0.6214
inch (in.)	0.0254	25.4	2.54E-05	1	0.08333	0.02778	1.58E-05
foot (ft)	0.3048	304.8	3.05E-04	12	1	0.3333	1.89E-04
yard (yd)	0.9144	914.4	9.14E-04	36	3	1	5.68E-04
mile (mi)	1,609	1,609,000	1.609	63,350	5,280	1,760	1

VOLUME CONVERSION FACTORS						
From/To	m <sup>3</sup>	l	ft <sup>3</sup>	gal	Imp gal	ac-ft
cubic meter (m <sup>3</sup> )	1	1,000	35.31	264.2	220	8.11E-04
liter (l)	0.001	1	0.03531	0.2642	0.22	8.11E-07
cubic foot (ft <sup>3</sup> )	0.02832	28.32	1	7.481	6.229	2.30E-05
gallon US	0.003785	3.785	0.1337	1	0.8327	3.07E-06
gallon Imp. (Imp gal)	0.004546	4.546	0.1605	1.20E+00	1	3.69E-06
acre-foot (ac-ft)	1,233	1,233,000	43,560	325,900	271,300	1

PRESSURE CONVERSION FACTORS										
From/To	Pa	kPa	bar	atm	psf	psi	ft H2O	mm H2O	mm Hg	kg/cm <sup>2</sup>
Pascal (Pa)	1	0.001	1.00E-05	9.87E-06	0.02089	1.45E-04	3.35E-04	0.102	0.007501	1.02E-05
kilopascal (kPa)	1000	1	0.01	9.87E-03	20.89	0.145	0.3346	102	7.5	0.0102
bar	1.00E+05	100	1	0.9869	2,089	14.5	33.46	10,200	750	1.0204
atmosphere (atm)	1.01E+05	101.3	1.013	1	2,116	14.7	33.9	10,330	759.8	1.0337
pounds per square foot (psf)	47.88	0.04788	0.000479	4.73E-04	1	0.006944	0.01602	4.884	0.3591	4.89E-04
pounds per square inch (psi)	6894	6.894	0.06894	0.06805	144	1	2.307	703.3	51.72	0.07035
feet water (ft H2O)	2,986	2.986	0.02986	0.02948	62.43	0.4335	1	304.6	22.42	0.03047
millimeters water (mm H2O)	9.803	0.009803	9.80E-05	9.68E-05	0.2047	0.001422	0.003283	1	0.07353	1.00E-04
millimeters mercury (mm Hg)	133.3	0.1333	0.001333	0.001316	2.784	0.01934	0.04465	13.6	1	0.00136
kilograms per square centimeter (kg/cm <sup>2</sup> )	98,000	98	0.98	0.967423	2,046.78	14.22	32.82	9,997	735.07	1

## UNIT CONVERSION FACTORS

FLOW CONVERSION FACTORS								
From/To	m <sup>3</sup> /s	l/s	m <sup>3</sup> /hr	cfs	MGD	gpm	ac-ft/day	gpd
cubic meter/second (m <sup>3</sup> /s)	1	1,000	1,440	35.32	22.83	15,850	70.08	4.38E-08
liter/second (l/s)	0.001	1	1.44	0.03532	0.02283	15.85	0.07008	4.38E-05
cubic meter/hour (m <sup>3</sup> /hr)	0.000694	0.2777	1	0.02453	0.01585	11.01	0.04866	0.000158
cubic foot/second (cfs)	0.02831	28.31	40.77	1	0.6462	448.7	1.984	1.55E-06
million gallon/day (MGD)	0.04381	43.81	63.09	1.548	1	694.4	3.07	0.000001
gallon (US)/minute (gpm)	6.31E-05	0.06309	0.09086	0.002229	0.00144	1	0.004421	0.000694
are-foot per day (ac-ft/day)	0.01427	14.27	20.55	0.5041	0.3257	226.2	1	3.07E-06
gallon (US)/day (gpd)	4.38E-08	4.38E-05	0.000158	1.55E-06	0.000001	0.000694	3.07E-06	1

VELOCITY CONVERSION FACTORS				
From/To	m/s	km/hr	fps	mph
meter/second (m/s)	1	3.6	3.281	2.237
kilometer/hour (km/hr)	0.2778	1	0.9114	0.6215
feet/second (fps)	0.3048	1.097	1	0.6819
miles/hour (mph)	0.447	1.609	1.467	1

## EXECUTIVE SUMMARY

All the information included in this Plan was acquired from a series of different documents provided by the City of Westmorland. Some of the information provided in this Plan is paraphrased while other parts are used word for word. For additional details relating to the City’s water facilities, the sources listed in the References section should be consulted.

This Water Master Plan is organized into the following five sections:

**SECTION 1 - INTRODUCTION.** This section provides a brief background of the City of Westmorland and the objectives of the project.

**SECTION 2 - EXISTING WATER SYSTEM FACILITIES.** This Section presents an overview of the City’s distribution system, water supply, and storage facilities.

**SECTION 3 - WATER CONSUMPTION.** This section presents a discussion of the City’s population trends, land use classifications and designations, existing demand, and future demand. The City’s future water demands were projected using the Population-Based projection method.

**SECTION 4 - MODEL DEVELOPMENT.** This section describes the development and calibration of the City’s water distribution hydraulic model. This model was used for identifying existing system deficiencies and for recommending improvements.

**SECTION 5 - EXISTING SYSTEM ANALYSIS.** This section presents the results of the evaluation of the existing water distribution system.

**SECTION 6 - FUTURE SYSTEM ANALYSIS.** This section presents the results of the evaluation of the existing water distribution system under future conditions.



## SECTION 1. INTRODUCTION

The City of Westmorland was incorporated in 1934 and has a population of approximately 2,400 residents. Westmorland is located in the fertile Imperial Valley in Southeastern California.

It's a small residential community that sits along state Highway 86, a major highway and transportation corridor. Westmorland is 12 miles south of the Salton Sea, 87 miles southeast of Palm Springs, 122 miles east of San Diego, 192 miles southeast of Los Angeles, 261 miles west of Phoenix, Arizona, and 31 miles north of Mexicali, Mexico.

The City of Westmorland public works department operates its own water & wastewater treatment plants. The primary water source is the Colorado river, delivered by the Imperial Irrigation District to the city via the All-American canal and the Westmorland canal. The water treatment plant currently has a capacity of approximately 2.0 million gallons a day (MGD), which is capable of providing adequate service for the entire city.

### 1.1. SCOPE OF WORK

The Water Master Plan scope of work includes the following tasks:

- 1) Water System Design Criteria
- 2) Water Demand Projections
- 3) Water System Computer Modeling

### 1.2. ACKNOWLEDGEMENTS

Project staff would like to acknowledge the following City of Westmorland staff members who provided valuable information and assistance, contributing greatly to the successful completion of this project:

- Ramiro Barajas, *Public Works Director*
- Sergio Cruz, *Fire Chief*
- Joel Hamby, *Interim Director of Development Services*
- Ezequiel Perez

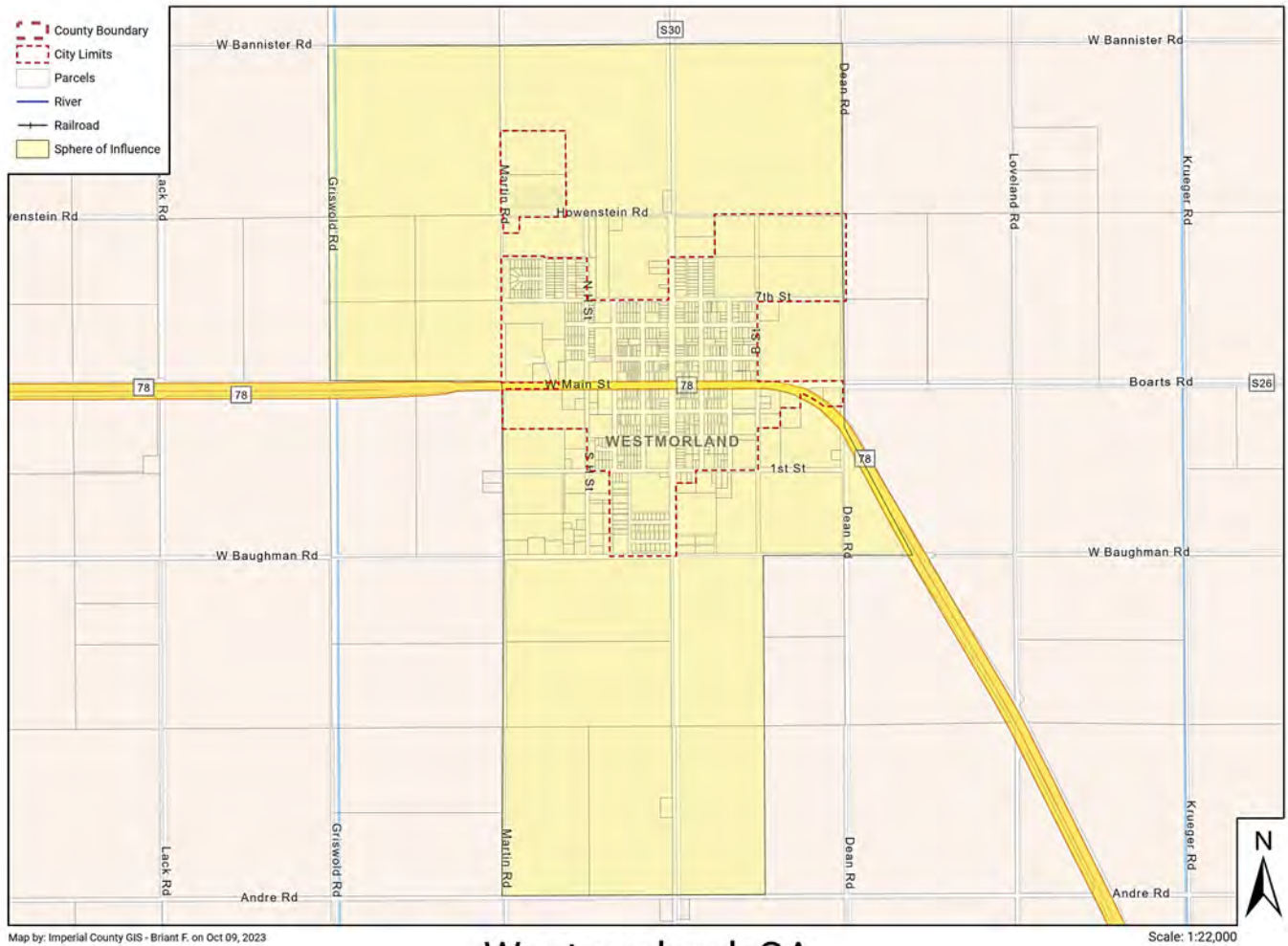
### 1.3. WATER MASTER PLAN OBJECTIVES

The Waters Master Plan has been prepared to provide a reference document for the existing water system operations and maintenance. The Plan objectives include the following.

1. Develop a comprehensive computer model calibrated to the existing conditions.
2. Use the computer model to conduct hydraulic analyses of the existing water system and identify current deficiencies in the existing water system.
3. Identify and evaluate system improvements that will alleviate existing system deficiencies.
4. Incorporate projected water demands into the model and identify future system improvements that will be needed to meet the future demands.
5. Perform hydraulic analyses of the water system using the computer model to evaluate operations of the current and future water systems.

### 1.4. STUDY AREA

The existing water distribution system serves primarily the area within the existing City limits and a portion of the Sphere of Sphere of Influence boundary. See Figure 1.



### Westmorland, CA

**Figure 1. City of Westmorland Map**  
Source: (Imperial Local Agency Formation Commission, 2023)

## SECTION 2. EXISTING WATER SYSTEM FACILITIES

### 2.1. SUPPLY SOURCES

The primary water source for Imperial County is the Colorado River, and the purveyor of that water supply is the Imperial Irrigation District (IID). That agency wholesales water to municipalities who are then responsible for treating the raw water supply and distributing it to their customers in accordance with Federal and State standards.

IID's water supply is conveyed to its customers via the All-American Canal and other canals. Westmorland receives its IID supply from the Westside Main Canal; then the Trifolium Lateral No. 5 South, with water being diverted to Westmorland via Turnout Gate #89. Gravity flow within an 18-inch pipeline (approximately 710 feet in length) conveys raw water from this turnout structure to the water treatment plant headworks. Westmorland does not have an alternative water supply source (e.g., ground water wells, or connection to another City's potable water system).

### 2.2. WATER TREATMENT PLANT

The city of Westmorland Water Treatment Plant currently has a capacity of approximately 2.0 million gallons a day (MGD), which is capable of providing adequate service for the entire city. Once the city's water demand is satisfied, the treated water is then pumped to the distribution system with the surplus being stored at the treatment site in a 0.35 and 0.7 MG storage ground facility located at 201 West "B" Street.

### 2.3. DISTRIBUTION PUMP STATION

There are two existing pumps that operate on a lead/lag type system. Each pump is capable of approximately 1,200 gpm and they are controlled by a variable frequency drive (VFD) that ensures a steady pressure is delivered to the water distribution network at all times. Typically, only one pump is operational at any given time. The current discharge pressure is 50 psi.

There are now three pump positions in this facility as listed below:

- Pump #1 is the center pump position. This pump is as described below:
  - 75 hp Pioneer Model SC66C14L74-B, with 14.0" impeller.
  - The pump is VFD-controlled and operates at variable speed. At full speed its operating speed is 1760 rpm.
  - Best Efficiency Point (BEP): 1,700 GPM at 172 feet TH, at 82% pump efficiency.
  - The maximum pumping capacity at 50 psi discharge pressure (115 feet TDH) is approximately 2,400 GPM (with the pump operating at full speed). Suction pressure must be adequate to support such a pumping rate.
  - The pump will operate at reduced speed (i.e., operate at less than 60 hertz) to maintain discharge pressure at 50 psi (which is the control setpoint) for the range of water system demands in the Westmorland system.
  
- Pump #2 is the north pump position. This is essentially an abandoned pump. Only the motor remains. The motor is 50 hp, which suggests this is where the original 50 hp Peabody-Barnes pump was located. This pump motor is connected to a fixed speed controller located in an abandoned MCC panel (inside this building) that was associated with the original water treatment plant.
  
- Pump #3 is the south pump position. This pump is as described below:
  - 75 hp Paco Model, with 13.25" impeller.
  - The pump is VFD-controlled and operates at variable speed. At full speed its operating speed is 1750 rpm.
  - Best Efficiency Point (BEP): 1,500 GPM at 155 feet TH, at 84% pump efficiency.

- The maximum pumping capacity at 50 psi discharge pressure (115 feet TDH) is approximately 2,000 GPM (with the pump operating at full speed). Suction pressure must be adequate to support such a pumping rate.
- The pump will operate at reduced speed (i.e., operate at less than 60 hertz) to maintain discharge pressure at 50 psi (which is the control setpoint) for the range of water system demands in the Westmorland system.

The Paco and Pioneer pump operate as Operating/Standby, which is to say that one pump has sufficient capacity to satisfy the entire range of water system demands (from minimum to peak demand).

The Westmorland distribution system does not have reservoirs downstream of the Distribution Pump Station. This is referred to a “closed” water system, and such systems require constant supply at rates that exactly match demand. This water system characteristic precludes any water treatment plant control scenarios that cause the Distribution Pump Station to shut down.

#### 2.4. DISTRIBUTION SYSTEM

There are approximately ten miles of water pipelines in the City’s network. The terrain for the city slopes down from south to north. The fall is approximately 11 feet from the south to the north boundary of the city. The water pipelines in the network vary in size from 2 inches to 12 inches in diameter. The system contains Asbestos Cement Pipe (ACP) and Polyvinyl Chloride Pipe (PVC). There are no separate pressure zones.



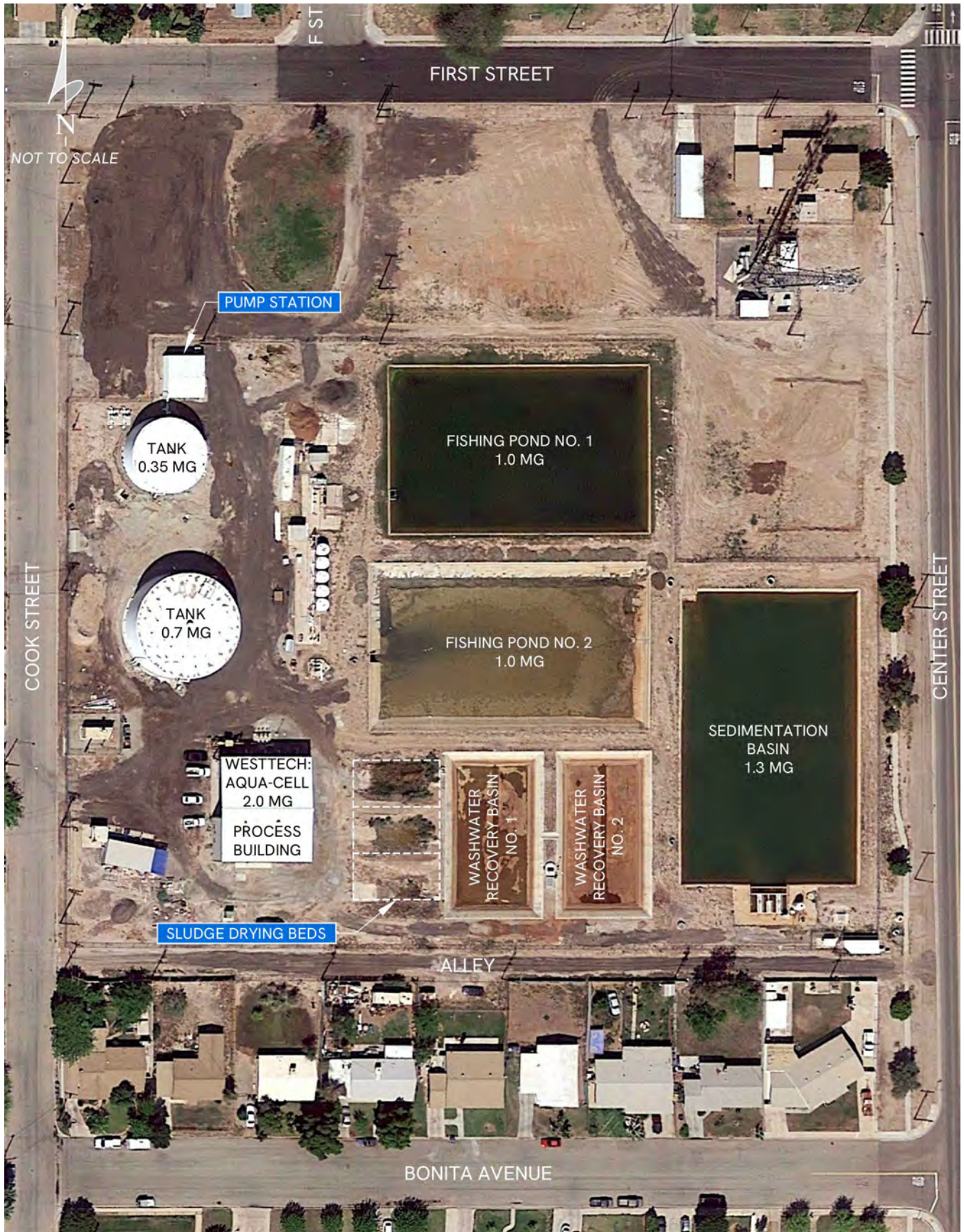


Figure 2. Existing Water Treatment Plant



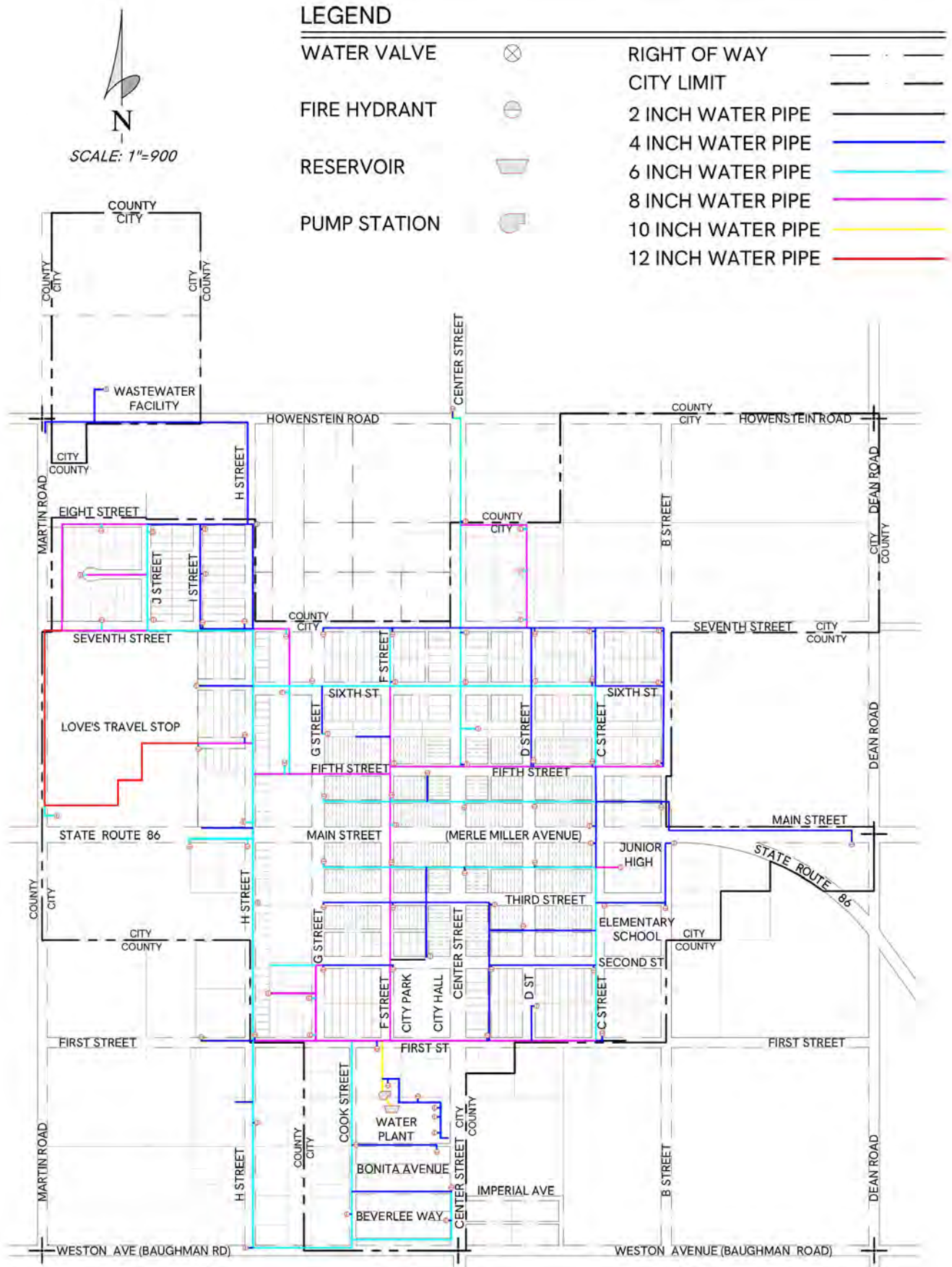


Figure 3. Existing Water Distribution System

### SECTION 3. WATER CONSUMPTION

The consumption or usage of water, also known as *water demand*, is the driving force behind hydraulic dynamics in water distribution systems. Anywhere that water can leave the system represents a point of consumption, including a customer’s faucet, a leaky main, or an open fire hydrant. Water demand varies continuously over time according to several time scales, such as daily, weekly, seasonal, and long-term. Average Day Demand (ADD) is the average rate of demand for an average day (past, present, or future), and it was used as the baseline demand.

Water demands were determined by evaluating a combination of historical data and metered data. The City of Westmorland provided the water consumption report for the year 2022 and previous water studies.

#### 3.1. EXISTING AND PROJECTED POPULATION

Population counts were used to estimate water consumption per-capita in residential areas. Based on the United States Census Bureau the City of Westmorland’s population was 2,225 people in 2010 and 20,14 people in 2020. The number of people per dwelling unit (population density) was 3.3 in 2010 and it dropped slightly in 2020, to 3.1 in 2020, a 6.1 percent decrease.

**Table 1. Historical Population and Housing**

YEAR	TOTAL POPULATION	TOTAL HOUSING UNITS	POPULATION DENSITY (ppl/du)
2010 <sup>(a)</sup>	2,225	678	3.3
2020 <sup>(b)</sup>	2,014	655	3.1

(a) (U.S. Census Bureau, 2010)

(b) (U.S. Census Bureau, 2020)

Population projections were used to estimate future water demands. The population projections were determined using the Geometric Population Projection method, for the year 2035.

**Table 2. Historical Population and Annual Growth Rates**

YEAR	TOTAL POPULATION <sup>(a)</sup>	TOTAL HOUSEHOLDS <sup>(a)</sup>	POPULATION DENSITY (ppl/du)	ANNUAL GROWTH RATE
2010	1,767	602	2.9	-
2011	1,714	593	2.9	-3.00%
2012	1,603	542	3.0	-6.48%
2013	1,606	526	3.1	0.19%
2014	1,747	526	3.3	8.78%
2015	1,750	519	3.4	0.17%
2016	2,014	566	3.6	15.09%
2017	2,382	613	3.9	18.27%
2018	2,643	628	4.2	10.96%
2019	2,432	630	3.9	-7.98%
2020	2,680	592	4.5	10.20%
2021	2,289	488	4.7	-14.59%
2022	2,010	583	3.4	-12.19%

(a) U.S. Census Bureau. American Community Survey, Demographic and Housing Estimates



**Table 3. Population Projections**

<b>Base Year</b>	<b>2022</b>
<b>Projection Year</b>	2035
<b>Total Period</b>	13
<b>Base Year Population</b>	2,010
<b>Average Growth Rate</b>	1.62%
<b>Projected Population</b>	2,480

### 3.2. EXISTING LAND USE

To determine the types of demand within the water system, the land use designations were reviewed to list all the major customer types in the community. Land-use classifications were used to estimate water-duty factors per land-use category.

The City’s Zoning Ordinance establishes the following classification of zones:

- **R-1 Single Family Zone**  
It is the intent of the R-1 residential zone to provide for the development of low-density single-family homes on lots, not less than six thousand (6,000) square feet in area, and the protection of these zones from incompatible uses.
- **R-2 Low/Medium Density Multi-Family Zone**  
It is the intent of the R-1 residential zone to provide for the development of low-density single-family homes on lots, not less than six thousand (6,000) square feet in area, and the protection of these zones from incompatible uses. Two and three family residential dwellings are permitted in and R-2 Zone.
- **R-2-T Mobile Home Park Zone**
- **R-3 Medium/High Zone**
- **R-4 High Density Multi Family Residential Zone**  
It is the intent of the R-4 residential zone to provide for the development of high-density multi-family homes, and the protection of these zones from incompatible uses. Single family dwellings and mobile home parks are permitted in an R-4 Zone.
- **C Commercial Zone**  
It is the intent of the Commercial (C) zone to provide areas within the community which are primarily retail and service business in character, and to provide as a conditional use for more intense uses which are customarily accomplished at the commercial place of business. The Commercial (C) zone is intended to accommodate general commercial, office and other highway- oriented businesses and transportation related service facilities which serve city-wide and transportation corridor-related needs. Primary uses in the Commercial (C) zone should be directed towards the provision of goods and services to the residents of Westmorland.
- **I Industrial Zone**  
It is the intent of the Industrial (1) zone to provide for wholesale uses as well as those industrial uses that include manufacturing, assembly, or processing and which require large storage areas.
- **OS Open Space Zone**  
It is the intent of the Open Space (OS) zone to provide open space for the preservation of natural resources, managed production of resources, open space for outdoor recreation, and for the protection of public health and safety.

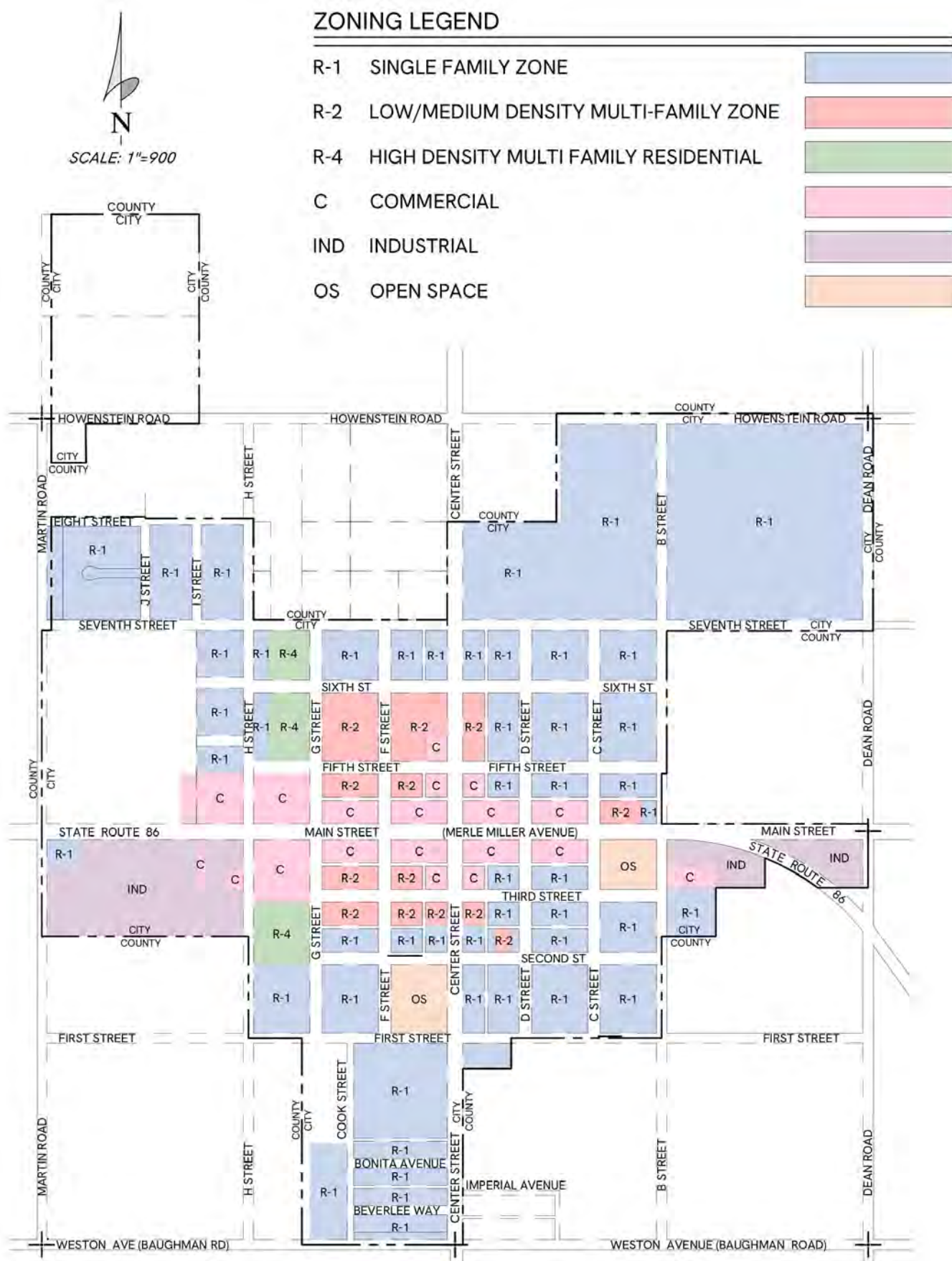


Figure 4. City of Westmorland Zoning Map

### 3.3. WATER DEMANDS

#### 3.3.1. CUSTOMER DEMANDS

Customer demand is the water required to meet the non-emergency need for users in the system. The Average Day Demand (ADD) for the year 2022 was used as the baseline from which other demand distributions were built, using water production records provided by the City in the form of monthly readings. See Table 4.

**Table 4. Amount of Potable Water Produced for the Year 2022 (in Million Gallons)**

MONTH	TOTAL AMOUNT OF POTABLE WATER (MG)
January	13.87
February	14.41
March	17.73
April	20.32
May	29.48
June	24.92
July	27.01
August	28.75
September	21.28
October	19.26
November	15.32
December	13.98
<b>ANNUAL TOTAL</b>	<b>246.33</b>

Source: City Production Records

Development of water consumption using land-use typically involves a water-duty factor that is associated to a land-use classification. The water-duty factor is a ratio of water usage per unit area per land use category and uses dimensions of gallons/day/acre per land-use type. Some communities have developed a Geographic Information System (GIS) to track land use and zoning. A land-use GIS for the City of Westmorland is not available at the time, so water consumption was determined in gallons/unit/day.

To estimate the water demand per unit for Commercial/Institutional connections, the water delivery volumes for Commercial/Institutional use were divided by the total number of Commercial/Institutional active services connections. See Table 6 and Table 5.

**Table 5. Water Delivery Volumes to Commercial/Institutional Service Connections and/or Interties**

MONTH	Commercial/Institutional (MG)
January	0.722
February	0.827
March	1.53
April	1.49
May	1.23
June	0.819
July	1.37
August	1.38
September	1.11

MONTH	Commercial/Institutional (MG)
October	1.06
November	1.35
December	1.13
<b>ANNUAL</b>	<b>14.018</b>

Source: City Production Records

**Table 6. Number of Active Service Connections for the Year 2022**

TYPE	ACTIVE SERVICE CONNECTIONS
Single-family Residential	513
Multi-family Residential	30
Commercial/Institutional	32
Industrial	0
Landscape Irrigation	7
Agricultural/Irrigation	0
<b>TOTAL ACTIVE CONNECTIONS</b>	<b>582</b>

Source: City Production Records

There was not available data for the year 2022 for schools or public administration buildings, therefore, water demand rates for schools and the City Park were retrieved from the 1997 City of Westmorland Water Distribution System Master Plan.

**Table 7. Water Demands for Non-Residential Land Use**

LAND USE	SUB LAND USE	WATER DEMAND (gpd/unit)	AVERAGE DAY DEMAND (gpm/unit)
<b>C Commercial</b>	Commercial/Institutional	1,200	0.8
	School <sup>(a)</sup>	40,000	27.8
<b>I Industrial</b>	Industrial	1,200	0.8
<b>OS Open Space</b>	City Park <sup>(a)</sup>	10,000	6.9

(a) (The Holt Group, 1997)

For residential demands, a general per-capita method to calculate consumption was used. The residential usage volume was determined by subtracting the water delivery volumes for Commercial/Institutional usage shown in Table 5, from the total amount of potable water shown in Table 4. The residential volume usage per capita was calculated by dividing the total residential usage volume between the total number of residents (see Table 1).

For the different types of Residential Land Use, it was required to determine the average number of dwelling units per lot and the average number of residents per dwelling unit. Since there is not available data of average density of dwellings units per lot for R-2, R-3 and R-4 land use, average density was assumed in accordance with the Zoning Ordinance, which states that R-2, R-3, and R-4 zones are permitted to have two (2) to three (3) residential dwellings per parcel.

The average population density was calculated by dividing the total number of residents between the total number of housing units for the year 2020, as shown in Table 1.

**Table 8. Population Densities for Residential Land Use**

LAND USE	AVERAGE DENSITY (du/lot)	AVERAGE POPULATION DENSITY (ppl/du)	POPULATION (ppl/lot)
R-1 Single Family Zone	1	3.1	3.1
R-2 Low/Medium Density Multi-Family Zone	2	3.1	6.2
R-3 Medium/High	2.5	3.1	7.8
R-4 High Density Multi Family Residential	3	3.1	9.3

**Table 9. Water Demands for Residential Land Use**

LAND USE	POPULATION (ppl/lot)	WATER DEMAND (gpd/capita)	WATER DEMAND (gpd/unit)	AVERAGE DAY DEMAND (gpm/unit)
R-1 Single Family Zone	3.1	316	980	0.70
R-2 Low/Medium Density Multi-Family Zone	6.2	316	3,918	2.70
R-3 Medium/High	7.8	316	6,162	4.30
R-4 High Density Multi Family Residential	9.3	316	8,816	6.10

**3.3.2. PEAKING FACTORS**

Different demand events were considered in this study, according to several time scales. For the different consumption conditions, demands were determined by applying a multiplication factor or a *peaking factor*.

Maximum Day Demand (MDD) is the average rate of use on the maximum usage day (past, present, or future). The MDD peaking factor represents the ratio of the largest daily demand observed in the year to the ADD for the same year. Since the Maximum Day Production volume for the year 2022 was not available, the peaking factor for MDD was determined to be 2.00, as this is the performance standard stated in the Service Area Plan.

The Peak Hour Demand (PHD) is the average rate of usage during the maximum hour of usage (past, present, or future). The PHD represents the hour with the highest water system demand during the maximum day. There is no hourly water production data available, therefore, the PHD peaking factor was assumed to be 1.50 times de MDD, in accordance with State of California Regulations, Title 22, Section 64554.

**Table 10. System Peaking Factors**

DEMAND PATTERN	PEAK FACTOR
Average Day Demand (ADD)	1.0 times ADD
Maximum Day Demand (MDD)	2.0 times ADD <sup>(a)</sup>
Peak Hour Demand (PHD)	1.5 times MDD <sup>(b)</sup>

(a) (Hofman Planning Associates, 2005)

(b) (PSOMAS, 2015)

**3.3.3. FIRE FLOW DEMAND**

Fire flow demand is a computed system capacity requirement for ensuring adequate protection is provided during fire emergencies. Fire flow is defined as the flow rate of a water supply, measured at 20 psi (137.9 kPa) residual pressure, that is available for the responding fire department for manual firefighting, typically this is water that is available at the surrounding fire hydrants, but it can be supplied with another approved source such as a static water supply like a tank or pond, or even using a fire department tanker shut le service.

The Minimum Fire Flow demands for different types of land use were selected from the Service Area Plan Performance Standards.

**Table 11. Fire Flow Minimums<sup>(a)</sup>**

LAND USE	MINIMUM FIRE FLOW REQUIRED (gpm)
Residential	1,500
Commercial	2,500
Industrial	2,500

(a) (The Holt Group, 1997)

**3.3.4. FUTURE WATER DEMANDS**

Future water demands were evaluated by multiplying changes in population by per-capita consumption rate. The Population-Based projection method applies a per capita water use coefficient to a projected population, and typically assumes that nonresidential water consumption will maintain the same relationship or ratio to residential population. A per capita approach also assumes that current consumption patterns will continue into the future and that the ratio of nonresidential to residential uses will not change.

Population projection-based demands can be of value as a single number for the entire city, if the city has fairly homogeneous residential land uses and expects no variation in the future land use mix.

The per-capita average water use of 316 gpd/capita for the year 2022 was used to project the demands for 2035.

**Table 12. Existing and Projected Water Demand**

DEMAND TYPE	PLANNING HORIZON	
	2022 (Existing)	2035
Annual, MGD	0.64	0.78
Average Day Demand, gpm	444	542
Maximum Day Demand, gpm <sup>(a)</sup>	888	1,084
Peak Hour Demand, gpm <sup>(b)</sup>	1,332	1,626

(a) Maximum Day Demand (MDD) is defined as 2.0 times the Average Day Demand (ADD)

(b) Peak Hour Demand (PHD) is defined as 1.5 times the Maximum Day Demand (MDD)



## SECTION 4. MODEL DEVELOPMENT

The computer model of the city’s water distribution system was used to analyze various combinations of flow (normal and abnormal) to confirm the adequacy of the existing water facilities.

### 4.1. PERFORMANCE STANDARDS SUMMARY

Although there are no adopted "Performance Standards" for water distribution, there are design criteria that must be met to ensure that adequate potable water supply and fire flow needs are provided.

The design criteria are based on the Maximum Day Demand at Peak Hour plus fire conditions (MDPHF). The design criteria are summarized in Table 13.

**Table 13. Performance Standards<sup>(a)</sup>**

	EVALUATION CONDITION	VALUE	UNIT
<b>System Pressure</b>			
Minimum	MDD	50	psi
Minimum	PHD	40	psi
Minimum	MDD + Fire Flow	20	psi
<b>Pipeline Velocity</b>			
Maximum	MDD	20	ft/s
Maximum	MDD + Fire Flow	30	ft/s
<b>Fire Flow Requirements</b>			
Residential	MDD	1,500	gpm
Commercial	MDD	2,500	gpm
Industrial	MDD	2,500	gpm

(a) (The Holt Group, 1997)

### 4.2. SOFTWARE SELECTION

The computer software selected for this analysis is OpenFlows WaterCAD by Bentley Systems, Inc. WaterCAD is an easy-to-use hydraulic and water quality modeling application for water distribution systems. WaterCAD is a windows-based software developed by Haestad Methods Inc. of Cincinnati, Ohio, USA. WaterCAD makes use of gradient algorithms for solving systems of equations that model both head and discharge in the pipe networks. The gradient method utilizes matrix formulation of the network problems in order to take advantage of the full power of the modern-day computer. In the formulation, individual energy equations for each junction node are provided for simultaneous solution for both nodal heads and individual pipe flows. The method is capable of solving both looped and branched networks directly. It is numerically stable when the system becomes disconnected by check vales, pressure regulating valves, or modeler’s error and the structure of the generated equations allows for the use of extremely fast and reliable sparse matrix solvers.

### 4.3. MODEL CREATION

#### 4.3.1. NETWORK SKELETONIZATION

The *network* contains all the various components of the system and defines how those elements are interconnected. *Skeletonization* is the process of selecting for inclusion in the model only the parts of the hydraulic network that have a significant impact on the behavior of the system.

System maps, as-built drawings, and topographic maps were used as a source for obtaining the data required to generate the water distribution model.



**4.3.1.1. JUNCTIONS**

Junctions provide a location for two or more pipes to meet. Junction nodes typically do not directly relate to real-world distribution components, since pipes are usually joined with fittings, and flows are extracted from the system at any number of customer connections along a pipe.

**4.3.1.2. PIPES**

The pipeline data required for hydraulic model calculations consist of diameter, pipe length, and a roughness factor. Pipe roughness factors are typically estimated from the diameter, material, and pipe age.

The roughness coefficients (Hazen-Willimas C-factors) in the model were initially assigned based on the pipeline material, as shown in Table 14.

**Table 14. Roughness Coefficients (Hazen-Williams C-Factors)**

MATERIAL CODE	MATERIAL DESCRIPTION	HAZEN-WILLIAMS C
PVC	Polyvinyl Chloride Pipe	150
ACP	Asbestos Cement	140

**4.3.1.3. RESERVOIRS**

A reservoir represents a boundary node in a model that can supply or accept water with such a large capacity that the hydraulic grade of the reservoir is unaffected and remains constant. A reservoir node was used to model the city’s source of water supply.

**4.3.1.4. PUMP STATION**

A pump is an element that adds energy to the system in the form of an increased hydraulic grade. Pumps are used to boost the head at desired locations to overcome piping head losses and physical elevation differences.

A pump station element provides a way for a user to indicate which pumps are in the same structure, serving the same pressure zone. It provides a graphical way to display the pumps associated with the station. A pump station is not a hydraulic element in that it is not directly used in a hydraulic analysis but rather it is a collection of pumps which are the hydraulic elements. A pump station element is useful in calculating and displaying an analysis of pump combinations.

The system’s pumps were modeled as variable speed pumps (VSP’s) in parallel. VSP’s in parallel work on the principle of “lead” and “lag”. For a certain number of VSP’s in parallel, there will be one pump which functions as the “lead” VSP which first turns on to at empt to meet the target pressure or flow. If the lead VSP cannot satisfy the target head or flow, despite running on the user entered maximum relative speed (which defaults to 1.0 meaning full speed), then the next VSP will be triggered to assist the “lead” VSP. This second pump is known as a “lag” VSP. The VSP calculation determines the common speed for both VSP’s. When both the VSP’s cannot deliver the target head within the maximum relative speed factor, the third VSP (if present) is triggered to turn on. This will continue for all the VSP’s in parallel until the target is satisfied.

It is not necessary that all the VSP’s be triggered. If the target head is satisfied, then only the required number of VSP’s will run. In the case all the VSP’s are running at maximum speed and still not able to deliver the target head, then they are considered as fixed speed pumps. This is referred to as “fixed speed override”. The above logic occurs automatically when multiple VSPs are detected as being in parallel, with the same pump definition and target.

The Paco and Pioneer pump curves are closed enough to each other to approximate an “average” pump curve for all the pumps, so they were modeled in parallel as VSP’s with a specific target pressure of 50 psi to be maintained downstream of the parallel VSP’s.

**Table 15. Pump Station Characteristics**

<b>LABEL</b>	<b>ELEVATION (ft)</b>	<b>HEAD (SHUTOFF) (ft)</b>	<b>HEAD (DESIGN) (ft)</b>	<b>FLOW (DESIGN) (gpm)</b>	<b>HEAD (MAXIMUM OPERATING) (ft)</b>	<b>FLOW (MAXIMUM OPERATING) (gpm)</b>
<b>PMP-1</b>	9.48	185	115	1,994	0	2,782
<b>PMP-2</b>	9.48	185	115	1,994	0	2,782

**4.3.2. ELEVATION ALLOCATION**

Elevation allocation is the process of assigning elevations to model nodes. The City of Westmorland is relatively flat. Elevation contours obtained from SRTM Worldwide Elevation Data (1-arc-second Resolution, SRTM Plus V3) were used for this project. Ground elevation data was automatically assigned to the model nodes using the TRex Terrain Extractor tool that is included in WaterCAD.

**4.3.3. DEMAND ALLOCATION**

Demand allocation is the process of assigning water demands to the appropriate junctions in the model. An automated allocation strategy using customer meter elements was used in the model. This strategy uses spatial analysis to assign customer meters loading data to the nearest pipe, and then distributes the demands equally between the end nodes.

**4.4. MODEL CALIBRATION**

**4.4.1. FIRE FLOW TESTING**

Two (2) fire flow tests were conducted in the city’s network on November 13, 2023. The locations of the tests were selected to represent how the distribution system works.

During each fire flow test, one fire hydrant (flowing hydrant) was opened, and pressure measurements were taken before, during, and after each test. The system pressures with the hydrants closed is referred to as the static pressure, while the system pressure with the hydrant flowing is referred to as the residual pressure. Typically, hydrants in close vicinity to the flowing hydrant are used to collect the static and residual pressures (pressure hydrants). The following parameters were recorded during each fire flow test:

- Flow at hydrants
- Static and residual pressure at the neighboring hydrants

Fire Flow test results and test sites are shown in Appendix B.

## SECTION 5. EXISTING SYSTEM ANALYSIS

This chapter describes the evaluation of the existing water distribution system, using the calibrated hydraulic model and the demands for the year 2022. This section covers the following evaluations:

- System pressures.
- Pipeline velocity.

### 5.1. SYSTEM PRESSURES

The City's hydraulic model was used to evaluate the system pressures for the following criteria:

- Meet Maximum Day Demand (MDD) while maintaining a minimum pressure of 50 psi.
- Meet Peak Hour Demand (PHD) while maintaining a minimum pressure of 40 psi.
- Meet Maximum Day Demand (MDD) plus Fire Flow, while maintaining a minimum pressure of 20 psi.

#### 5.1.1. PRESSURES WITH MDD

The evaluation of system pressures under MDD conditions is conducted by performing a steady state run with the calibrated model, using a 2.0 multiplier (see Table 10) for the Average Day Demand (ADD). The evaluation of results is limited to the junctions along pipelines that have service connections. These nodes are also referred to as demand nodes. Model junctions that are located at water system facilities, such as the Water Treatment Plant (WTP), are excluded from the pressure evaluation, as the minimum pressure criterion does not apply at these locations. It is assumed that both pumps in the Pump Station (PS) at the WTP and are operational during MDD conditions.

#### 5.1.2. PRESSURES WITH PHD

The evaluation of system pressures under PHD conditions is conducted by performing a steady state run with the calibrated model, using a 3.0 multiplier (see Table 10) for the Average Day Demand (ADD). The evaluation of results is limited to the junctions along pipelines that have service connections. These nodes are also referred to as demand nodes. Model junctions that are located at water system facilities, such as the Water Treatment Plant (WTP), are excluded from the pressure evaluation, as the minimum pressure criterion does not apply at these locations. It is assumed that both pumps in the Pump Station (PS) at the WTP and are operational during PHD conditions.

#### 5.1.3. PRESSURES WITH MDD PLUS FIRE FLOW

The evaluation of system pressures under MDD plus fire flow conditions is conducted by performing a steady state run with the calibrated model using a 2.0 multiplier (see Table 10) for the ADD and adding the appropriate fire flow demand to each model node based on the fire flow requirement associated with the land use designation of the surrounding parcels.

The only nodes evaluated for the MDD plus fire flow are junctions that are in close proximity to a fire hydrant. For example, nodes at the end of a dead-end main (in a cul-de-sac) without a fire hydrant were excluded from the analysis, as these locations would not experience the high-water demand associated with a fire. It is assumed that there will only be one fire at a time. In addition, it is assumed that all the pumps in the pumping station at the WTP are operational during a fire.

### 5.2. VELOCITY

The city's hydraulic model was used to evaluate pipeline velocities for the following criteria:

- Pipeline velocities shall not exceed 20 ft/s during MDD conditions.
- Pipeline velocities shall not exceed 30 ft/s during MDD + Fire Flow conditions.

## SECTION 6. FUTURE SYSTEM ANALYSIS

This chapter describes the evaluation of the future water distribution system, using the calibrated hydraulic model modified for the anticipated future developments and the demands projected for year 2035. This section covers the following evaluations:

- System pressures.
- Pipeline velocity.

### 6.1. SYSTEM PRESSURES

The City's hydraulic model was used to evaluate the system pressures for the following criteria:

- Meet Maximum Day Demand (MDD) while maintaining a minimum pressure of 50 psi.
- Meet Peak Hour Demand (PHD) while maintaining a minimum pressure of 40 psi.
- Meet Maximum Day Demand (MDD) plus Fire Flow, while maintaining a minimum pressure of 20 psi.

#### 6.1.1. PRESSURES WITH MDD

The evaluation of system pressures under MDD conditions is conducted by performing a steady state run with the calibrated model, using a 2.0 multiplier (see Table 10) for the Average Day Demand (ADD). The evaluation of results is limited to the junctions along pipelines that have service connections. These nodes are also referred to as demand nodes. Model junctions that are located at water system facilities, such as the Water Treatment Plant (WTP), are excluded from the pressure evaluation, as the minimum pressure criterion does not apply at these locations. It is assumed that both pumps in the Pump Station (PS) at the WTP and are operational during MDD conditions.

#### 6.1.2. PRESSURES WITH PHD

The evaluation of system pressures under PHD conditions is conducted by performing a steady state run with the calibrated model, using a 3.0 multiplier (see Table 10) for the Average Day Demand (ADD). The evaluation of results is limited to the junctions along pipelines that have service connections. These nodes are also referred to as demand nodes. Model junctions that are located at water system facilities, such as the Water Treatment Plant (WTP), are excluded from the pressure evaluation, as the minimum pressure criterion does not apply at these locations. It is assumed that both pumps in the Pump Station (PS) at the WTP and are operational during PHD conditions.

#### 6.1.3. PRESSURES WITH MDD PLUS FIRE FLOW

The evaluation of system pressures under MDD plus fire flow conditions is conducted by performing a steady state run with the calibrated model using a 2.0 multiplier (see Table 10) for the ADD and adding the appropriate fire flow demand to each model node based on the fire flow requirement associated with the land use designation of the surrounding parcels.

The only nodes evaluated for the MDD plus fire flow are junctions that are in close proximity to a fire hydrant. For example, nodes at the end of a dead-end main (in a cul-de-sac) without a fire hydrant were excluded from the analysis, as these locations would not experience the high-water demand associated with a fire. It is assumed that there will only be one fire at a time. In addition, it is assumed that all the pumps in the pumping station at the WTP are operational during a fire.

### 6.2. VELOCITY

The city's hydraulic model was used to evaluate pipeline velocities for the following criteria:

- Pipeline velocities shall not exceed 20 ft/s during MDD conditions.
- Pipeline velocities shall not exceed 30 ft/s during MDD + Fire Flow conditions.

## REFERENCES

- Agunwamba, J., Ekwule, O., & Nnaji, C. (2018). Performance evaluation of a municipal water distribution system using WaterCAD and Epanet. *Journal of Water, Sanitation and Hygiene for Development*.
- American Water Works Association. (2012). *Computer Modeling of Water Distribution Systems. Manual of Water Supply Practices — M32* (Third ed.).
- City of Westmorland. (2023). Zoning Ordinance. Westmorland, California, United States of America.
- City of Westmorland. (2024). *City of Westmorland*. Retrieved from <https://www.cityofwestmorland.net>
- Dale, David; Lane Engineers, Inc. (2015). *City of Westmorland Fire Flow Analysis for the Proposed Development at Main Street/SR86 and Martin Road*.
- Hofman Planning Associates. (2005). *City of Westmorland Service Area Plan*.
- Imperial Local Agency Formation Commission. (2023). *Imperial Local Agency Formation Commission*. Retrieved from <https://www.iclafco.com>
- Johnson, K. E., & Loux, J. (2004). *Water and land use : planning wisely for California's future*.
- National Fire Protection Association. (2024). NFPA 1. *Fire Code*. United States.
- PSOMAS. (2015). *Evaluation of Improvements to the City's Water Treatment Plant and Water Distribution System; Including Brawley Pipeline Alternative*.
- The Holt Group. (1997). *City of Westmorland Water Distribution System Master Plan*.
- U.S. Census Bureau. (2010). *TOTAL POPULATION*. Retrieved from Decennial Census, DEC Summary File 1: [https://www2.census.gov/census\\_2010/04-Summary\\_File\\_1/](https://www2.census.gov/census_2010/04-Summary_File_1/)
- U.S. Census Bureau. (2020). *TOTAL POPULATION*. Retrieved from Decennial Census, DEC Demographic and Housing Characteristics: <https://www2.census.gov/programs-surveys/decennial/2020/data/>
- Walski, Thomas M.; Chase, Donald V.; Savic, Dragan V.; Grayman, Walter; Beckwith, Stephen; Koelle, Edmundo; Bentley Systems. (2007). *Advanced Water Distribution Modeling and Management* (First ed.). Bentley Institute Press.

**APPENDIX A**

EXISTING WATER DISTRIBUTION SYSTEM MAP

**APPENDIX B**

**FIRE FLOW TEST REPORT**



January 26, 2024

Ramiro Barajas  
 Public Works Director  
 355 South Center Street  
 Westmorland, CA 92281

Attn: Sergio Cruz, Fire Chief

**SUBJECT: FIRE FLOW TEST RESULTS LETTER**

Dear Mr. Barajas:

This letter is to certify that on 11.13.23 a two (2) Fire Flow Tests were conducted in the City of Westmorland’s Water Distribution System according to the National Fire Protection Association (NFPA) 291 Recommended Practice for Water Flow Testing and Marking of Hydrants. The Test Procedures + Results, are as follows:

**FIRE FLOW TEST PROCEDURE**

1. A pressure gauge is attached to one of the outlets of the residual hydrant.
2. The air is expelled from the hydrants.
3. A pressure gauge reading is taken before the hydrant is flowed (static pressure).
4. A second hydrant (flow hydrant) is flowed.
5. While the hydrant is being flowed, the pressure gauge reading is taken (residual pressure).
6. The nozzle pressure (pitot pressure) reading is taken from the outlet being flowed on the flow hydrant.

**FIRE FLOW TEST RESULTS**

TEST No. 1 RESULTS • F Street	
Static Pressure	50 psi
Residual Pressure	44 psi
Flow	1,060 gpm @ 40 psi (Pitot Pressure)

TEST No. 2 RESULTS • 7th Street	
Static Pressure	50 psi
Residual Pressure	32 psi
Flow	1,000 gpm @ 35 psi (Pitot Pressure)

Should you have any questions, or should you need additional information, please let us know.

Sincerely, Pro Terra  
 A proactive approach for your project’s success

  
 J. Carlos Romero • PE 50,429





LEGEND

WATER VALVE	⊗	RIGHT OF WAY	— · —
FIRE HYDRANT	⊕	CITY LIMIT	- - -
RESERVOIR	☪	2 INCH WATER PIPE	—
PUMP STATION	☪	4 INCH WATER PIPE	— (blue)
		6 INCH WATER PIPE	— (cyan)
		8 INCH WATER PIPE	— (magenta)
		10 INCH WATER PIPE	— (yellow)
		12 INCH WATER PIPE	— (red)

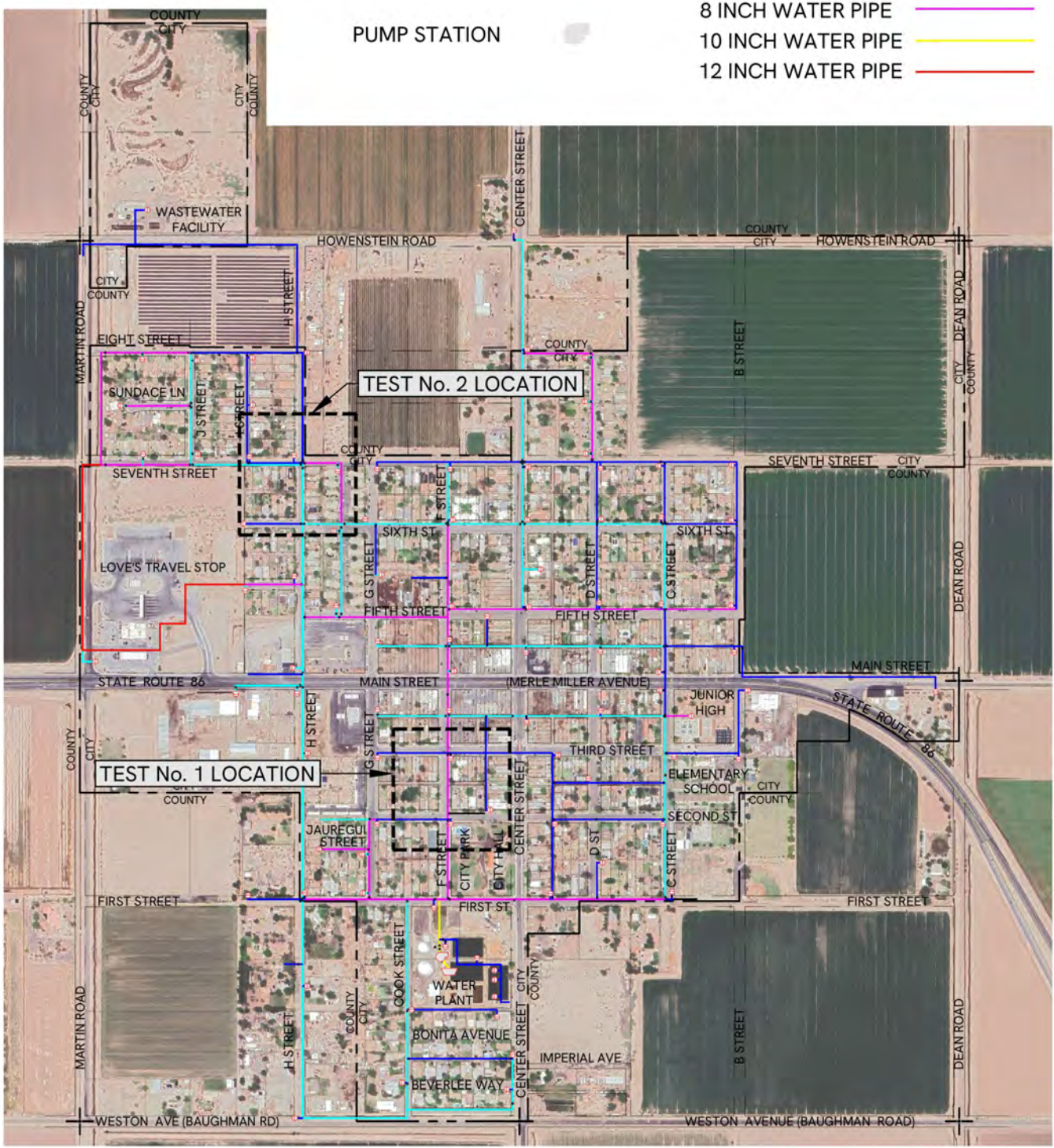


Figure 1. Existing Water Distribution System – Fire Flow Tests Locations



LEGEND

WATER VALVE	⊗	RIGHT OF WAY	— · — · —
FIRE HYDRANT	⊖	CITY LIMIT	— — — —
		2 INCH WATER PIPE	— (black)
		4 INCH WATER PIPE	— (blue)
		6 INCH WATER PIPE	— (cyan)
		8 INCH WATER PIPE	— (magenta)

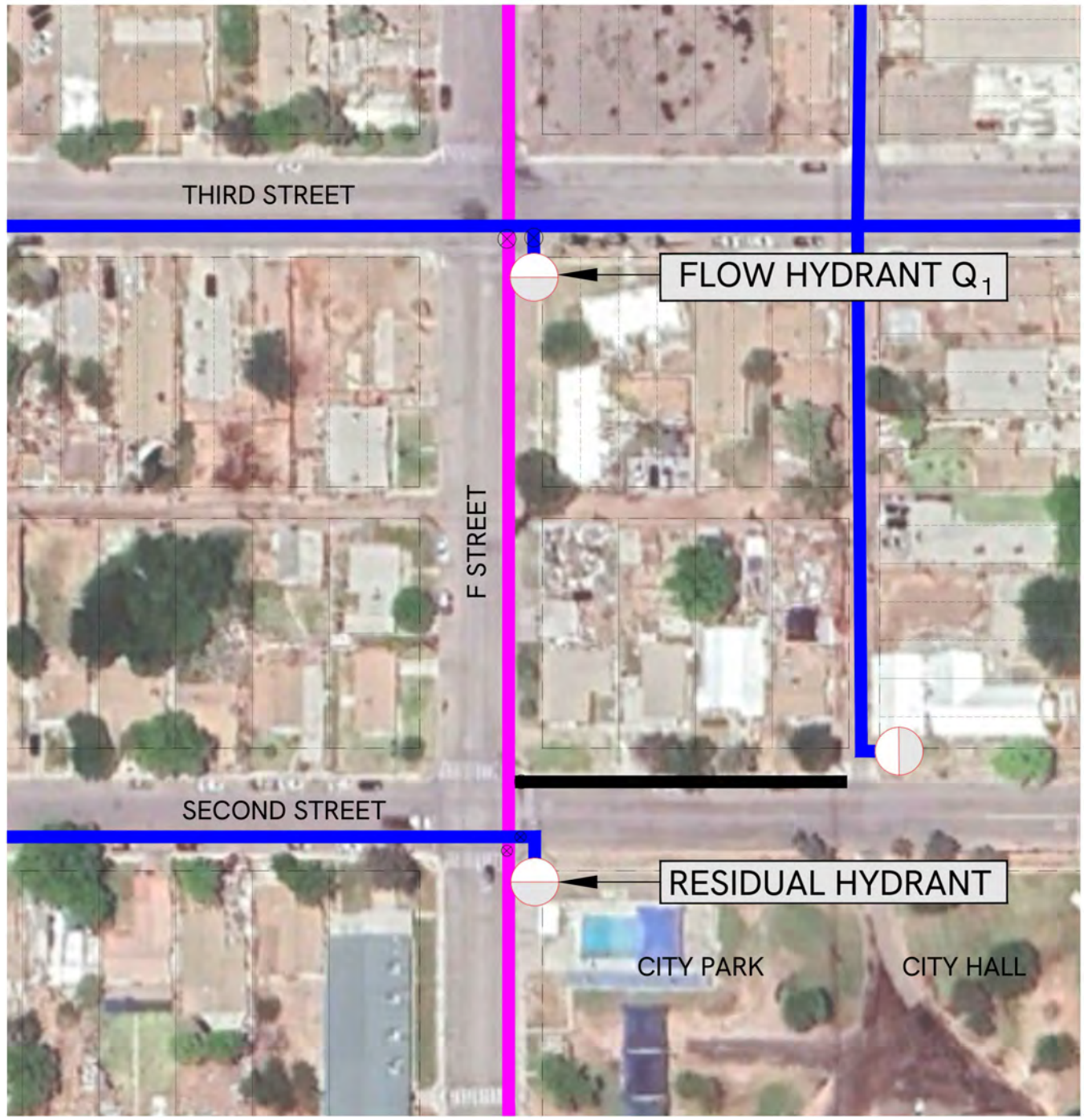


Figure 2. Test No. 1

# WATER FLOW TEST REPORT

TEST No. T-1



## PROJECT INFORMATION:

PG 1/2

Address: F Street

Date: 11/13/2023

City: Westmorland

State: CA

Zip: 92281

Time: 10:00 AM

## TEST DATA:

Residual Hydrant Location (RHL):	F Street & 2nd Street
Flow Hydrant Q <sub>1</sub> Location (FHQ <sub>1</sub> ):	F Street & 3rd Street
Flow Hydrant Q <sub>2</sub> Location (FHQ <sub>2</sub> ):	
Flow Hydrant Q <sub>3</sub> Location (FHQ <sub>3</sub> ):	

Static Pressure P<sub>s</sub> (psi): 50 At Residual Hydrant Location

Test No.	No. of Outlets	Orifice Size (in.)	Orifice Coefficient	Residual Pressure (psi)	Pitot Pressure (psi)	Flow (gpm)	Notes
Q <sub>1</sub>		2.5		44	40	1,060	Pollard Gauge
Q <sub>2</sub>				RHL	FHQ <sub>1</sub>		See Photos
Q <sub>3</sub>							

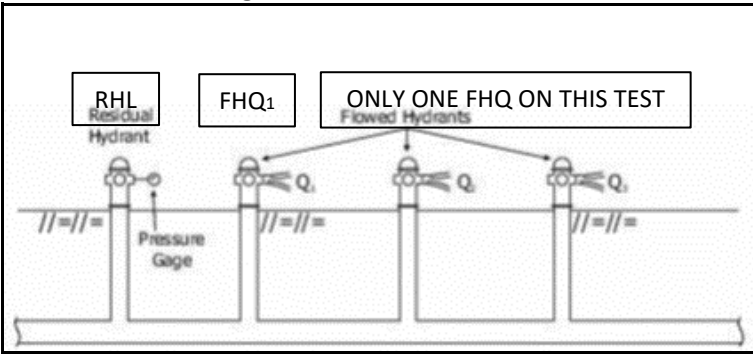
Residual Pressure P<sub>t</sub> (psi): 44      Q<sub>t</sub> (gpm): 1,060

The Design Pressure P<sub>o</sub> (psi) is obtained as an average of the Static Pressure P<sub>s</sub> (psi) and the Residual Pressure P<sub>r</sub> (psi) = (50 P<sub>s</sub> + 44 P<sub>r</sub>)/2 = 47 Po

Design Pressure P<sub>o</sub> (psi): 47      Q<sub>o</sub> (gpm): 729 Based on Formula

## Sketch of test configuration:

## Equations:



$$Q_t = Q_1 + Q_2 + Q_3$$

$$Q_o = Q_t \left( \frac{P_s - P_o}{P_s - P_t} \right)^{0.54}$$

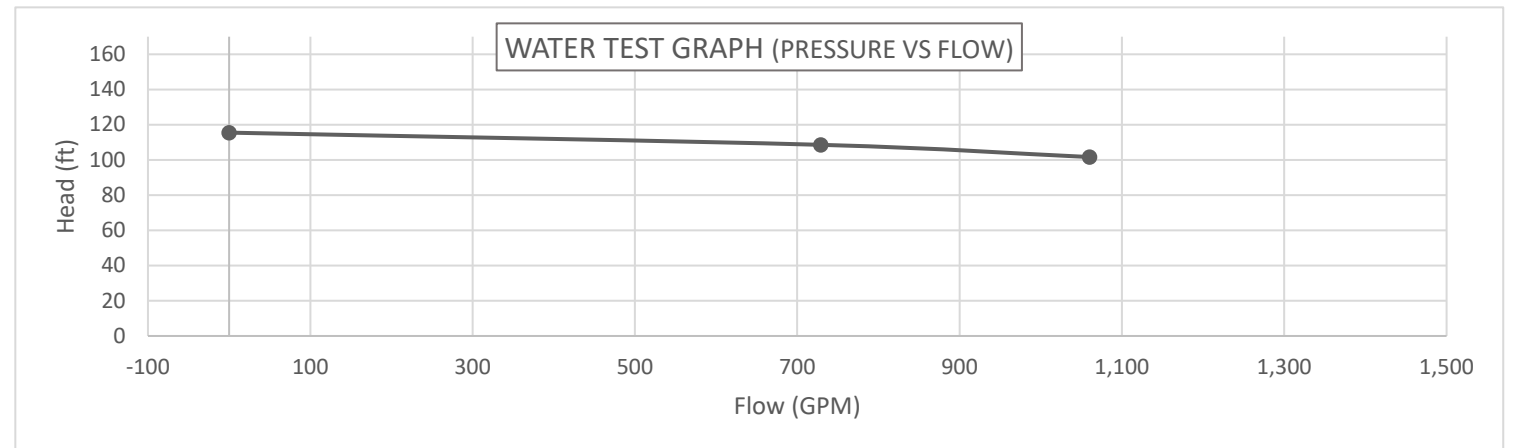
Where:

- Q<sub>o</sub> = Flow available at the chosen pressure (GPM)
- Q<sub>t</sub> = Residual flow during hydrant test (GPM)
- P<sub>s</sub> = Static pressure during hydrant test (PSI)
- P<sub>o</sub> = Chosen pressure, at which Q<sub>o</sub> is to be calculated (PSI)
- P<sub>t</sub> = Residual pressure during hydrant test (PSI)

## Graph Points:

$$\text{Head (ft)} = \text{Pressure (psi)} \times 2.31$$

Static		Design		Maximum Operating Flow	
Ps (ft)	Qs (gpm)	Po (ft)	Qo (gpm)	Pt (ft)	Qt (gpm)
116	0	109	729	102	1,060
50 psi		47 psi		44 psi	



Test Conducted by:

Jose Carlos Romero

Signature:

*Jose Carlos Romero*



TEST PHOTOS:

Residual Hydrant at F Street & 2nd Street



Flow Hydrant at F Street & 3rd Street



Test Conducted by:

Jose Carlos Romero

Signature:

*Jose Carlos Romero*



LEGEND

WATER VALVE	⊗	RIGHT OF WAY	— · — · — · — · —
FIRE HYDRANT	⊕	CITY LIMIT	— — — — —
		2 INCH WATER PIPE	—
		4 INCH WATER PIPE	—
		6 INCH WATER PIPE	—
		8 INCH WATER PIPE	—

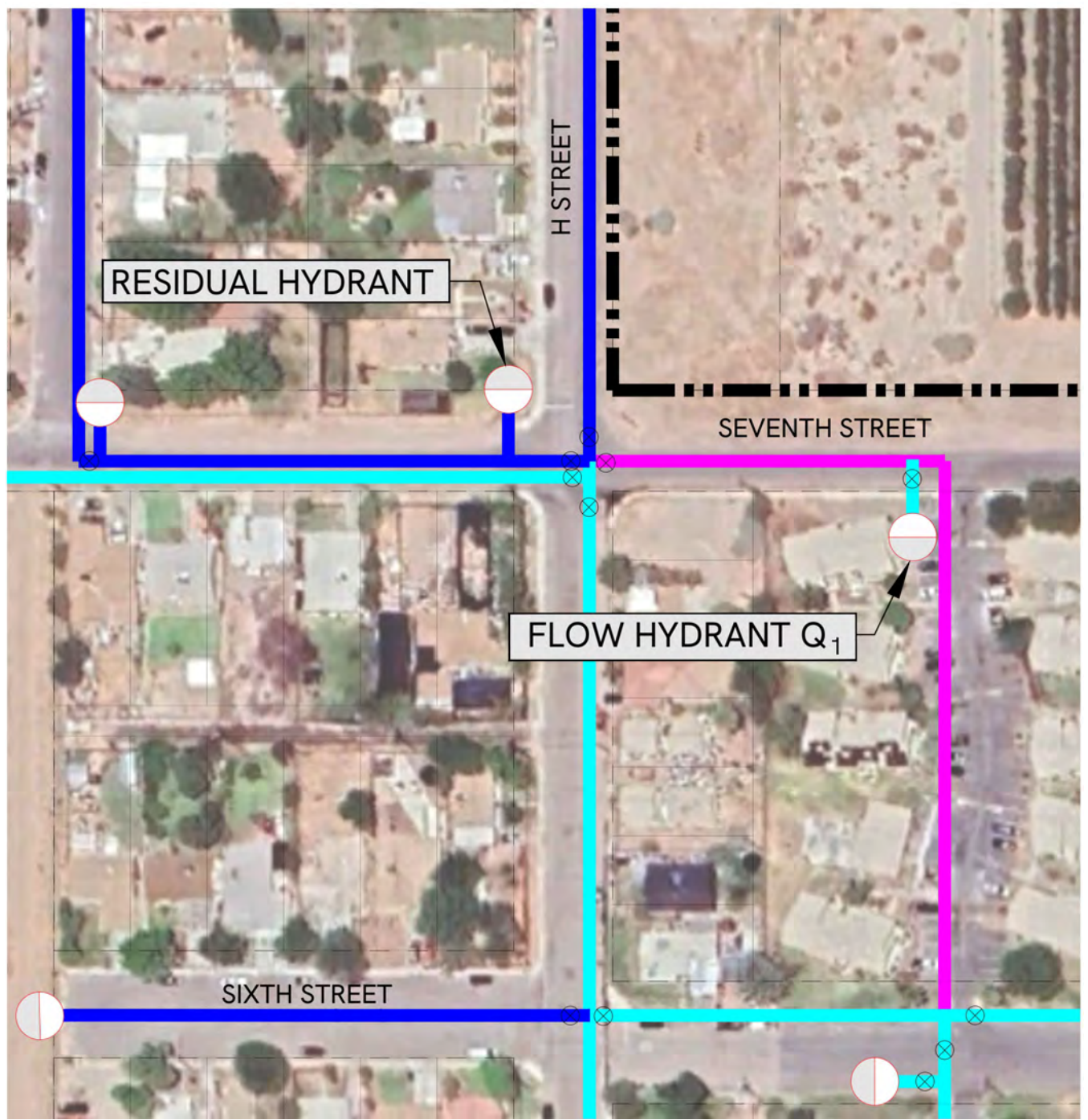


Figure 3. Test No. 2

# WATER FLOW TEST REPORT

TEST No. T-2



## PROJECT INFORMATION:

PG 1/2

Address: 7th Street

Date: 11/13/2023

City: Westmorland

State: CA

Zip: 92281

Time: 11:30 AM

## TEST DATA:

Residual Hydrant Location (RHL):	7th Street & H Street
Flow Hydrant Q <sub>1</sub> Location (FHQ <sub>1</sub> ):	7th Street
Flow Hydrant Q <sub>2</sub> Location (FHQ <sub>2</sub> ):	
Flow Hydrant Q <sub>3</sub> Location (FHQ <sub>3</sub> ):	

Static Pressure P<sub>s</sub> (psi): 50 At Residual Hydrant Location

Test No.	No. of Outlets	Orifice Size (in.)	Orifice Coefficient	Residual Pressure (psi)	Pitot Pressure (psi)	Flow (gpm)	Notes
Q <sub>1</sub>		4		32	35	1,000	Pollard Gauge
Q <sub>2</sub>				RHL	FHQ <sub>1</sub>		See Photos
Q <sub>3</sub>							

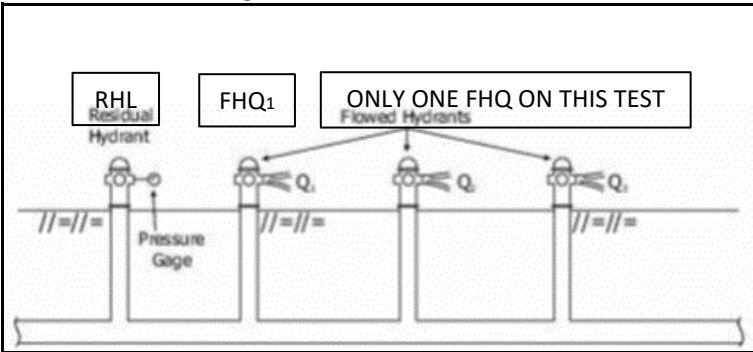
Residual Pressure P<sub>t</sub> (psi): 32      Q<sub>t</sub> (gpm): 1,000

The Design Pressure P<sub>o</sub> (psi) is obtained as an average of the Static Pressure P<sub>s</sub> (psi) and the Residual Pressure P<sub>r</sub> (psi) = (50 P<sub>s</sub> + 44 P<sub>r</sub>)/2 = 47 Po

Design Pressure P<sub>o</sub> (psi): 41      Q<sub>o</sub> (gpm): 688 Based on Formula

## Sketch of test configuration:

## Equations:



$$Q_t = Q_1 + Q_2 + Q_3$$

$$Q_o = Q_t \left( \frac{P_s - P_o}{P_s - P_t} \right)^{0.54}$$

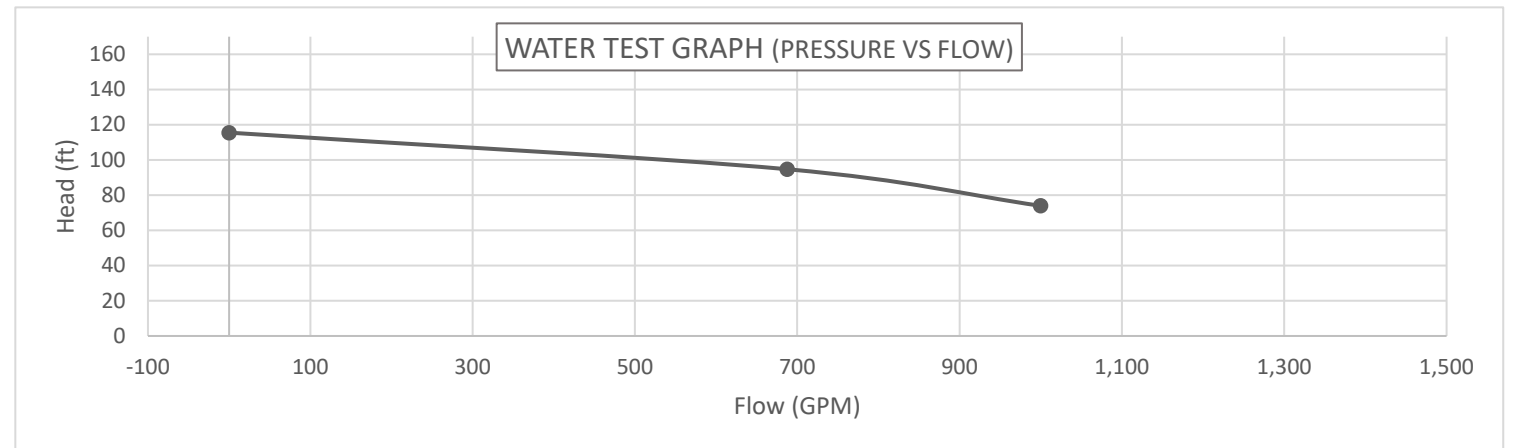
Where:

- Q<sub>o</sub> = Flow available at the chosen pressure (GPM)
- Q<sub>t</sub> = Residual flow during hydrant test (GPM)
- P<sub>s</sub> = Static pressure during hydrant test (PSI)
- P<sub>o</sub> = Chosen pressure, at which Q<sub>o</sub> is to be calculated (PSI)
- P<sub>t</sub> = Residual pressure during hydrant test (PSI)

## Graph Points:

$$\text{Head (ft)} = \text{Pressure (psi)} \times 2.31$$

Static		Design		Maximum Operating Flow	
Ps (ft)	Qs (gpm)	Po (ft)	Qo (gpm)	Pt (ft)	Qt (gpm)
116	0	95	688	74	1,000
50 psi		41 psi		32 psi	



Test Conducted by:

Jose Carlos Romero

Signature:

*Jose Carlos Romero*



TEST PHOTOS:

Residual Hydrant at 7th Street & H Street



Flow Hydrant at F Street & 3rd Street



Test Conducted by:

Jose Carlos Romero

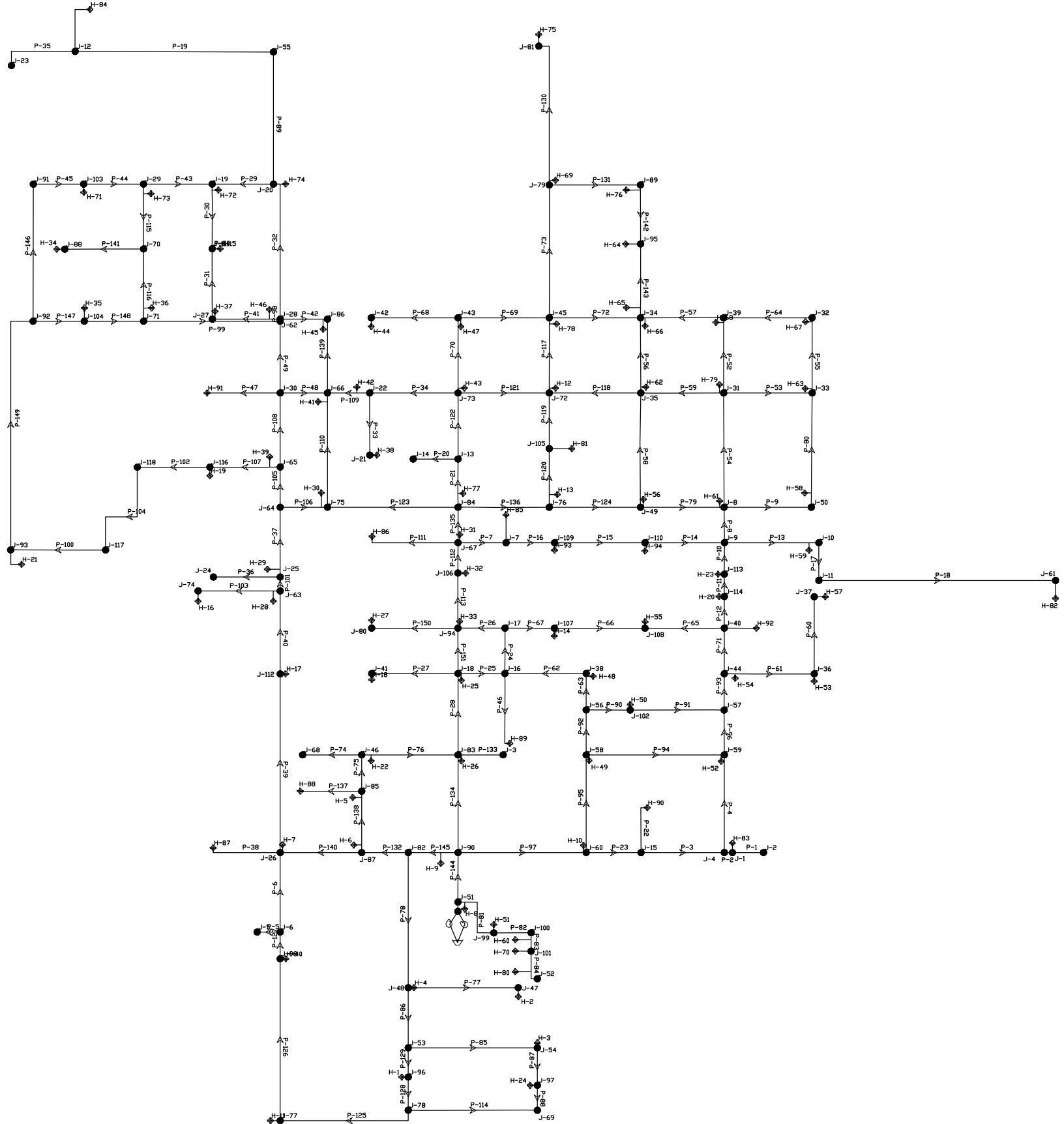
Signature:

*Jose Carlos Romero*

**APPENDIX C**  
COMPUTER MODEL RESULTS



# WATER DISTRIBUTION NETWORK



---

## Scenario Summary

---

ID	2636
Label	Peak Hour Demand
Notes	
Active Topology	Base Active Topology
User Data Extensions	Base User Data Extensions
Physical	Base Physical
Demand	Average Day Demand
Initial Settings	Base Initial Settings
Operational	Base Operational
Age	Base Age
Constituent	Base Constituent
Trace	Base Trace
Fire Flow	Base Fire Flow
Energy Cost	Base Energy Cost
Pressure Dependent Demand	Base Pressure Dependent Demand
Transient	Base Transient
Failure History	Base Failure History
SCADA	Base SCADA
Steady State / EPS Solver Calculation Options	Peak Hour Demand
Transient Solver Calculation Options	Base Calculation Options

---

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-1	9.94	0	56
J-2	9.57	0	56
J-3	10.20	0	56
J-4	10.17	54	56
J-5	11.10	2	55
J-6	11.10	4	55
J-7	8.05	22	51
J-8	9.53	22	50
J-9	9.57	38	50
J-10	8.94	20	51
J-11	8.47	1	51
J-12	5.45	0	51
J-13	7.27	32	51
J-14	7.50	16	51
J-15	10.38	24	56
J-16	9.73	47	53
J-17	8.31	11	53
J-18	9.16	53	54
J-19	6.53	15	51
J-20	6.53	3	51
J-21	8.05	8	50
J-22	8.52	47	50
J-23	5.59	0	51
J-24	7.23	4	52
J-25	8.50	5	51
J-26	9.31	161	56
J-27	7.03	12	51
J-28	8.56	7	50
J-29	3.48	12	52
J-30	8.20	38	50
J-31	8.63	35	50
J-32	7.29	3	51
J-33	8.99	16	50
J-34	8.41	31	50
J-35	8.79	28	50
J-36	9.57	127	51
J-37	8.61	5	51
J-38	9.13	9	53
J-39	7.25	15	51
J-40	9.57	8	53
J-41	8.25	28	54
J-42	7.00	5	51
J-43	6.53	6	51
J-44	9.57	43	53
J-45	9.44	32	50
J-46	7.23	38	58
J-47	8.43	16	57
J-48	9.65	12	57
J-49	8.05	17	51
J-50	9.47	8	50
J-51	9.57	0	61
J-52	8.08	0	62
J-53	9.76	21	57
J-54	9.90	16	56
J-55	5.36	0	51

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-56	10.78	21	53
J-57	9.48	13	53
J-58	10.34	27	54
J-59	9.46	50	54
J-60	9.92	21	57
J-61	9.05	5	51
J-62	8.57	15	50
J-63	8.51	2	52
J-64	8.45	6	50
J-65	8.05	21	50
J-66	8.66	183	50
J-67	8.37	17	51
J-68	7.05	27	58
J-69	10.51	8	56
J-70	4.81	26	52
J-71	6.41	17	51
J-72	8.24	58	50
J-73	6.61	59	51
J-74	6.88	2	52
J-75	8.05	114	50
J-76	8.05	30	51
J-77	11.10	7	56
J-78	10.68	11	56
J-79	7.07	16	51
J-80	9.16	21	53
J-81	7.55	2	51
J-82	9.52	20	57
J-83	8.94	38	56
J-84	8.00	28	51
J-85	6.53	17	58
J-86	9.57	73	50
J-87	9.71	15	57
J-88	4.38	23	52
J-89	7.36	6	51
J-90	9.57	24	59
J-91	4.21	5	52
J-92	6.78	2	51
J-93	6.53	1	51
J-94	8.79	21	53
J-95	8.55	22	50
J-96	9.94	3	56
J-97	9.88	0	56
J-98	10.10	14	56
J-99	8.60	0	62
J-100	8.05	0	62
J-101	8.05	0	62
J-102	9.57	17	53
J-103	4.55	9	52
J-104	6.73	9	51
J-105	8.05	36	50
J-106	8.05	0	52
J-107	8.05	9	53
J-108	8.81	22	53
J-109	8.05	6	51
J-110	8.05	13	51

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-111	7.28	5	50
J-112	7.54	37	53
J-113	9.57	0	51
J-114	9.57	0	52
J-116	7.29	9	51
J-117	6.09	1	51
J-118	6.32	0	51
J-142	9.44	0	62



**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-1	152	J-1	J-2	2.0	PVC	150.0	0	0.00
P-2	40	J-4	J-1	4.0	PVC	150.0	0	0.00
P-3	408	J-4	J-15	8.0	PVC	150.0	-429	2.74
P-4	479	J-4	J-59	6.0	PVC	150.0	375	4.26
P-5	113	J-5	J-6	4.0	PVC	150.0	-2	0.05
P-6	389	J-6	J-26	6.0	PVC	150.0	55	0.62
P-7	235	J-7	J-67	6.0	PVC	150.0	-81	0.92
P-8	174	J-8	J-9	4.0	PVC	150.0	-120	3.06
P-9	427	J-8	J-50	8.0	PVC	150.0	36	0.23
P-10	154	J-9	J-113	4.0	PVC	150.0	-144	3.68
P-11	110	J-113	J-114	4.0	PVC	150.0	-144	3.68
P-12	155	J-114	J-40	4.0	PVC	150.0	-144	3.68
P-13	463	J-9	J-10	4.0	PVC	150.0	27	0.69
P-14	390	J-9	J-110	6.0	PVC	150.0	-41	0.46
P-15	443	J-110	J-109	6.0	PVC	150.0	-54	0.61
P-16	238	J-109	J-7	6.0	PVC	150.0	-59	0.67
P-17	185	J-10	J-11	4.0	PVC	150.0	7	0.17
P-18	1,160	J-11	J-61	4.0	PVC	150.0	5	0.14
P-19	972	J-12	J-55	4.0	PVC	150.0	0	0.00
P-20	220	J-13	J-14	4.0	PVC	150.0	16	0.41
P-21	236	J-13	J-84	8.0	PVC	150.0	-291	1.86
P-22	251	J-15	H-90	4.0	PVC	150.0	0	0.00
P-23	268	J-15	J-60	8.0	PVC	150.0	-454	2.90
P-24	222	J-16	J-17	4.0	PVC	150.0	88	2.24
P-25	230	J-16	J-18	4.0	PVC	150.0	-91	2.32
P-26	230	J-17	J-94	6.0	PVC	150.0	62	0.70
P-27	423	J-18	J-41	4.0	PVC	150.0	28	0.72
P-28	399	J-18	J-83	8.0	PVC	150.0	-998	6.37
P-29	300	J-19	J-20	4.0	PVC	150.0	-3	0.09
P-30	317	J-19	J-111	4.0	PVC	150.0	5	0.13
P-31	345	J-111	J-27	4.0	PVC	150.0	0	0.01
P-32	695	J-20	J-28	4.0	PVC	150.0	-7	0.17
P-33	304	J-21	J-22	4.0	PVC	150.0	-8	0.21
P-34	433	J-22	J-73	6.0	PVC	150.0	-119	1.35
P-35	382	J-23	J-12	4.0	PVC	150.0	0	0.00
P-36	327	J-24	J-25	4.0	PVC	150.0	-4	0.09
P-37	342	J-25	J-64	6.0	PVC	150.0	330	3.75
P-38	351	H-87	J-26	4.0	PVC	150.0	0	0.00
P-39	876	J-26	J-112	6.0	PVC	150.0	380	4.32
P-40	407	J-112	J-63	6.0	PVC	150.0	344	3.90
P-41	333	J-27	J-28	4.0	PVC	150.0	-12	0.30
P-42	232	J-28	J-86	8.0	PVC	150.0	25	0.16
P-43	337	J-29	J-19	4.0	PVC	150.0	16	0.42
P-44	293	J-29	J-103	8.0	PVC	150.0	-48	0.30
P-45	247	J-103	J-91	8.0	PVC	150.0	-57	0.36
P-46	367	H-89	J-16	4.0	PVC	150.0	-8	0.21
P-47	358	J-30	H-91	4.0	PVC	150.0	2	0.05
P-48	232	J-30	J-66	6.0	PVC	150.0	39	0.44
P-49	351	J-30	J-62	6.0	PVC	150.0	37	0.42
P-50	40	H-15	J-111	4.0	PVC	150.0	0	0.00
P-51	26	H-17	J-112	6.0	PVC	150.0	0	0.00
P-52	369	J-39	J-31	4.0	PVC	150.0	-19	0.48
P-53	434	J-31	J-33	4.0	PVC	150.0	2	0.05
P-54	560	J-31	J-8	6.0	PVC	150.0	-82	0.93
P-55	368	J-32	J-33	4.0	PVC	150.0	-14	0.36

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-56	368	J-34	J-35	4.0	PVC	150.0	-23	0.59
P-57	407	J-34	J-39	4.0	PVC	150.0	-15	0.38
P-58	560	J-35	J-49	4.0	PVC	150.0	-30	0.76
P-59	406	J-35	J-31	6.0	PVC	150.0	-26	0.30
P-60	378	J-36	J-37	4.0	PVC	150.0	5	0.11
P-61	441	J-36	J-44	4.0	PVC	150.0	-132	3.36
P-62	399	J-38	J-16	4.0	PVC	150.0	52	1.33
P-63	179	J-38	J-56	4.0	PVC	150.0	-61	1.56
P-64	433	J-39	J-32	4.0	PVC	150.0	-11	0.28
P-65	389	J-40	J-108	6.0	PVC	150.0	17	0.19
P-66	444	J-108	J-107	6.0	PVC	150.0	-5	0.06
P-67	242	J-107	J-17	6.0	PVC	150.0	-14	0.16
P-68	425	J-42	J-43	4.0	PVC	150.0	-5	0.13
P-69	447	J-43	J-45	4.0	PVC	150.0	18	0.47
P-70	368	J-43	J-73	6.0	PVC	150.0	-30	0.34
P-71	224	J-44	J-40	6.0	PVC	150.0	169	1.92
P-72	447	J-45	J-34	4.0	PVC	150.0	12	0.30
P-73	651	J-45	J-79	6.0	PVC	150.0	28	0.32
P-74	289	J-46	J-68	6.0	PVC	150.0	27	0.31
P-75	179	J-46	J-85	8.0	PVC	150.0	-146	0.93
P-76	472	J-46	J-83	4.0	PVC	150.0	80	2.05
P-77	511	J-47	H-4	4.0	PVC	150.0	-16	0.40
P-78	662	J-48	J-82	6.0	PVC	150.0	-172	1.95
P-79	410	J-49	J-8	8.0	PVC	150.0	20	0.13
P-80	560	J-50	J-33	4.0	PVC	150.0	28	0.71
P-81	326	J-51	J-99	4.0	PVC	150.0	0	0.00
P-82	183	J-99	J-100	4.0	PVC	150.0	0	0.00
P-83	90	J-100	J-101	4.0	PVC	150.0	0	0.00
P-84	166	J-101	J-52	4.0	PVC	150.0	0	0.00
P-85	632	J-53	J-54	4.0	PVC	150.0	22	0.57
P-86	295	J-53	J-48	6.0	PVC	150.0	-141	1.60
P-87	184	J-54	J-97	6.0	PVC	150.0	6	0.07
P-88	122	J-97	J-69	6.0	PVC	150.0	6	0.07
P-89	647	J-55	J-20	4.0	PVC	150.0	0	0.00
P-90	216	J-56	J-102	4.0	PVC	150.0	32	0.81
P-91	460	J-102	J-57	4.0	PVC	150.0	15	0.38
P-92	220	J-56	J-58	4.0	PVC	150.0	-114	2.90
P-93	178	J-57	J-44	6.0	PVC	150.0	344	3.90
P-94	677	J-58	J-59	4.0	PVC	150.0	16	0.41
P-95	479	J-58	J-60	4.0	PVC	150.0	-157	4.01
P-96	219	J-59	J-57	6.0	PVC	150.0	341	3.87
P-97	628	J-60	J-90	8.0	PVC	150.0	-632	4.03
P-98	11	J-62	J-28	6.0	PVC	150.0	51	0.58
P-99	669	J-62	J-71	6.0	PVC	150.0	-29	0.33
P-100	465	J-93	J-117	12.0	PVC	150.0	-150	0.43
P-101	68	J-63	J-25	6.0	PVC	150.0	339	3.85
P-102	356	J-116	J-118	12.0	PVC	150.0	151	0.43
P-103	402	J-63	J-74	6.0	PVC	150.0	2	0.03
P-104	561	J-118	J-117	12.0	PVC	150.0	151	0.43
P-105	197	J-64	J-65	8.0	PVC	150.0	297	1.90
P-106	232	J-64	J-75	8.0	PVC	150.0	26	0.17
P-107	344	J-65	J-116	8.0	PVC	150.0	161	1.03
P-108	363	J-65	J-30	6.0	PVC	150.0	116	1.31
P-109	207	J-66	J-22	6.0	PVC	150.0	-64	0.73
P-110	560	J-66	J-75	6.0	PVC	150.0	-127	1.45

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-111	451	J-67	H-86	6.0	PVC	150.0	8	0.09
P-112	149	J-67	J-106	8.0	PVC	150.0	-846	5.40
P-113	270	J-106	J-94	8.0	PVC	150.0	-846	5.40
P-114	632	J-69	J-78	6.0	PVC	150.0	-2	0.02
P-115	318	J-70	J-29	6.0	PVC	150.0	-20	0.22
P-116	354	J-71	J-70	6.0	PVC	150.0	30	0.34
P-117	368	J-72	J-45	6.0	PVC	150.0	53	0.60
P-118	448	J-72	J-35	6.0	PVC	150.0	-5	0.05
P-119	272	J-72	J-105	6.0	PVC	150.0	-72	0.82
P-120	288	J-105	J-76	6.0	PVC	150.0	-108	1.23
P-121	447	J-73	J-72	6.0	PVC	150.0	35	0.39
P-122	324	J-73	J-13	8.0	PVC	150.0	-243	1.55
P-123	640	J-75	J-84	8.0	PVC	150.0	-215	1.37
P-124	447	J-76	J-49	8.0	PVC	150.0	67	0.43
P-125	679	J-77	J-78	6.0	PVC	150.0	-82	0.93
P-126	793	J-77	J-98	6.0	PVC	150.0	75	0.85
P-127	131	J-98	J-6	6.0	PVC	150.0	61	0.69
P-128	163	J-78	J-96	6.0	PVC	150.0	-94	1.07
P-129	143	J-96	J-53	6.0	PVC	150.0	-97	1.11
P-130	732	J-79	J-81	6.0	PVC	150.0	2	0.02
P-131	447	J-79	J-89	8.0	PVC	150.0	10	0.06
P-132	228	J-82	J-87	8.0	PVC	150.0	671	4.28
P-133	221	J-83	J-3	2.0	PVC	150.0	0	0.00
P-134	479	J-83	J-90	8.0	PVC	150.0	-955	6.10
P-135	174	J-84	J-67	8.0	PVC	150.0	-740	4.72
P-136	447	J-84	J-76	8.0	PVC	150.0	205	1.31
P-137	300	J-85	H-88	8.0	PVC	150.0	6	0.04
P-138	300	J-85	J-87	8.0	PVC	150.0	-169	1.08
P-139	362	J-86	J-66	8.0	PVC	150.0	-48	0.31
P-140	399	J-87	J-26	8.0	PVC	150.0	487	3.11
P-141	386	J-88	J-70	8.0	PVC	150.0	-23	0.15
P-142	289	J-89	J-95	8.0	PVC	150.0	4	0.02
P-143	362	J-95	J-34	8.0	PVC	150.0	-18	0.12
P-144	243	J-90	J-51	10.0	PVC	150.0	-2,474	10.11
P-145	244	J-90	J-82	8.0	PVC	150.0	862	5.50
P-146	672	J-91	J-92	8.0	PVC	150.0	-62	0.40
P-147	251	J-92	J-104	8.0	PVC	150.0	85	0.54
P-148	291	J-104	J-71	8.0	PVC	150.0	75	0.48
P-149	1,230	J-92	J-93	12.0	PVC	150.0	-149	0.42
P-150	423	J-94	J-80	6.0	PVC	150.0	21	0.23
P-151	222	J-94	J-18	8.0	PVC	150.0	-826	5.27

---

## Scenario Summary

---

ID	2635
Label	Maximum Day Demand
Notes	
Active Topology	Base Active Topology
User Data Extensions	Base User Data Extensions
Physical	Base Physical
Demand	Average Day Demand
Initial Settings	Base Initial Settings
Operational	Base Operational
Age	Base Age
Constituent	Base Constituent
Trace	Base Trace
Fire Flow	Base Fire Flow
Energy Cost	Base Energy Cost
Pressure Dependent Demand	Base Pressure Dependent Demand
Transient	Base Transient
Failure History	Base Failure History
SCADA	Base SCADA
Steady State / EPS Solver Calculation Options	Maximum Day Demand
Transient Solver Calculation Options	Base Calculation Options

---

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-1	9.94	0	52
J-2	9.57	0	53
J-3	10.20	0	52
J-4	10.17	36	52
J-5	11.10	1	52
J-6	11.10	3	52
J-7	8.05	15	51
J-8	9.53	15	50
J-9	9.57	26	50
J-10	8.94	14	50
J-11	8.47	1	50
J-12	5.45	0	51
J-13	7.27	22	51
J-14	7.50	11	51
J-15	10.38	16	52
J-16	9.73	32	51
J-17	8.31	7	52
J-18	9.16	35	52
J-19	6.53	10	51
J-20	6.53	2	51
J-21	8.05	5	50
J-22	8.52	31	50
J-23	5.59	0	51
J-24	7.23	2	51
J-25	8.50	4	51
J-26	9.31	107	53
J-27	7.03	8	51
J-28	8.56	5	50
J-29	3.48	8	52
J-30	8.20	25	50
J-31	8.63	23	50
J-32	7.29	2	51
J-33	8.99	11	50
J-34	8.41	21	50
J-35	8.79	19	50
J-36	9.57	85	50
J-37	8.61	3	51
J-38	9.13	6	51
J-39	7.25	10	51
J-40	9.57	5	51
J-41	8.25	19	52
J-42	7.00	4	51
J-43	6.53	4	51
J-44	9.57	29	51
J-45	9.44	21	50
J-46	7.23	25	54
J-47	8.43	11	53
J-48	9.65	8	53
J-49	8.05	11	50
J-50	9.47	6	50
J-51	9.57	0	55
J-52	8.08	0	56
J-53	9.76	14	53
J-54	9.90	11	53
J-55	5.36	0	51

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-56	10.78	14	51
J-57	9.48	8	51
J-58	10.34	18	51
J-59	9.46	33	52
J-60	9.92	14	53
J-61	9.05	4	50
J-62	8.57	10	50
J-63	8.51	2	51
J-64	8.45	4	50
J-65	8.05	14	50
J-66	8.66	122	50
J-67	8.37	12	51
J-68	7.05	18	54
J-69	10.51	6	52
J-70	4.81	18	52
J-71	6.41	11	51
J-72	8.24	39	50
J-73	6.61	39	51
J-74	6.88	2	51
J-75	8.05	76	50
J-76	8.05	20	50
J-77	11.10	5	52
J-78	10.68	7	52
J-79	7.07	11	51
J-80	9.16	14	51
J-81	7.55	1	50
J-82	9.52	13	53
J-83	8.94	25	53
J-84	8.00	19	50
J-85	6.53	11	54
J-86	9.57	49	50
J-87	9.71	10	53
J-88	4.38	15	52
J-89	7.36	4	51
J-90	9.57	16	54
J-91	4.21	4	52
J-92	6.78	1	51
J-93	6.53	1	51
J-94	8.79	14	51
J-95	8.55	15	50
J-96	9.94	2	53
J-97	9.88	0	53
J-98	10.10	9	52
J-99	8.60	0	55
J-100	8.05	0	56
J-101	8.05	0	56
J-102	9.57	11	51
J-103	4.55	6	52
J-104	6.73	6	51
J-105	8.05	24	50
J-106	8.05	0	51
J-107	8.05	6	52
J-108	8.81	15	51
J-109	8.05	4	51
J-110	8.05	9	51

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-111	7.28	4	51
J-112	7.54	24	52
J-113	9.57	0	50
J-114	9.57	0	51
J-116	7.29	6	51
J-117	6.09	1	51
J-118	6.32	0	51
J-142	9.44	0	55



**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-1	152	J-1	J-2	2.0	PVC	150.0	0	0.00
P-2	40	J-4	J-1	4.0	PVC	150.0	0	0.00
P-3	408	J-4	J-15	8.0	PVC	150.0	-286	1.83
P-4	479	J-4	J-59	6.0	PVC	150.0	250	2.84
P-5	113	J-5	J-6	4.0	PVC	150.0	-1	0.04
P-6	389	J-6	J-26	6.0	PVC	150.0	36	0.41
P-7	235	J-7	J-67	6.0	PVC	150.0	-54	0.62
P-8	174	J-8	J-9	4.0	PVC	150.0	-80	2.04
P-9	427	J-8	J-50	8.0	PVC	150.0	24	0.15
P-10	154	J-9	J-113	4.0	PVC	150.0	-96	2.46
P-11	110	J-113	J-114	4.0	PVC	150.0	-96	2.46
P-12	155	J-114	J-40	4.0	PVC	150.0	-96	2.46
P-13	463	J-9	J-10	4.0	PVC	150.0	18	0.46
P-14	390	J-9	J-110	6.0	PVC	150.0	-27	0.31
P-15	443	J-110	J-109	6.0	PVC	150.0	-36	0.41
P-16	238	J-109	J-7	6.0	PVC	150.0	-39	0.45
P-17	185	J-10	J-11	4.0	PVC	150.0	4	0.11
P-18	1,160	J-11	J-61	4.0	PVC	150.0	4	0.09
P-19	972	J-12	J-55	4.0	PVC	150.0	0	0.00
P-20	220	J-13	J-14	4.0	PVC	150.0	11	0.28
P-21	236	J-13	J-84	8.0	PVC	150.0	-194	1.24
P-22	251	J-15	H-90	4.0	PVC	150.0	0	0.00
P-23	268	J-15	J-60	8.0	PVC	150.0	-302	1.93
P-24	222	J-16	J-17	4.0	PVC	150.0	58	1.49
P-25	230	J-16	J-18	4.0	PVC	150.0	-61	1.54
P-26	230	J-17	J-94	6.0	PVC	150.0	41	0.47
P-27	423	J-18	J-41	4.0	PVC	150.0	19	0.48
P-28	399	J-18	J-83	8.0	PVC	150.0	-665	4.25
P-29	300	J-19	J-20	4.0	PVC	150.0	-2	0.06
P-30	317	J-19	J-111	4.0	PVC	150.0	3	0.09
P-31	345	J-111	J-27	4.0	PVC	150.0	0	0.00
P-32	695	J-20	J-28	4.0	PVC	150.0	-4	0.11
P-33	304	J-21	J-22	4.0	PVC	150.0	-5	0.14
P-34	433	J-22	J-73	6.0	PVC	150.0	-80	0.90
P-35	382	J-23	J-12	4.0	PVC	150.0	0	0.00
P-36	327	J-24	J-25	4.0	PVC	150.0	-2	0.06
P-37	342	J-25	J-64	6.0	PVC	150.0	220	2.50
P-38	351	H-87	J-26	4.0	PVC	150.0	0	0.00
P-39	876	J-26	J-112	6.0	PVC	150.0	254	2.88
P-40	407	J-112	J-63	6.0	PVC	150.0	229	2.60
P-41	333	J-27	J-28	4.0	PVC	150.0	-8	0.20
P-42	232	J-28	J-86	8.0	PVC	150.0	17	0.11
P-43	337	J-29	J-19	4.0	PVC	150.0	11	0.28
P-44	293	J-29	J-103	8.0	PVC	150.0	-32	0.20
P-45	247	J-103	J-91	8.0	PVC	150.0	-38	0.24
P-46	367	H-89	J-16	4.0	PVC	150.0	-5	0.14
P-47	358	J-30	H-91	4.0	PVC	150.0	1	0.04
P-48	232	J-30	J-66	6.0	PVC	150.0	26	0.29
P-49	351	J-30	J-62	6.0	PVC	150.0	25	0.28
P-50	40	H-15	J-111	4.0	PVC	150.0	0	0.00
P-51	26	H-17	J-112	6.0	PVC	150.0	0	0.00
P-52	369	J-39	J-31	4.0	PVC	150.0	-13	0.32
P-53	434	J-31	J-33	4.0	PVC	150.0	1	0.03
P-54	560	J-31	J-8	6.0	PVC	150.0	-55	0.62
P-55	368	J-32	J-33	4.0	PVC	150.0	-9	0.24

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-56	368	J-34	J-35	4.0	PVC	150.0	-15	0.39
P-57	407	J-34	J-39	4.0	PVC	150.0	-10	0.26
P-58	560	J-35	J-49	4.0	PVC	150.0	-20	0.51
P-59	406	J-35	J-31	6.0	PVC	150.0	-18	0.20
P-60	378	J-36	J-37	4.0	PVC	150.0	3	0.08
P-61	441	J-36	J-44	4.0	PVC	150.0	-88	2.24
P-62	399	J-38	J-16	4.0	PVC	150.0	35	0.89
P-63	179	J-38	J-56	4.0	PVC	150.0	-41	1.04
P-64	433	J-39	J-32	4.0	PVC	150.0	-7	0.18
P-65	389	J-40	J-108	6.0	PVC	150.0	11	0.13
P-66	444	J-108	J-107	6.0	PVC	150.0	-3	0.04
P-67	242	J-107	J-17	6.0	PVC	150.0	-10	0.11
P-68	425	J-42	J-43	4.0	PVC	150.0	-4	0.09
P-69	447	J-43	J-45	4.0	PVC	150.0	12	0.31
P-70	368	J-43	J-73	6.0	PVC	150.0	-20	0.23
P-71	224	J-44	J-40	6.0	PVC	150.0	113	1.28
P-72	447	J-45	J-34	4.0	PVC	150.0	8	0.20
P-73	651	J-45	J-79	6.0	PVC	150.0	19	0.21
P-74	289	J-46	J-68	6.0	PVC	150.0	18	0.21
P-75	179	J-46	J-85	8.0	PVC	150.0	-97	0.62
P-76	472	J-46	J-83	4.0	PVC	150.0	54	1.37
P-77	511	J-47	H-4	4.0	PVC	150.0	-11	0.27
P-78	662	J-48	J-82	6.0	PVC	150.0	-115	1.30
P-79	410	J-49	J-8	8.0	PVC	150.0	14	0.09
P-80	560	J-50	J-33	4.0	PVC	150.0	18	0.47
P-81	326	J-51	J-99	4.0	PVC	150.0	0	0.00
P-82	183	J-99	J-100	4.0	PVC	150.0	0	0.00
P-83	90	J-100	J-101	4.0	PVC	150.0	0	0.00
P-84	166	J-101	J-52	4.0	PVC	150.0	0	0.00
P-85	632	J-53	J-54	4.0	PVC	150.0	15	0.38
P-86	295	J-53	J-48	6.0	PVC	150.0	-94	1.06
P-87	184	J-54	J-97	6.0	PVC	150.0	4	0.05
P-88	122	J-97	J-69	6.0	PVC	150.0	4	0.05
P-89	647	J-55	J-20	4.0	PVC	150.0	0	0.00
P-90	216	J-56	J-102	4.0	PVC	150.0	21	0.54
P-91	460	J-102	J-57	4.0	PVC	150.0	10	0.26
P-92	220	J-56	J-58	4.0	PVC	150.0	-76	1.94
P-93	178	J-57	J-44	6.0	PVC	150.0	229	2.60
P-94	677	J-58	J-59	4.0	PVC	150.0	11	0.27
P-95	479	J-58	J-60	4.0	PVC	150.0	-105	2.67
P-96	219	J-59	J-57	6.0	PVC	150.0	227	2.58
P-97	628	J-60	J-90	8.0	PVC	150.0	-421	2.69
P-98	11	J-62	J-28	6.0	PVC	150.0	34	0.39
P-99	669	J-62	J-71	6.0	PVC	150.0	-19	0.22
P-100	465	J-93	J-117	12.0	PVC	150.0	-100	0.28
P-101	68	J-63	J-25	6.0	PVC	150.0	226	2.56
P-102	356	J-116	J-118	12.0	PVC	150.0	101	0.29
P-103	402	J-63	J-74	6.0	PVC	150.0	2	0.02
P-104	561	J-118	J-117	12.0	PVC	150.0	101	0.29
P-105	197	J-64	J-65	8.0	PVC	150.0	198	1.27
P-106	232	J-64	J-75	8.0	PVC	150.0	18	0.11
P-107	344	J-65	J-116	8.0	PVC	150.0	107	0.68
P-108	363	J-65	J-30	6.0	PVC	150.0	77	0.88
P-109	207	J-66	J-22	6.0	PVC	150.0	-43	0.49
P-110	560	J-66	J-75	6.0	PVC	150.0	-85	0.96

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-111	451	J-67	H-86	6.0	PVC	150.0	5	0.06
P-112	149	J-67	J-106	8.0	PVC	150.0	-564	3.60
P-113	270	J-106	J-94	8.0	PVC	150.0	-564	3.60
P-114	632	J-69	J-78	6.0	PVC	150.0	-1	0.01
P-115	318	J-70	J-29	6.0	PVC	150.0	-13	0.15
P-116	354	J-71	J-70	6.0	PVC	150.0	20	0.22
P-117	368	J-72	J-45	6.0	PVC	150.0	35	0.40
P-118	448	J-72	J-35	6.0	PVC	150.0	-3	0.04
P-119	272	J-72	J-105	6.0	PVC	150.0	-48	0.54
P-120	288	J-105	J-76	6.0	PVC	150.0	-72	0.82
P-121	447	J-73	J-72	6.0	PVC	150.0	23	0.26
P-122	324	J-73	J-13	8.0	PVC	150.0	-162	1.03
P-123	640	J-75	J-84	8.0	PVC	150.0	-143	0.91
P-124	447	J-76	J-49	8.0	PVC	150.0	45	0.28
P-125	679	J-77	J-78	6.0	PVC	150.0	-55	0.62
P-126	793	J-77	J-98	6.0	PVC	150.0	50	0.56
P-127	131	J-98	J-6	6.0	PVC	150.0	41	0.46
P-128	163	J-78	J-96	6.0	PVC	150.0	-63	0.71
P-129	143	J-96	J-53	6.0	PVC	150.0	-65	0.74
P-130	732	J-79	J-81	6.0	PVC	150.0	1	0.02
P-131	447	J-79	J-89	8.0	PVC	150.0	7	0.04
P-132	228	J-82	J-87	8.0	PVC	150.0	447	2.85
P-133	221	J-83	J-3	2.0	PVC	150.0	0	0.00
P-134	479	J-83	J-90	8.0	PVC	150.0	-637	4.07
P-135	174	J-84	J-67	8.0	PVC	150.0	-493	3.15
P-136	447	J-84	J-76	8.0	PVC	150.0	137	0.87
P-137	300	J-85	H-88	8.0	PVC	150.0	4	0.03
P-138	300	J-85	J-87	8.0	PVC	150.0	-113	0.72
P-139	362	J-86	J-66	8.0	PVC	150.0	-32	0.20
P-140	399	J-87	J-26	8.0	PVC	150.0	325	2.07
P-141	386	J-88	J-70	8.0	PVC	150.0	-15	0.10
P-142	289	J-89	J-95	8.0	PVC	150.0	3	0.02
P-143	362	J-95	J-34	8.0	PVC	150.0	-12	0.08
P-144	243	J-90	J-51	10.0	PVC	150.0	-1,649	6.74
P-145	244	J-90	J-82	8.0	PVC	150.0	575	3.67
P-146	672	J-91	J-92	8.0	PVC	150.0	-42	0.27
P-147	251	J-92	J-104	8.0	PVC	150.0	56	0.36
P-148	291	J-104	J-71	8.0	PVC	150.0	50	0.32
P-149	1,230	J-92	J-93	12.0	PVC	150.0	-99	0.28
P-150	423	J-94	J-80	6.0	PVC	150.0	14	0.16
P-151	222	J-94	J-18	8.0	PVC	150.0	-551	3.51

---

## Scenario Summary

---

ID	2653
Label	Fire Flow 1500 + MDD
Notes	
Active Topology	Base Active Topology
User Data Extensions	Base User Data Extensions
Physical	Base Physical
Demand	Average Day Demand
Initial Settings	Base Initial Settings
Operational	Base Operational
Age	Base Age
Constituent	Base Constituent
Trace	Base Trace
Fire Flow	Fire Flow - 1500
Energy Cost	Base Energy Cost
Pressure Dependent Demand	Base Pressure Dependent Demand
Transient	Base Transient
Failure History	Base Failure History
SCADA	Base SCADA
Steady State / EPS Solver Calculation Options	Fire Flow + MDD
Transient Solver Calculation Options	Base Calculation Options

---

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
H-1	False	1,500	1,214	1,500	1,214	20	28	J-96	16	True
H-2	False	1,500	506	1,500	506	20	20	J-47	-188	True
H-3	False	1,500	1,092	1,500	1,092	20	20	J-54	-5	True
H-4	False	1,500	1,202	1,502	1,204	20	33	H-2	23	True
H-5	True	1,500	1,501	1,500	1,501	20	45	H-88	46	True
H-6	True	1,500	1,501	1,500	1,501	20	47	J-5	47	True
H-7	False	1,500	1,214	1,500	1,214	20	39	J-5	34	True
H-8	False	1,500	1,214	1,500	1,214	20	43	H-45	37	True
H-9	False	1,500	1,214	1,500	1,214	20	28	J-86	16	True
H-10	False	1,500	1,214	1,500	1,214	20	40	J-36	35	True
H-11	False	1,500	1,214	1,500	1,214	20	23	J-77	9	True
H-12	False	1,500	1,214	1,500	1,214	20	37	J-45	-46	True
H-13	False	1,500	1,214	1,500	1,214	20	30	J-8	-57	True
H-14	False	1,500	1,214	1,500	1,214	20	36	J-107	-42	True
H-15	False	1,500	907	1,500	907	20	20	J-111	-106	True
H-16	False	1,500	1,284	1,500	1,284	20	28	J-74	-55	True
H-17	False	1,500	1,361	1,500	1,361	20	43	J-112	-33	True
H-18	False	1,500	585	1,500	585	20	20	J-41	-123	True
H-19	False	1,500	1,193	1,500	1,193	20	46	J-116	-35	True
H-20	False	1,500	1,214	1,500	1,214	20	28	J-114	-55	True
H-21	False	1,500	1,192	1,500	1,192	20	45	J-93	-38	True
H-22	False	1,500	1,214	1,500	1,214	20	35	J-46	26	True
H-23	False	1,500	1,214	1,500	1,214	20	26	J-113	-58	True
H-24	False	1,500	1,085	1,500	1,085	20	20	J-97	-6	True
H-25	False	1,500	1,214	1,500	1,214	20	41	H-45	36	True
H-26	False	1,500	1,214	1,500	1,214	20	43	H-45	38	True
H-27	False	1,500	1,447	1,500	1,447	20	27	J-80	-45	True
H-28	False	1,500	1,283	1,500	1,283	20	43	J-63	-35	True
H-29	False	1,500	1,272	1,500	1,272	20	43	J-25	-36	True
H-30	False	1,500	1,215	1,500	1,215	20	47	H-45	-33	True
H-31	False	1,500	1,301	1,500	1,301	20	49	J-86	-27	True
H-32	False	1,500	1,346	1,500	1,346	20	49	J-86	-26	True
H-33	False	1,500	1,447	1,500	1,447	20	49	H-45	-22	True
H-34	False	1,500	1,190	1,500	1,190	20	40	J-88	-46	True
H-35	False	1,500	1,190	1,500	1,190	20	45	J-104	-38	True
H-36	False	1,500	1,189	1,500	1,189	20	44	J-71	-39	True
H-37	False	1,500	954	1,500	954	20	20	J-27	-99	True
H-38	False	1,500	719	1,500	719	20	20	J-21	-151	True
H-39	False	1,500	1,199	1,500	1,199	20	31	H-45	-58	True
H-40	False	1,500	1,214	1,500	1,214	20	33	J-98	25	True
H-41	False	1,500	1,163	1,500	1,163	20	47	H-45	-35	True
H-42	False	1,500	1,101	1,500	1,101	20	48	J-22	-37	True
H-43	False	1,500	1,214	1,500	1,214	20	40	J-45	-43	True
H-44	False	1,500	560	1,500	560	20	20	J-42	-217	True
H-45	False	1,500	1,171	1,500	1,171	20	46	J-86	-37	True
H-46	False	1,500	1,173	1,500	1,173	20	31	J-28	-60	True
H-47	False	1,500	1,214	1,500	1,214	20	31	J-42	-57	True
H-48	False	1,500	1,111	1,500	1,111	20	20	J-38	-3	True
H-49	False	1,500	1,214	1,500	1,214	20	25	J-58	13	True
H-50	False	1,500	1,110	1,500	1,110	20	20	J-102	-3	True

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
H-51	False	1,500	721	1,500	721	20	20	H-80	-82	True
H-52	False	1,500	1,214	1,500	1,214	20	37	J-59	30	True
H-53	False	1,500	484	1,500	484	20	20	J-36	-157	True
H-54	False	1,500	1,214	1,500	1,214	20	30	H-53	20	True
H-55	False	1,500	1,214	1,500	1,214	20	36	J-108	-42	True
H-56	False	1,500	1,214	1,500	1,214	20	37	J-8	-46	True
H-57	False	1,500	368	1,500	368	20	20	J-37	-306	True
H-58	False	1,500	1,214	1,500	1,214	20	24	J-50	-65	True
H-59	False	1,500	513	1,500	513	20	20	J-61	-237	True
H-60	False	1,500	558	1,500	558	20	20	H-80	-167	True
H-61	False	1,500	1,214	1,500	1,214	20	37	J-8	-46	True
H-62	False	1,500	1,214	1,500	1,214	20	35	J-35	-49	True
H-63	False	1,500	1,138	1,500	1,138	20	20	J-33	-77	True
H-64	False	1,500	1,239	1,500	1,239	20	36	J-95	-47	True
H-65	False	1,500	1,239	1,500	1,239	20	36	J-34	-47	True
H-66	False	1,500	1,214	1,500	1,214	20	28	H-65	-59	True
H-67	False	1,500	926	1,500	926	20	20	J-32	-100	True
H-68	False	1,500	1,185	1,500	1,185	20	20	J-39	-74	True
H-69	False	1,500	1,214	1,500	1,214	20	30	J-81	-58	True
H-70	False	1,500	519	1,500	519	20	20	H-80	-199	True
H-71	False	1,500	1,189	1,500	1,189	20	44	J-103	-39	True
H-72	False	1,500	1,133	1,500	1,133	20	20	J-19	-80	True
H-73	False	1,500	1,190	1,500	1,190	20	44	J-29	-40	True
H-74	False	1,500	874	1,500	874	20	20	J-20	-112	True
H-75	False	1,500	911	1,500	911	20	20	J-81	-103	True
H-76	False	1,500	1,238	1,500	1,238	20	36	J-89	-47	True
H-77	False	1,500	1,254	1,500	1,254	20	48	H-45	-30	True
H-78	False	1,500	1,214	1,500	1,214	20	31	J-45	-55	True
H-79	False	1,500	1,214	1,500	1,214	20	33	J-31	-53	True
H-80	False	1,500	449	1,500	449	20	20	J-52	-275	True
H-81	False	1,500	1,244	1,500	1,244	20	42	J-105	-39	True
H-82	False	1,500	263	1,500	263	20	20	J-61	-755	True
H-83	False	1,500	1,214	1,500	1,214	20	26	J-1	13	True
H-84	False	1,500	265	1,500	265	20	20	J-23	-803	True
H-85	False	1,500	1,055	1,500	1,055	20	20	J-7	-83	True
H-86	False	1,500	1,301	1,505	1,307	20	31	H-45	-49	True
H-87	False	1,500	694	1,500	694	20	20	H-45	-82	True
H-88	True	1,500	1,501	1,504	1,505	20	44	J-46	44	True
H-89	False	1,500	622	1,505	627	20	20	J-16	-104	True
H-90	False	1,500	808	1,500	808	20	20	H-53	-47	True
H-91	False	1,500	668	1,501	670	20	20	H-45	-167	True
H-92	False	1,500	1,496	1,500	1,496	20	40	J-40	-30	True
H-93	False	1,500	1,304	1,500	1,304	20	41	J-109	-37	True
H-94	False	1,500	1,309	1,500	1,309	20	39	J-110	-40	True
J-1	False	1,500	1,214	1,500	1,214	20	38	H-83	31	True
J-2	False	1,500	176	1,500	176	20	20	J-86	-1,647	True
J-3	False	1,500	145	1,500	145	20	20	H-45	-2,381	True
J-4	True	1,500	1,501	1,536	1,537	20	45	J-1	45	True
J-5	False	1,500	1,084	1,501	1,085	20	20	J-6	-5	True
J-6	True	1,500	1,501	1,503	1,504	20	38	J-5	38	True

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
J-7	False	1,500	1,302	1,515	1,316	20	45	H-85	-32	True
J-8	False	1,500	1,254	1,515	1,269	20	46	H-58	-32	True
J-9	False	1,500	1,312	1,525	1,338	20	41	H-59	-36	True
J-10	False	1,500	545	1,514	559	20	20	H-59	-214	True
J-11	False	1,500	460	1,501	461	20	20	J-61	-283	True
J-12	False	1,500	286	1,500	286	20	20	J-23	-698	True
J-13	False	1,500	1,232	1,522	1,253	20	50	J-45	-28	True
J-14	False	1,500	861	1,511	872	20	20	J-45	-112	True
J-15	True	1,500	1,501	1,516	1,517	20	47	H-90	47	True
J-16	True	1,500	1,501	1,531	1,532	20	35	H-89	35	True
J-17	False	1,500	1,475	1,507	1,482	20	47	H-14	-24	True
J-18	True	1,500	1,501	1,535	1,536	20	50	J-86	50	True
J-19	False	1,500	1,181	1,510	1,191	20	28	H-72	-65	True
J-20	False	1,500	1,035	1,502	1,037	20	20	H-74	-90	True
J-21	False	1,500	725	1,505	731	20	20	H-38	-149	True
J-22	False	1,500	1,101	1,531	1,132	20	50	H-42	-34	True
J-23	False	1,500	257	1,500	257	20	20	J-12	-842	True
J-24	False	1,500	694	1,502	696	20	20	J-25	-155	True
J-25	False	1,500	1,272	1,503	1,275	20	46	H-29	-32	True
J-26	True	1,500	1,501	1,607	1,608	20	49	J-5	49	True
J-27	False	1,500	1,089	1,508	1,097	20	20	H-37	-84	True
J-28	False	1,500	1,173	1,505	1,178	20	48	J-86	-33	True
J-29	False	1,500	1,189	1,508	1,197	20	46	H-73	-37	True
J-30	False	1,500	1,175	1,525	1,200	20	48	J-86	-33	True
J-31	False	1,500	1,248	1,523	1,271	20	44	H-79	-36	True
J-32	False	1,500	1,039	1,502	1,041	20	20	H-67	-86	True
J-33	False	1,500	1,250	1,510	1,261	20	25	H-63	-62	True
J-34	False	1,500	1,239	1,521	1,260	20	40	H-65	-42	True
J-35	False	1,500	1,244	1,519	1,262	20	45	H-62	-35	True
J-36	False	1,500	502	1,585	587	20	20	H-53	-143	True
J-37	False	1,500	378	1,503	381	20	20	H-57	-285	True
J-38	False	1,500	1,303	1,506	1,309	20	20	H-48	11	True
J-39	False	1,500	1,245	1,510	1,255	20	29	H-68	-57	True
J-40	False	1,500	1,496	1,505	1,501	20	42	H-92	-28	True
J-41	False	1,500	606	1,519	625	20	20	H-18	-112	True
J-42	False	1,500	586	1,503	590	20	20	H-44	-201	True
J-43	False	1,500	1,221	1,504	1,225	20	42	J-42	-40	True
J-44	True	1,500	1,501	1,529	1,530	20	41	J-36	41	True
J-45	False	1,500	1,236	1,521	1,258	20	43	H-78	-37	True
J-46	True	1,500	1,501	1,525	1,526	20	47	J-68	47	True
J-47	False	1,500	526	1,510	536	20	20	H-2	-171	True
J-48	True	1,500	1,501	1,508	1,509	20	33	H-4	34	True
J-49	False	1,500	1,251	1,511	1,262	20	47	J-8	-31	True
J-50	False	1,500	1,254	1,506	1,259	20	43	H-58	-36	True
J-51	True	1,500	1,501	1,500	1,501	20	55	J-86	55	True
J-52	False	1,500	484	1,500	484	20	20	H-80	-232	True
J-53	True	1,500	1,501	1,514	1,515	20	30	J-96	30	True
J-54	False	1,500	1,201	1,510	1,212	20	20	H-3	4	True
J-55	False	1,500	437	1,500	437	20	20	J-23	-333	True
J-56	True	1,500	1,501	1,514	1,515	20	23	H-48	23	True



### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
J-57	True	1,500	1,501	1,508	1,509	20	43	J-36	43	True
J-58	True	1,500	1,501	1,518	1,519	20	25	H-49	25	True
J-59	True	1,500	1,501	1,533	1,534	20	43	H-52	43	True
J-60	True	1,500	1,501	1,514	1,515	20	49	J-36	49	True
J-61	False	1,500	269	1,504	273	20	20	H-82	-722	True
J-62	False	1,500	1,173	1,510	1,183	20	48	J-86	-33	True
J-63	False	1,500	1,284	1,502	1,285	20	45	H-28	-32	True
J-64	False	1,500	1,212	1,504	1,216	20	49	J-86	-30	True
J-65	False	1,500	1,199	1,514	1,213	20	49	J-86	-31	True
J-66	False	1,500	1,163	1,622	1,285	20	49	J-86	-32	True
J-67	False	1,500	1,302	1,512	1,313	20	50	J-86	-25	True
J-68	True	1,500	1,501	1,518	1,519	20	31	J-46	31	True
J-69	False	1,500	1,284	1,506	1,289	20	20	J-97	10	True
J-70	False	1,500	1,189	1,518	1,207	20	44	J-88	-39	True
J-71	False	1,500	1,189	1,511	1,200	20	47	H-36	-35	True
J-72	False	1,500	1,237	1,539	1,276	20	47	J-45	-31	True
J-73	False	1,500	1,216	1,539	1,255	20	50	J-45	-29	True
J-74	False	1,500	1,284	1,502	1,285	20	30	H-16	-53	True
J-75	False	1,500	1,214	1,576	1,290	20	49	H-45	-29	True
J-76	False	1,500	1,249	1,520	1,268	20	49	J-8	-29	True
J-77	True	1,500	1,501	1,505	1,506	20	27	H-11	27	True
J-78	True	1,500	1,501	1,507	1,508	20	28	J-69	28	True
J-79	False	1,500	1,238	1,510	1,248	20	39	J-81	-43	True
J-80	False	1,500	1,447	1,514	1,461	20	29	H-27	-43	True
J-81	False	1,500	1,088	1,501	1,089	20	20	H-75	-82	True
J-82	True	1,500	1,501	1,513	1,514	20	51	J-86	51	True
J-83	True	1,500	1,501	1,525	1,526	20	51	J-86	51	True
J-84	False	1,500	1,254	1,519	1,273	20	50	J-86	-27	True
J-85	True	1,500	1,501	1,511	1,512	20	48	H-88	48	True
J-86	False	1,500	1,170	1,549	1,219	20	47	H-45	-34	True
J-87	True	1,500	1,501	1,510	1,511	20	50	J-5	50	True
J-88	False	1,500	1,189	1,515	1,205	20	41	H-34	-44	True
J-89	False	1,500	1,238	1,504	1,243	20	39	H-76	-43	True
J-90	True	1,500	1,500	1,516	1,517	20	54	J-86	54	True
J-91	False	1,500	1,190	1,503	1,194	20	46	J-103	-36	True
J-92	False	1,500	1,191	1,501	1,192	20	47	J-104	-34	True
J-93	False	1,500	1,193	1,501	1,193	20	48	H-21	-33	True
J-94	False	1,500	1,447	1,514	1,461	20	50	J-86	-21	True
J-95	False	1,500	1,239	1,515	1,253	20	39	H-64	-43	True
J-96	True	1,500	1,501	1,502	1,503	20	28	H-1	28	True
J-97	False	1,500	1,250	1,500	1,250	20	20	H-24	7	True
J-98	True	1,500	1,501	1,509	1,510	20	36	H-40	36	True
J-99	False	1,500	767	1,500	767	20	20	H-80	-67	True
J-100	False	1,500	603	1,500	603	20	20	H-80	-136	True
J-101	False	1,500	552	1,500	552	20	20	H-80	-169	True
J-102	False	1,500	1,239	1,511	1,250	20	20	H-50	7	True
J-103	False	1,500	1,190	1,506	1,196	20	46	H-71	-37	True
J-104	False	1,500	1,191	1,506	1,197	20	46	H-35	-35	True
J-105	False	1,500	1,244	1,524	1,268	20	46	H-81	-33	True
J-106	False	1,500	1,346	1,500	1,346	20	50	J-86	-24	True

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
J-107	False	1,500	1,473	1,506	1,480	20	43	H-14	-28	True
J-108	False	1,500	1,485	1,515	1,499	20	40	H-55	-30	True
J-109	False	1,500	1,304	1,504	1,308	20	42	H-93	-35	True
J-110	False	1,500	1,308	1,509	1,317	20	40	H-94	-37	True
J-111	False	1,500	1,019	1,503	1,023	20	20	H-15	-91	True
J-112	False	1,500	1,361	1,524	1,385	20	44	H-17	-31	True
J-113	False	1,500	1,371	1,500	1,371	20	30	H-23	-47	True
J-114	False	1,500	1,411	1,500	1,411	20	29	H-20	-45	True
J-116	False	1,500	1,193	1,506	1,199	20	48	H-19	-33	True
J-117	False	1,500	1,193	1,501	1,194	20	48	J-93	-33	True
J-118	False	1,500	1,193	1,500	1,193	20	48	H-19	-33	True
J-142	True	1,500	1,500	1,500	1,500	20	55	H-45	55	True

---

## Scenario Summary

---

ID	2825
Label	Future PHD
Notes	
Active Topology	Base Active Topology
User Data Extensions	Base User Data Extensions
Physical	Base Physical
Demand	Average Day Demand
Initial Settings	Base Initial Settings
Operational	Base Operational
Age	Base Age
Constituent	Base Constituent
Trace	Base Trace
Fire Flow	Base Fire Flow
Energy Cost	Base Energy Cost
Pressure Dependent Demand	Base Pressure Dependent Demand
Transient	Base Transient
Failure History	Base Failure History
SCADA	Base SCADA
Steady State / EPS Solver Calculation Options	Future PHD
Transient Solver Calculation Options	Base Calculation Options

---

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-1	9.94	0	59
J-2	9.57	0	59
J-3	10.20	0	58
J-4	10.17	66	59
J-5	11.10	3	58
J-6	11.10	5	58
J-7	8.05	27	52
J-8	9.53	27	50
J-9	9.57	47	51
J-10	8.94	25	51
J-11	8.47	1	51
J-12	5.45	0	51
J-13	7.27	40	51
J-14	7.50	20	51
J-15	10.38	29	59
J-16	9.73	58	54
J-17	8.31	14	54
J-18	9.16	65	55
J-19	6.53	18	51
J-20	6.53	4	51
J-21	8.05	10	50
J-22	8.52	57	50
J-23	5.59	0	51
J-24	7.23	4	53
J-25	8.50	6	52
J-26	9.31	197	59
J-27	7.03	14	51
J-28	8.56	9	50
J-29	3.48	14	52
J-30	8.20	46	50
J-31	8.63	42	50
J-32	7.29	4	51
J-33	8.99	19	50
J-34	8.41	38	50
J-35	8.79	34	50
J-36	9.57	155	52
J-37	8.61	5	52
J-38	9.13	11	55
J-39	7.25	18	51
J-40	9.57	10	54
J-41	8.25	35	56
J-42	7.00	6	51
J-43	6.53	8	51
J-44	9.57	52	54
J-45	9.44	39	50
J-46	7.23	46	61
J-47	8.43	19	60
J-48	9.65	15	60
J-49	8.05	20	51
J-50	9.47	10	50
J-51	9.57	0	66
J-52	8.08	0	67
J-53	9.76	26	60
J-54	9.90	19	59
J-55	5.36	0	51

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-56	10.78	25	55
J-57	9.48	15	55
J-58	10.34	33	56
J-59	9.46	61	56
J-60	9.92	26	60
J-61	9.05	7	51
J-62	8.57	18	50
J-63	8.51	3	52
J-64	8.45	8	50
J-65	8.05	26	50
J-66	8.66	223	50
J-67	8.37	21	52
J-68	7.05	33	61
J-69	10.51	10	59
J-70	4.81	32	52
J-71	6.41	20	51
J-72	8.24	71	50
J-73	6.61	72	51
J-74	6.88	3	53
J-75	8.05	139	51
J-76	8.05	36	51
J-77	11.10	9	59
J-78	10.68	13	59
J-79	7.07	19	51
J-80	9.16	25	54
J-81	7.55	3	51
J-82	9.52	24	61
J-83	8.94	46	59
J-84	8.00	35	51
J-85	6.53	20	61
J-86	9.57	89	49
J-87	9.71	18	60
J-88	4.38	28	52
J-89	7.36	8	51
J-90	9.57	30	63
J-91	4.21	6	52
J-92	6.78	3	51
J-93	6.53	1	51
J-94	8.79	26	54
J-95	8.55	27	50
J-96	9.94	4	59
J-97	9.88	0	59
J-98	10.10	17	59
J-99	8.60	0	67
J-100	8.05	0	67
J-101	8.05	0	67
J-102	9.57	20	55
J-103	4.55	12	52
J-104	6.73	12	51
J-105	8.05	44	51
J-106	8.05	0	53
J-107	8.05	11	55
J-108	8.81	27	54
J-109	8.05	7	52
J-110	8.05	16	52

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-111	7.28	6	50
J-112	7.54	45	55
J-113	9.57	0	52
J-114	9.57	0	53
J-116	7.29	12	51
J-117	6.09	1	51
J-118	6.32	0	51
J-142	9.44	0	68

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-1	152	J-1	J-2	2.0	PVC	150.0	0	0.00
P-2	40	J-4	J-1	4.0	PVC	150.0	0	0.00
P-3	408	J-4	J-15	8.0	PVC	150.0	-524	3.34
P-4	479	J-4	J-59	6.0	PVC	150.0	458	5.19
P-5	113	J-5	J-6	4.0	PVC	150.0	-3	0.07
P-6	389	J-6	J-26	6.0	PVC	150.0	67	0.76
P-7	235	J-7	J-67	6.0	PVC	150.0	-99	1.13
P-8	174	J-8	J-9	4.0	PVC	150.0	-146	3.73
P-9	427	J-8	J-50	8.0	PVC	150.0	44	0.28
P-10	154	J-9	J-113	4.0	PVC	150.0	-176	4.49
P-11	110	J-113	J-114	4.0	PVC	150.0	-176	4.49
P-12	155	J-114	J-40	4.0	PVC	150.0	-176	4.49
P-13	463	J-9	J-10	4.0	PVC	150.0	33	0.84
P-14	390	J-9	J-110	6.0	PVC	150.0	-50	0.56
P-15	443	J-110	J-109	6.0	PVC	150.0	-65	0.74
P-16	238	J-109	J-7	6.0	PVC	150.0	-72	0.82
P-17	185	J-10	J-11	4.0	PVC	150.0	8	0.21
P-18	1,160	J-11	J-61	4.0	PVC	150.0	7	0.17
P-19	972	J-12	J-55	4.0	PVC	150.0	0	0.00
P-20	220	J-13	J-14	4.0	PVC	150.0	20	0.50
P-21	236	J-13	J-84	8.0	PVC	150.0	-355	2.27
P-22	251	J-15	H-90	4.0	PVC	150.0	0	0.00
P-23	268	J-15	J-60	8.0	PVC	150.0	-553	3.53
P-24	222	J-16	J-17	4.0	PVC	150.0	107	2.73
P-25	230	J-16	J-18	4.0	PVC	150.0	-111	2.83
P-26	230	J-17	J-94	6.0	PVC	150.0	76	0.86
P-27	423	J-18	J-41	4.0	PVC	150.0	35	0.88
P-28	399	J-18	J-83	8.0	PVC	150.0	-1,218	7.77
P-29	300	J-19	J-20	4.0	PVC	150.0	-4	0.11
P-30	317	J-19	J-111	4.0	PVC	150.0	6	0.16
P-31	345	J-111	J-27	4.0	PVC	150.0	0	0.01
P-32	695	J-20	J-28	4.0	PVC	150.0	-8	0.20
P-33	304	J-21	J-22	4.0	PVC	150.0	-10	0.25
P-34	433	J-22	J-73	6.0	PVC	150.0	-146	1.65
P-35	382	J-23	J-12	4.0	PVC	150.0	0	0.00
P-36	327	J-24	J-25	4.0	PVC	150.0	-4	0.11
P-37	342	J-25	J-64	6.0	PVC	150.0	403	4.57
P-38	351	H-87	J-26	4.0	PVC	150.0	0	0.00
P-39	876	J-26	J-112	6.0	PVC	150.0	464	5.26
P-40	407	J-112	J-63	6.0	PVC	150.0	419	4.76
P-41	333	J-27	J-28	4.0	PVC	150.0	-14	0.37
P-42	232	J-28	J-86	8.0	PVC	150.0	31	0.20
P-43	337	J-29	J-19	4.0	PVC	150.0	20	0.51
P-44	293	J-29	J-103	8.0	PVC	150.0	-58	0.37
P-45	247	J-103	J-91	8.0	PVC	150.0	-70	0.44
P-46	367	H-89	J-16	4.0	PVC	150.0	-10	0.25
P-47	358	J-30	H-91	4.0	PVC	150.0	3	0.07
P-48	232	J-30	J-66	6.0	PVC	150.0	48	0.54
P-49	351	J-30	J-62	6.0	PVC	150.0	45	0.51
P-50	40	H-15	J-111	4.0	PVC	150.0	0	0.00
P-51	26	H-17	J-112	6.0	PVC	150.0	0	0.00
P-52	369	J-39	J-31	4.0	PVC	150.0	-23	0.59
P-53	434	J-31	J-33	4.0	PVC	150.0	2	0.06
P-54	560	J-31	J-8	6.0	PVC	150.0	-100	1.13
P-55	368	J-32	J-33	4.0	PVC	150.0	-17	0.43



**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-56	368	J-34	J-35	4.0	PVC	150.0	-28	0.72
P-57	407	J-34	J-39	4.0	PVC	150.0	-18	0.47
P-58	560	J-35	J-49	4.0	PVC	150.0	-36	0.93
P-59	406	J-35	J-31	6.0	PVC	150.0	-32	0.36
P-60	378	J-36	J-37	4.0	PVC	150.0	5	0.14
P-61	441	J-36	J-44	4.0	PVC	150.0	-161	4.10
P-62	399	J-38	J-16	4.0	PVC	150.0	64	1.62
P-63	179	J-38	J-56	4.0	PVC	150.0	-75	1.91
P-64	433	J-39	J-32	4.0	PVC	150.0	-13	0.34
P-65	389	J-40	J-108	6.0	PVC	150.0	21	0.23
P-66	444	J-108	J-107	6.0	PVC	150.0	-6	0.07
P-67	242	J-107	J-17	6.0	PVC	150.0	-17	0.20
P-68	425	J-42	J-43	4.0	PVC	150.0	-6	0.16
P-69	447	J-43	J-45	4.0	PVC	150.0	22	0.57
P-70	368	J-43	J-73	6.0	PVC	150.0	-36	0.41
P-71	224	J-44	J-40	6.0	PVC	150.0	206	2.34
P-72	447	J-45	J-34	4.0	PVC	150.0	14	0.36
P-73	651	J-45	J-79	6.0	PVC	150.0	34	0.39
P-74	289	J-46	J-68	6.0	PVC	150.0	33	0.38
P-75	179	J-46	J-85	8.0	PVC	150.0	-178	1.14
P-76	472	J-46	J-83	4.0	PVC	150.0	98	2.50
P-77	511	J-47	H-4	4.0	PVC	150.0	-19	0.49
P-78	662	J-48	J-82	6.0	PVC	150.0	-210	2.38
P-79	410	J-49	J-8	8.0	PVC	150.0	25	0.16
P-80	560	J-50	J-33	4.0	PVC	150.0	34	0.86
P-81	326	J-51	J-99	4.0	PVC	150.0	0	0.00
P-82	183	J-99	J-100	4.0	PVC	150.0	0	0.00
P-83	90	J-100	J-101	4.0	PVC	150.0	0	0.00
P-84	166	J-101	J-52	4.0	PVC	150.0	0	0.00
P-85	632	J-53	J-54	4.0	PVC	150.0	27	0.69
P-86	295	J-53	J-48	6.0	PVC	150.0	-172	1.95
P-87	184	J-54	J-97	6.0	PVC	150.0	8	0.09
P-88	122	J-97	J-69	6.0	PVC	150.0	8	0.09
P-89	647	J-55	J-20	4.0	PVC	150.0	0	0.00
P-90	216	J-56	J-102	4.0	PVC	150.0	39	0.99
P-91	460	J-102	J-57	4.0	PVC	150.0	18	0.47
P-92	220	J-56	J-58	4.0	PVC	150.0	-139	3.54
P-93	178	J-57	J-44	6.0	PVC	150.0	419	4.76
P-94	677	J-58	J-59	4.0	PVC	150.0	20	0.50
P-95	479	J-58	J-60	4.0	PVC	150.0	-192	4.89
P-96	219	J-59	J-57	6.0	PVC	150.0	416	4.72
P-97	628	J-60	J-90	8.0	PVC	150.0	-771	4.92
P-98	11	J-62	J-28	6.0	PVC	150.0	62	0.71
P-99	669	J-62	J-71	6.0	PVC	150.0	-35	0.40
P-100	465	J-93	J-117	12.0	PVC	150.0	-183	0.52
P-101	68	J-63	J-25	6.0	PVC	150.0	413	4.69
P-102	356	J-116	J-118	12.0	PVC	150.0	185	0.52
P-103	402	J-63	J-74	6.0	PVC	150.0	3	0.03
P-104	561	J-118	J-117	12.0	PVC	150.0	185	0.52
P-105	197	J-64	J-65	8.0	PVC	150.0	363	2.32
P-106	232	J-64	J-75	8.0	PVC	150.0	32	0.21
P-107	344	J-65	J-116	8.0	PVC	150.0	196	1.25
P-108	363	J-65	J-30	6.0	PVC	150.0	141	1.60
P-109	207	J-66	J-22	6.0	PVC	150.0	-79	0.89
P-110	560	J-66	J-75	6.0	PVC	150.0	-155	1.76

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-111	451	J-67	H-86	6.0	PVC	150.0	10	0.11
P-112	149	J-67	J-106	8.0	PVC	150.0	-1,033	6.59
P-113	270	J-106	J-94	8.0	PVC	150.0	-1,033	6.59
P-114	632	J-69	J-78	6.0	PVC	150.0	-2	0.03
P-115	318	J-70	J-29	6.0	PVC	150.0	-24	0.27
P-116	354	J-71	J-70	6.0	PVC	150.0	36	0.41
P-117	368	J-72	J-45	6.0	PVC	150.0	65	0.73
P-118	448	J-72	J-35	6.0	PVC	150.0	-6	0.07
P-119	272	J-72	J-105	6.0	PVC	150.0	-88	0.99
P-120	288	J-105	J-76	6.0	PVC	150.0	-132	1.50
P-121	447	J-73	J-72	6.0	PVC	150.0	42	0.48
P-122	324	J-73	J-13	8.0	PVC	150.0	-296	1.89
P-123	640	J-75	J-84	8.0	PVC	150.0	-262	1.67
P-124	447	J-76	J-49	8.0	PVC	150.0	82	0.52
P-125	679	J-77	J-78	6.0	PVC	150.0	-100	1.13
P-126	793	J-77	J-98	6.0	PVC	150.0	91	1.03
P-127	131	J-98	J-6	6.0	PVC	150.0	74	0.84
P-128	163	J-78	J-96	6.0	PVC	150.0	-115	1.31
P-129	143	J-96	J-53	6.0	PVC	150.0	-119	1.35
P-130	732	J-79	J-81	6.0	PVC	150.0	3	0.03
P-131	447	J-79	J-89	8.0	PVC	150.0	12	0.08
P-132	228	J-82	J-87	8.0	PVC	150.0	818	5.22
P-133	221	J-83	J-3	2.0	PVC	150.0	0	0.00
P-134	479	J-83	J-90	8.0	PVC	150.0	-1,166	7.44
P-135	174	J-84	J-67	8.0	PVC	150.0	-902	5.76
P-136	447	J-84	J-76	8.0	PVC	150.0	250	1.60
P-137	300	J-85	H-88	8.0	PVC	150.0	8	0.05
P-138	300	J-85	J-87	8.0	PVC	150.0	-206	1.32
P-139	362	J-86	J-66	8.0	PVC	150.0	-58	0.37
P-140	399	J-87	J-26	8.0	PVC	150.0	594	3.79
P-141	386	J-88	J-70	8.0	PVC	150.0	-28	0.18
P-142	289	J-89	J-95	8.0	PVC	150.0	5	0.03
P-143	362	J-95	J-34	8.0	PVC	150.0	-22	0.14
P-144	243	J-90	J-51	10.0	PVC	150.0	-3,018	12.33
P-145	244	J-90	J-82	8.0	PVC	150.0	1,052	6.72
P-146	672	J-91	J-92	8.0	PVC	150.0	-76	0.49
P-147	251	J-92	J-104	8.0	PVC	150.0	103	0.66
P-148	291	J-104	J-71	8.0	PVC	150.0	92	0.58
P-149	1,230	J-92	J-93	12.0	PVC	150.0	-182	0.52
P-150	423	J-94	J-80	6.0	PVC	150.0	25	0.28
P-151	222	J-94	J-18	8.0	PVC	150.0	-1,008	6.43

---

## Scenario Summary

---

ID	2824
Label	Future Condition MDD
Notes	
Active Topology	Base Active Topology
User Data Extensions	Base User Data Extensions
Physical	Base Physical
Demand	Average Day Demand
Initial Settings	Base Initial Settings
Operational	Base Operational
Age	Base Age
Constituent	Base Constituent
Trace	Base Trace
Fire Flow	Base Fire Flow
Energy Cost	Base Energy Cost
Pressure Dependent Demand	Base Pressure Dependent Demand
Transient	Base Transient
Failure History	Base Failure History
SCADA	Base SCADA
Steady State / EPS Solver Calculation Options	Future MDD
Transient Solver Calculation Options	Base Calculation Options

---

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-1	9.94	0	54
J-2	9.57	0	54
J-3	10.20	0	54
J-4	10.17	44	54
J-5	11.10	2	53
J-6	11.10	3	53
J-7	8.05	18	51
J-8	9.53	18	50
J-9	9.57	31	50
J-10	8.94	17	50
J-11	8.47	1	51
J-12	5.45	0	51
J-13	7.27	26	51
J-14	7.50	13	51
J-15	10.38	20	54
J-16	9.73	38	52
J-17	8.31	9	52
J-18	9.16	43	52
J-19	6.53	12	51
J-20	6.53	3	51
J-21	8.05	7	50
J-22	8.52	38	50
J-23	5.59	0	51
J-24	7.23	3	51
J-25	8.50	4	51
J-26	9.31	131	54
J-27	7.03	9	51
J-28	8.56	6	50
J-29	3.48	9	52
J-30	8.20	31	50
J-31	8.63	28	50
J-32	7.29	3	51
J-33	8.99	13	50
J-34	8.41	26	50
J-35	8.79	23	50
J-36	9.57	103	50
J-37	8.61	4	51
J-38	9.13	7	52
J-39	7.25	12	51
J-40	9.57	6	52
J-41	8.25	23	53
J-42	7.00	4	51
J-43	6.53	5	51
J-44	9.57	35	52
J-45	9.44	26	50
J-46	7.23	31	55
J-47	8.43	13	55
J-48	9.65	10	54
J-49	8.05	14	50
J-50	9.47	7	50
J-51	9.57	0	57
J-52	8.08	0	58
J-53	9.76	17	54
J-54	9.90	13	54
J-55	5.36	0	51

### Junction Table - Time: 0.00 hours

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-56	10.78	17	52
J-57	9.48	10	52
J-58	10.34	22	52
J-59	9.46	41	53
J-60	9.92	17	54
J-61	9.05	4	50
J-62	8.57	12	50
J-63	8.51	2	51
J-64	8.45	5	50
J-65	8.05	17	50
J-66	8.66	149	50
J-67	8.37	14	51
J-68	7.05	22	55
J-69	10.51	7	54
J-70	4.81	21	52
J-71	6.41	14	51
J-72	8.24	47	50
J-73	6.61	48	51
J-74	6.88	2	52
J-75	8.05	93	50
J-76	8.05	24	50
J-77	11.10	6	54
J-78	10.68	9	54
J-79	7.07	13	51
J-80	9.16	17	52
J-81	7.55	2	51
J-82	9.52	16	55
J-83	8.94	31	54
J-84	8.00	23	51
J-85	6.53	14	56
J-86	9.57	60	50
J-87	9.71	12	54
J-88	4.38	19	52
J-89	7.36	5	51
J-90	9.57	20	56
J-91	4.21	4	52
J-92	6.78	2	51
J-93	6.53	1	51
J-94	8.79	17	52
J-95	8.55	18	50
J-96	9.94	3	54
J-97	9.88	0	54
J-98	10.10	11	54
J-99	8.60	0	58
J-100	8.05	0	58
J-101	8.05	0	58
J-102	9.57	14	52
J-103	4.55	8	52
J-104	6.73	8	51
J-105	8.05	30	50
J-106	8.05	0	51
J-107	8.05	8	52
J-108	8.81	18	52
J-109	8.05	5	51
J-110	8.05	10	51

**Junction Table - Time: 0.00 hours**

Label	Elevation (ft)	Demand (gpm)	Pressure (psi)
J-111	7.28	4	51
J-112	7.54	30	52
J-113	9.57	0	51
J-114	9.57	0	51
J-116	7.29	8	51
J-117	6.09	1	51
J-118	6.32	0	51
J-142	9.44	0	58

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-1	152	J-1	J-2	2.0	PVC	150.0	0	0.00
P-2	40	J-4	J-1	4.0	PVC	150.0	0	0.00
P-3	408	J-4	J-15	8.0	PVC	150.0	-349	2.23
P-4	479	J-4	J-59	6.0	PVC	150.0	305	3.46
P-5	113	J-5	J-6	4.0	PVC	150.0	-2	0.04
P-6	389	J-6	J-26	6.0	PVC	150.0	44	0.50
P-7	235	J-7	J-67	6.0	PVC	150.0	-66	0.75
P-8	174	J-8	J-9	4.0	PVC	150.0	-97	2.49
P-9	427	J-8	J-50	8.0	PVC	150.0	29	0.19
P-10	154	J-9	J-113	4.0	PVC	150.0	-117	3.00
P-11	110	J-113	J-114	4.0	PVC	150.0	-117	3.00
P-12	155	J-114	J-40	4.0	PVC	150.0	-117	3.00
P-13	463	J-9	J-10	4.0	PVC	150.0	22	0.56
P-14	390	J-9	J-110	6.0	PVC	150.0	-33	0.38
P-15	443	J-110	J-109	6.0	PVC	150.0	-44	0.50
P-16	238	J-109	J-7	6.0	PVC	150.0	-48	0.55
P-17	185	J-10	J-11	4.0	PVC	150.0	5	0.14
P-18	1,160	J-11	J-61	4.0	PVC	150.0	4	0.11
P-19	972	J-12	J-55	4.0	PVC	150.0	0	0.00
P-20	220	J-13	J-14	4.0	PVC	150.0	13	0.34
P-21	236	J-13	J-84	8.0	PVC	150.0	-237	1.51
P-22	251	J-15	H-90	4.0	PVC	150.0	0	0.00
P-23	268	J-15	J-60	8.0	PVC	150.0	-369	2.35
P-24	222	J-16	J-17	4.0	PVC	150.0	71	1.82
P-25	230	J-16	J-18	4.0	PVC	150.0	-74	1.88
P-26	230	J-17	J-94	6.0	PVC	150.0	50	0.57
P-27	423	J-18	J-41	4.0	PVC	150.0	23	0.59
P-28	399	J-18	J-83	8.0	PVC	150.0	-812	5.18
P-29	300	J-19	J-20	4.0	PVC	150.0	-3	0.07
P-30	317	J-19	J-111	4.0	PVC	150.0	4	0.10
P-31	345	J-111	J-27	4.0	PVC	150.0	0	0.00
P-32	695	J-20	J-28	4.0	PVC	150.0	-5	0.14
P-33	304	J-21	J-22	4.0	PVC	150.0	-7	0.17
P-34	433	J-22	J-73	6.0	PVC	150.0	-97	1.10
P-35	382	J-23	J-12	4.0	PVC	150.0	0	0.00
P-36	327	J-24	J-25	4.0	PVC	150.0	-3	0.07
P-37	342	J-25	J-64	6.0	PVC	150.0	268	3.05
P-38	351	H-87	J-26	4.0	PVC	150.0	0	0.00
P-39	876	J-26	J-112	6.0	PVC	150.0	309	3.51
P-40	407	J-112	J-63	6.0	PVC	150.0	280	3.17
P-41	333	J-27	J-28	4.0	PVC	150.0	-10	0.24
P-42	232	J-28	J-86	8.0	PVC	150.0	21	0.13
P-43	337	J-29	J-19	4.0	PVC	150.0	13	0.34
P-44	293	J-29	J-103	8.0	PVC	150.0	-39	0.25
P-45	247	J-103	J-91	8.0	PVC	150.0	-46	0.30
P-46	367	H-89	J-16	4.0	PVC	150.0	-7	0.17
P-47	358	J-30	H-91	4.0	PVC	150.0	2	0.04
P-48	232	J-30	J-66	6.0	PVC	150.0	32	0.36
P-49	351	J-30	J-62	6.0	PVC	150.0	30	0.34
P-50	40	H-15	J-111	4.0	PVC	150.0	0	0.00
P-51	26	H-17	J-112	6.0	PVC	150.0	0	0.00
P-52	369	J-39	J-31	4.0	PVC	150.0	-15	0.39
P-53	434	J-31	J-33	4.0	PVC	150.0	2	0.04
P-54	560	J-31	J-8	6.0	PVC	150.0	-67	0.76
P-55	368	J-32	J-33	4.0	PVC	150.0	-11	0.29



**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-56	368	J-34	J-35	4.0	PVC	150.0	-19	0.48
P-57	407	J-34	J-39	4.0	PVC	150.0	-12	0.31
P-58	560	J-35	J-49	4.0	PVC	150.0	-24	0.62
P-59	406	J-35	J-31	6.0	PVC	150.0	-21	0.24
P-60	378	J-36	J-37	4.0	PVC	150.0	4	0.09
P-61	441	J-36	J-44	4.0	PVC	150.0	-107	2.73
P-62	399	J-38	J-16	4.0	PVC	150.0	42	1.08
P-63	179	J-38	J-56	4.0	PVC	150.0	-50	1.27
P-64	433	J-39	J-32	4.0	PVC	150.0	-9	0.22
P-65	389	J-40	J-108	6.0	PVC	150.0	14	0.16
P-66	444	J-108	J-107	6.0	PVC	150.0	-4	0.05
P-67	242	J-107	J-17	6.0	PVC	150.0	-12	0.13
P-68	425	J-42	J-43	4.0	PVC	150.0	-4	0.11
P-69	447	J-43	J-45	4.0	PVC	150.0	15	0.38
P-70	368	J-43	J-73	6.0	PVC	150.0	-24	0.27
P-71	224	J-44	J-40	6.0	PVC	150.0	137	1.56
P-72	447	J-45	J-34	4.0	PVC	150.0	9	0.24
P-73	651	J-45	J-79	6.0	PVC	150.0	23	0.26
P-74	289	J-46	J-68	6.0	PVC	150.0	22	0.25
P-75	179	J-46	J-85	8.0	PVC	150.0	-119	0.76
P-76	472	J-46	J-83	4.0	PVC	150.0	65	1.67
P-77	511	J-47	H-4	4.0	PVC	150.0	-13	0.33
P-78	662	J-48	J-82	6.0	PVC	150.0	-140	1.59
P-79	410	J-49	J-8	8.0	PVC	150.0	17	0.11
P-80	560	J-50	J-33	4.0	PVC	150.0	23	0.57
P-81	326	J-51	J-99	4.0	PVC	150.0	0	0.00
P-82	183	J-99	J-100	4.0	PVC	150.0	0	0.00
P-83	90	J-100	J-101	4.0	PVC	150.0	0	0.00
P-84	166	J-101	J-52	4.0	PVC	150.0	0	0.00
P-85	632	J-53	J-54	4.0	PVC	150.0	18	0.46
P-86	295	J-53	J-48	6.0	PVC	150.0	-114	1.30
P-87	184	J-54	J-97	6.0	PVC	150.0	5	0.06
P-88	122	J-97	J-69	6.0	PVC	150.0	5	0.06
P-89	647	J-55	J-20	4.0	PVC	150.0	0	0.00
P-90	216	J-56	J-102	4.0	PVC	150.0	26	0.66
P-91	460	J-102	J-57	4.0	PVC	150.0	12	0.31
P-92	220	J-56	J-58	4.0	PVC	150.0	-92	2.36
P-93	178	J-57	J-44	6.0	PVC	150.0	279	3.17
P-94	677	J-58	J-59	4.0	PVC	150.0	13	0.34
P-95	479	J-58	J-60	4.0	PVC	150.0	-128	3.26
P-96	219	J-59	J-57	6.0	PVC	150.0	277	3.15
P-97	628	J-60	J-90	8.0	PVC	150.0	-514	3.28
P-98	11	J-62	J-28	6.0	PVC	150.0	42	0.47
P-99	669	J-62	J-71	6.0	PVC	150.0	-23	0.26
P-100	465	J-93	J-117	12.0	PVC	150.0	-122	0.35
P-101	68	J-63	J-25	6.0	PVC	150.0	276	3.13
P-102	356	J-116	J-118	12.0	PVC	150.0	123	0.35
P-103	402	J-63	J-74	6.0	PVC	150.0	2	0.02
P-104	561	J-118	J-117	12.0	PVC	150.0	123	0.35
P-105	197	J-64	J-65	8.0	PVC	150.0	242	1.54
P-106	232	J-64	J-75	8.0	PVC	150.0	21	0.14
P-107	344	J-65	J-116	8.0	PVC	150.0	131	0.83
P-108	363	J-65	J-30	6.0	PVC	150.0	94	1.07
P-109	207	J-66	J-22	6.0	PVC	150.0	-52	0.59
P-110	560	J-66	J-75	6.0	PVC	150.0	-104	1.18

**Pipe Table - Time: 0.00 hours**

Label	Length (Scaled) (ft)	Start Node	Stop Node	Diameter (in)	Material	Hazen-Williams C	Flow (gpm)	Velocity (ft/s)
P-111	451	J-67	H-86	6.0	PVC	150.0	7	0.07
P-112	149	J-67	J-106	8.0	PVC	150.0	-688	4.39
P-113	270	J-106	J-94	8.0	PVC	150.0	-688	4.39
P-114	632	J-69	J-78	6.0	PVC	150.0	-2	0.02
P-115	318	J-70	J-29	6.0	PVC	150.0	-16	0.18
P-116	354	J-71	J-70	6.0	PVC	150.0	24	0.27
P-117	368	J-72	J-45	6.0	PVC	150.0	43	0.49
P-118	448	J-72	J-35	6.0	PVC	150.0	-4	0.04
P-119	272	J-72	J-105	6.0	PVC	150.0	-58	0.66
P-120	288	J-105	J-76	6.0	PVC	150.0	-88	1.00
P-121	447	J-73	J-72	6.0	PVC	150.0	28	0.32
P-122	324	J-73	J-13	8.0	PVC	150.0	-197	1.26
P-123	640	J-75	J-84	8.0	PVC	150.0	-175	1.12
P-124	447	J-76	J-49	8.0	PVC	150.0	54	0.35
P-125	679	J-77	J-78	6.0	PVC	150.0	-67	0.76
P-126	793	J-77	J-98	6.0	PVC	150.0	61	0.69
P-127	131	J-98	J-6	6.0	PVC	150.0	49	0.56
P-128	163	J-78	J-96	6.0	PVC	150.0	-77	0.87
P-129	143	J-96	J-53	6.0	PVC	150.0	-79	0.90
P-130	732	J-79	J-81	6.0	PVC	150.0	2	0.02
P-131	447	J-79	J-89	8.0	PVC	150.0	8	0.05
P-132	228	J-82	J-87	8.0	PVC	150.0	545	3.48
P-133	221	J-83	J-3	2.0	PVC	150.0	0	0.00
P-134	479	J-83	J-90	8.0	PVC	150.0	-777	4.96
P-135	174	J-84	J-67	8.0	PVC	150.0	-601	3.84
P-136	447	J-84	J-76	8.0	PVC	150.0	167	1.06
P-137	300	J-85	H-88	8.0	PVC	150.0	5	0.03
P-138	300	J-85	J-87	8.0	PVC	150.0	-137	0.88
P-139	362	J-86	J-66	8.0	PVC	150.0	-39	0.25
P-140	399	J-87	J-26	8.0	PVC	150.0	396	2.53
P-141	386	J-88	J-70	8.0	PVC	150.0	-19	0.12
P-142	289	J-89	J-95	8.0	PVC	150.0	3	0.02
P-143	362	J-95	J-34	8.0	PVC	150.0	-15	0.09
P-144	243	J-90	J-51	10.0	PVC	150.0	-2,012	8.22
P-145	244	J-90	J-82	8.0	PVC	150.0	701	4.48
P-146	672	J-91	J-92	8.0	PVC	150.0	-51	0.32
P-147	251	J-92	J-104	8.0	PVC	150.0	69	0.44
P-148	291	J-104	J-71	8.0	PVC	150.0	61	0.39
P-149	1,230	J-92	J-93	12.0	PVC	150.0	-121	0.34
P-150	423	J-94	J-80	6.0	PVC	150.0	17	0.19
P-151	222	J-94	J-18	8.0	PVC	150.0	-672	4.29

---

## Scenario Summary

---

ID	2826
Label	Future Fire Flow 1500 + MDD
Notes	
Active Topology	Base Active Topology
User Data Extensions	Base User Data Extensions
Physical	Base Physical
Demand	Average Day Demand
Initial Settings	Base Initial Settings
Operational	Base Operational
Age	Base Age
Constituent	Base Constituent
Trace	Base Trace
Fire Flow	Fire Flow - 1500
Energy Cost	Base Energy Cost
Pressure Dependent Demand	Base Pressure Dependent Demand
Transient	Base Transient
Failure History	Base Failure History
SCADA	Base SCADA
Steady State / EPS Solver Calculation Options	Future Fiew Flow + MDD
Transient Solver Calculation Options	Base Calculation Options

---

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
H-1	False	1,500	1,214	1,500	1,214	20	29	J-96	-56	True
H-2	False	1,500	515	1,500	515	20	20	J-47	-260	True
H-3	False	1,500	1,112	1,500	1,112	20	20	J-54	-77	True
H-4	False	1,500	1,199	1,503	1,201	20	34	H-2	-49	True
H-5	False	1,500	1,359	1,500	1,359	20	48	H-45	-26	True
H-6	False	1,500	1,360	1,500	1,360	20	49	H-45	-25	True
H-7	False	1,500	1,214	1,500	1,214	20	40	H-45	-40	True
H-8	False	1,500	1,214	1,500	1,214	20	45	H-45	39	True
H-9	False	1,500	1,214	1,500	1,214	20	30	H-45	-52	True
H-10	False	1,500	1,214	1,500	1,214	20	41	J-36	-38	True
H-11	False	1,500	1,214	1,500	1,214	20	24	J-77	-63	True
H-12	False	1,500	930	1,500	930	20	42	J-45	-57	True
H-13	False	1,500	939	1,500	939	20	38	J-8	-67	True
H-14	False	1,500	1,115	1,500	1,115	20	38	J-107	-51	True
H-15	False	1,500	889	1,500	889	20	21	J-111	-117	True
H-16	False	1,500	959	1,500	959	20	39	J-74	-65	True
H-17	False	1,500	1,012	1,500	1,012	20	47	J-112	-42	True
H-18	False	1,500	589	1,500	589	20	20	J-41	-202	True
H-19	False	1,500	899	1,500	899	20	48	J-116	-46	True
H-20	False	1,500	1,050	1,500	1,050	20	34	J-114	-65	True
H-21	False	1,500	898	1,500	898	20	47	J-92	-49	True
H-22	False	1,500	1,214	1,500	1,214	20	36	J-86	-46	True
H-23	False	1,500	1,022	1,500	1,022	20	33	J-113	-68	True
H-24	False	1,500	1,104	1,500	1,104	20	20	J-97	-78	True
H-25	False	1,500	1,148	1,500	1,148	20	43	H-45	-42	True
H-26	False	1,500	1,214	1,500	1,214	20	44	J-86	-35	True
H-27	False	1,500	1,096	1,500	1,096	20	37	J-80	-55	True
H-28	False	1,500	958	1,500	958	20	47	J-63	-45	True
H-29	False	1,500	951	1,500	951	20	47	J-25	-46	True
H-30	False	1,500	914	1,500	914	20	48	J-86	-44	True
H-31	False	1,500	981	1,500	981	20	49	J-86	-37	True
H-32	False	1,500	1,017	1,500	1,017	20	50	H-45	-35	True
H-33	False	1,500	1,097	1,500	1,097	20	50	J-86	-32	True
H-34	False	1,500	895	1,500	895	20	44	J-88	-57	True
H-35	False	1,500	896	1,500	896	20	47	J-104	-49	True
H-36	False	1,500	896	1,500	896	20	47	J-71	-50	True
H-37	False	1,500	888	1,500	888	20	24	J-27	-110	True
H-38	False	1,500	718	1,500	718	20	20	J-21	-161	True
H-39	False	1,500	902	1,500	902	20	39	H-45	-68	True
H-40	False	1,500	1,214	1,500	1,214	20	34	J-98	-48	True
H-41	False	1,500	879	1,500	879	20	48	J-86	-46	True
H-42	False	1,500	841	1,500	841	20	49	J-22	-48	True
H-43	False	1,500	914	1,500	914	20	45	J-45	-54	True
H-44	False	1,500	559	1,500	559	20	20	J-42	-227	True
H-45	False	1,500	883	1,500	883	20	47	J-86	-47	True
H-46	False	1,500	884	1,500	884	20	39	J-86	-70	True
H-47	False	1,500	918	1,500	918	20	39	J-42	-68	True
H-48	False	1,500	1,123	1,500	1,123	20	20	J-38	-80	True
H-49	False	1,500	1,214	1,500	1,214	20	26	J-58	-63	True
H-50	False	1,500	1,121	1,500	1,121	20	20	J-102	-80	True

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
H-51	False	1,500	747	1,500	747	20	20	H-80	-80	True
H-52	False	1,500	1,189	1,500	1,189	20	38	J-36	-46	True
H-53	False	1,500	471	1,500	471	20	20	J-36	-239	True
H-54	False	1,500	1,137	1,500	1,137	20	33	J-36	-59	True
H-55	False	1,500	1,112	1,500	1,112	20	39	J-108	-51	True
H-56	False	1,500	940	1,500	940	20	42	J-8	-57	True
H-57	False	1,500	361	1,500	361	20	20	J-37	-388	True
H-58	False	1,500	942	1,500	942	20	33	J-50	-76	True
H-59	False	1,500	511	1,500	511	20	20	J-61	-248	True
H-60	False	1,500	578	1,500	578	20	20	H-80	-165	True
H-61	False	1,500	942	1,500	942	20	42	J-8	-56	True
H-62	False	1,500	934	1,500	934	20	41	J-35	-60	True
H-63	False	1,500	938	1,500	938	20	29	J-33	-87	True
H-64	False	1,500	930	1,500	930	20	41	J-95	-58	True
H-65	False	1,500	930	1,500	930	20	42	J-34	-57	True
H-66	False	1,500	910	1,500	910	20	37	H-65	-70	True
H-67	False	1,500	924	1,500	924	20	20	J-32	-111	True
H-68	False	1,500	935	1,500	935	20	31	J-39	-84	True
H-69	False	1,500	930	1,500	930	20	38	J-81	-68	True
H-70	False	1,500	538	1,500	538	20	20	H-80	-196	True
H-71	False	1,500	896	1,500	896	20	47	J-103	-50	True
H-72	False	1,500	890	1,500	890	20	31	J-19	-91	True
H-73	False	1,500	895	1,500	895	20	47	J-103	-51	True
H-74	False	1,500	872	1,500	872	20	20	J-20	-123	True
H-75	False	1,500	909	1,500	909	20	20	J-81	-114	True
H-76	False	1,500	930	1,500	930	20	42	H-64	-58	True
H-77	False	1,500	944	1,500	944	20	49	J-86	-41	True
H-78	False	1,500	929	1,500	929	20	38	J-45	-66	True
H-79	False	1,500	937	1,500	937	20	39	J-31	-63	True
H-80	False	1,500	466	1,500	466	20	20	J-52	-272	True
H-81	False	1,500	934	1,500	934	20	45	J-105	-50	True
H-82	False	1,500	262	1,500	262	20	20	J-61	-766	True
H-83	False	1,500	1,214	1,500	1,214	20	27	J-1	-61	True
H-84	False	1,500	265	1,500	265	20	20	J-23	-814	True
H-85	False	1,500	980	1,500	980	20	24	J-7	-93	True
H-86	False	1,500	981	1,507	987	20	39	H-45	-60	True
H-87	False	1,500	707	1,500	707	20	20	H-45	-157	True
H-88	False	1,500	1,360	1,505	1,365	20	47	H-45	-28	True
H-89	False	1,500	628	1,507	634	20	20	J-16	-183	True
H-90	False	1,500	822	1,500	822	20	20	H-45	-120	True
H-91	False	1,500	668	1,502	669	20	20	H-45	-178	True
H-92	False	1,500	1,116	1,500	1,116	20	45	J-40	-39	True
H-93	False	1,500	979	1,500	979	20	45	J-109	-47	True
H-94	False	1,500	981	1,500	981	20	44	J-110	-50	True
J-1	False	1,500	1,214	1,500	1,214	20	39	H-83	-43	True
J-2	False	1,500	180	1,500	180	20	20	H-45	-1,720	True
J-3	False	1,500	148	1,500	148	20	20	H-45	-2,455	True
J-4	False	1,500	1,272	1,544	1,317	20	48	J-36	-28	True
J-5	False	1,500	1,101	1,502	1,103	20	20	J-6	-78	True
J-6	False	1,500	1,316	1,503	1,320	20	41	J-5	-36	True

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
J-7	False	1,500	980	1,518	998	20	48	H-85	-42	True
J-8	False	1,500	941	1,518	959	20	48	H-58	-43	True
J-9	False	1,500	982	1,531	1,013	20	45	H-59	-46	True
J-10	False	1,500	543	1,517	560	20	20	H-59	-225	True
J-11	False	1,500	458	1,501	459	20	20	J-61	-294	True
J-12	False	1,500	286	1,500	286	20	20	J-23	-709	True
J-13	False	1,500	926	1,526	953	20	50	J-45	-38	True
J-14	False	1,500	860	1,513	873	20	20	J-45	-122	True
J-15	False	1,500	1,307	1,520	1,326	20	49	H-53	-26	True
J-16	False	1,500	1,147	1,538	1,185	20	42	H-89	-44	True
J-17	False	1,500	1,114	1,509	1,123	20	49	J-86	-33	True
J-18	False	1,500	1,149	1,543	1,192	20	51	H-45	-28	True
J-19	False	1,500	890	1,512	902	20	37	H-72	-75	True
J-20	False	1,500	889	1,503	892	20	27	H-74	-101	True
J-21	False	1,500	724	1,507	731	20	20	H-38	-160	True
J-22	False	1,500	841	1,538	879	20	50	H-42	-44	True
J-23	False	1,500	257	1,500	257	20	20	J-12	-853	True
J-24	False	1,500	696	1,503	699	20	20	J-86	-165	True
J-25	False	1,500	950	1,504	955	20	48	H-29	-42	True
J-26	False	1,500	1,294	1,631	1,425	20	50	H-45	-25	True
J-27	False	1,500	888	1,509	897	20	29	H-37	-95	True
J-28	False	1,500	884	1,506	890	20	49	H-45	-44	True
J-29	False	1,500	895	1,509	905	20	48	H-73	-48	True
J-30	False	1,500	886	1,531	916	20	49	H-45	-44	True
J-31	False	1,500	937	1,528	965	20	46	H-79	-46	True
J-32	False	1,500	937	1,503	940	20	25	H-67	-97	True
J-33	False	1,500	938	1,513	951	20	35	H-63	-72	True
J-34	False	1,500	931	1,526	956	20	44	H-65	-53	True
J-35	False	1,500	934	1,523	957	20	47	H-62	-45	True
J-36	False	1,500	488	1,603	591	20	20	H-53	-225	True
J-37	False	1,500	371	1,504	375	20	20	H-57	-368	True
J-38	False	1,500	1,179	1,507	1,186	20	26	H-48	-66	True
J-39	False	1,500	935	1,512	947	20	38	H-68	-68	True
J-40	False	1,500	1,116	1,506	1,122	20	46	H-92	-37	True
J-41	False	1,500	610	1,523	633	20	20	H-18	-191	True
J-42	False	1,500	586	1,504	590	20	20	H-44	-211	True
J-43	False	1,500	918	1,505	923	20	46	J-42	-51	True
J-44	False	1,500	1,137	1,535	1,172	20	46	J-36	-37	True
J-45	False	1,500	929	1,526	955	20	45	H-78	-48	True
J-46	False	1,500	1,359	1,531	1,390	20	49	J-68	-25	True
J-47	False	1,500	536	1,513	548	20	20	H-2	-243	True
J-48	False	1,500	1,371	1,510	1,381	20	37	H-4	-38	True
J-49	False	1,500	940	1,514	954	20	49	J-8	-41	True
J-50	False	1,500	942	1,507	949	20	46	H-58	-47	True
J-51	True	1,500	1,501	1,500	1,501	20	57	H-45	57	True
J-52	False	1,500	502	1,500	502	20	20	H-80	-229	True
J-53	False	1,500	1,364	1,517	1,381	20	34	J-96	-42	True
J-54	False	1,500	1,221	1,513	1,234	20	20	H-3	-68	True
J-55	False	1,500	436	1,500	436	20	20	J-23	-343	True
J-56	False	1,500	1,190	1,517	1,207	20	33	H-50	-54	True

### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
J-57	False	1,500	1,160	1,510	1,170	20	47	J-36	-35	True
J-58	False	1,500	1,221	1,522	1,243	20	34	H-49	-51	True
J-59	False	1,500	1,189	1,541	1,230	20	47	J-36	-33	True
J-60	False	1,500	1,341	1,517	1,358	20	50	J-36	-24	True
J-61	False	1,500	268	1,504	272	20	20	H-82	-733	True
J-62	False	1,500	884	1,512	896	20	49	J-86	-44	True
J-63	False	1,500	958	1,502	960	20	48	H-28	-42	True
J-64	False	1,500	913	1,505	918	20	50	H-45	-40	True
J-65	False	1,500	902	1,517	919	20	49	H-45	-41	True
J-66	False	1,500	878	1,649	1,027	20	49	H-45	-43	True
J-67	False	1,500	981	1,514	995	20	50	H-45	-35	True
J-68	False	1,500	1,360	1,522	1,382	20	36	J-46	-40	True
J-69	False	1,500	1,304	1,507	1,311	20	20	J-97	-62	True
J-70	False	1,500	896	1,521	917	20	47	J-88	-50	True
J-71	False	1,500	896	1,514	909	20	48	H-36	-46	True
J-72	False	1,500	930	1,547	977	20	48	J-45	-42	True
J-73	False	1,500	915	1,548	963	20	51	J-45	-39	True
J-74	False	1,500	959	1,502	961	20	40	H-16	-63	True
J-75	False	1,500	915	1,593	1,007	20	50	J-86	-40	True
J-76	False	1,500	939	1,524	963	20	49	J-8	-40	True
J-77	False	1,500	1,344	1,506	1,350	20	32	H-11	-46	True
J-78	False	1,500	1,359	1,509	1,368	20	32	J-69	-44	True
J-79	False	1,500	929	1,513	942	20	43	J-81	-54	True
J-80	False	1,500	1,096	1,517	1,113	20	38	H-27	-53	True
J-81	False	1,500	929	1,502	931	20	27	H-75	-93	True
J-82	False	1,500	1,402	1,516	1,418	20	53	H-45	-19	True
J-83	False	1,500	1,283	1,531	1,313	20	52	J-86	-23	True
J-84	False	1,500	943	1,523	966	20	50	H-45	-37	True
J-85	False	1,500	1,359	1,514	1,373	20	50	J-86	-23	True
J-86	False	1,500	883	1,560	942	20	48	H-45	-45	True
J-87	False	1,500	1,360	1,512	1,372	20	51	H-45	-22	True
J-88	False	1,500	896	1,519	914	20	45	H-34	-55	True
J-89	False	1,500	930	1,505	935	20	43	H-64	-54	True
J-90	False	1,500	1,477	1,520	1,497	20	56	J-86	-14	True
J-91	False	1,500	896	1,504	900	20	48	J-103	-47	True
J-92	False	1,500	897	1,502	899	20	48	J-104	-45	True
J-93	False	1,500	898	1,501	899	20	49	J-92	-44	True
J-94	False	1,500	1,096	1,517	1,113	20	51	J-86	-30	True
J-95	False	1,500	930	1,518	948	20	43	H-64	-54	True
J-96	False	1,500	1,362	1,503	1,364	20	33	H-1	-44	True
J-97	False	1,500	1,270	1,500	1,270	20	20	H-24	-65	True
J-98	False	1,500	1,321	1,511	1,332	20	39	H-40	-38	True
J-99	False	1,500	795	1,500	795	20	20	H-80	-65	True
J-100	False	1,500	625	1,500	625	20	20	H-80	-133	True
J-101	False	1,500	572	1,500	572	20	20	H-80	-167	True
J-102	False	1,500	1,176	1,514	1,189	20	23	H-50	-70	True
J-103	False	1,500	896	1,508	903	20	48	H-71	-48	True
J-104	False	1,500	896	1,508	904	20	48	H-35	-46	True
J-105	False	1,500	934	1,530	964	20	48	H-81	-44	True
J-106	False	1,500	1,017	1,500	1,017	20	51	H-45	-33	True



### Fire Flow Report - Time: 0.00 hours

Label	Satisfies Fire Flow Constraints ?	Fire Flow (Needed) (gpm)	Fire Flow (Available) (gpm)	Flow (Total Needed) (gpm)	Flow (Total Available) (gpm)	Pressure (Residual Lower Limit) (psi)	Pressure (Calculated Residual) (psi)	Junction w/ Minimum Pressure (System)	Pressure (Calculated Residual @ Total Flow Needed) (psi)	Is Fire Flow Run Balanced?
J-107	False	1,500	1,115	1,508	1,123	20	47	H-14	-37	True
J-108	False	1,500	1,112	1,518	1,130	20	45	H-55	-39	True
J-109	False	1,500	979	1,505	984	20	46	H-93	-45	True
J-110	False	1,500	981	1,510	992	20	45	H-94	-48	True
J-111	False	1,500	889	1,504	893	20	27	H-15	-102	True
J-112	False	1,500	1,012	1,530	1,042	20	48	H-17	-41	True
J-113	False	1,500	1,021	1,500	1,021	20	39	H-23	-57	True
J-114	False	1,500	1,050	1,500	1,050	20	39	H-20	-55	True
J-116	False	1,500	899	1,508	907	20	49	H-19	-43	True
J-117	False	1,500	899	1,501	900	20	49	J-86	-44	True
J-118	False	1,500	899	1,500	899	20	49	H-19	-43	True
J-142	True	1,500	1,501	1,500	1,501	20	58	J-86	58	True

... a proactive approach for your projects' success



Land  
Surveying



Drone  
Mapping



Engineering  
Design



Public Works  
Projects



Construction  
Management



Plan  
Check



444 South 8th Street - Suite B4 - Mail Box #9 • El Centro, CA



92243 760 235 5185 Office + Mobile



[jcrproterraus@gmail.com](mailto:jcrproterraus@gmail.com)



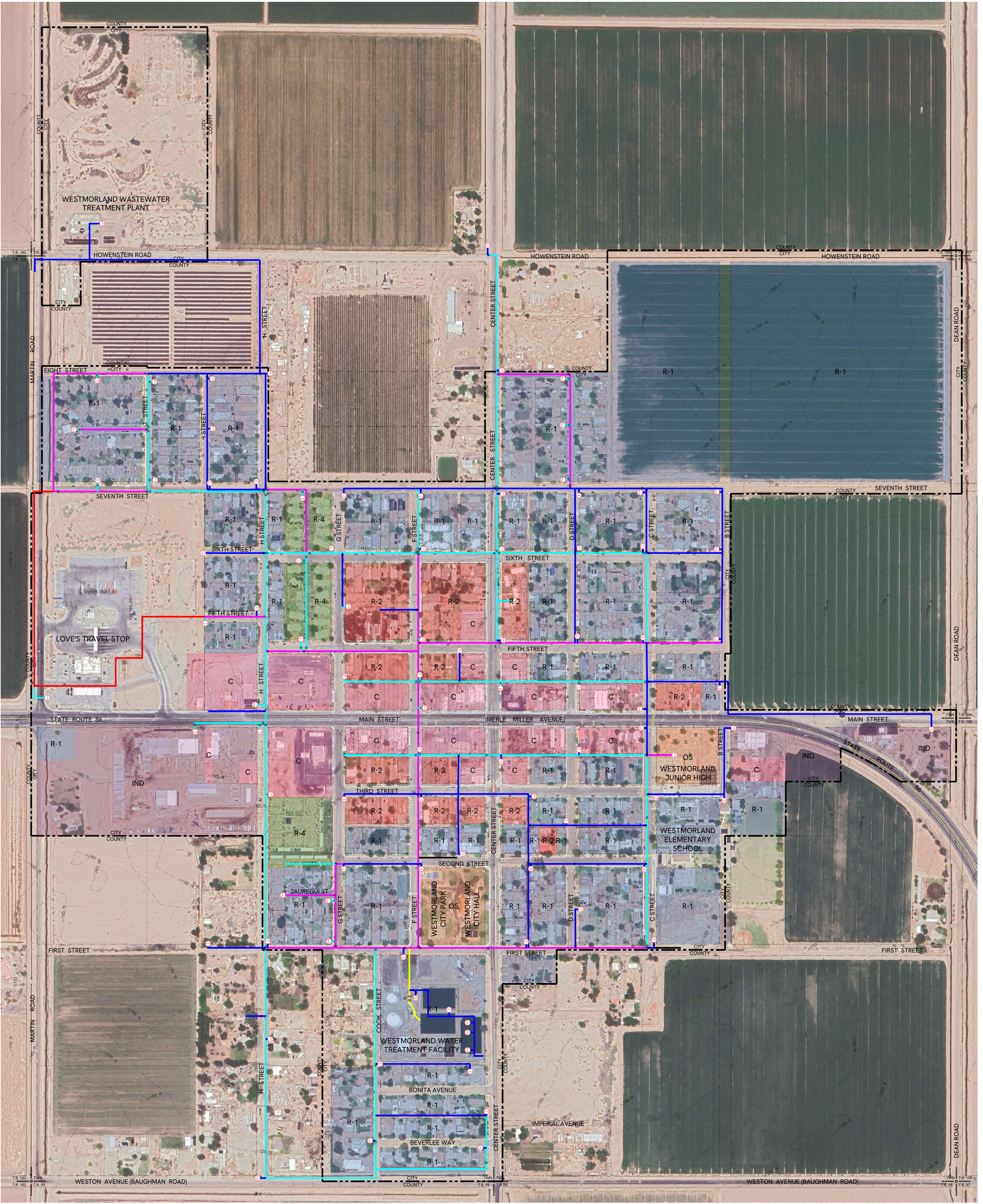
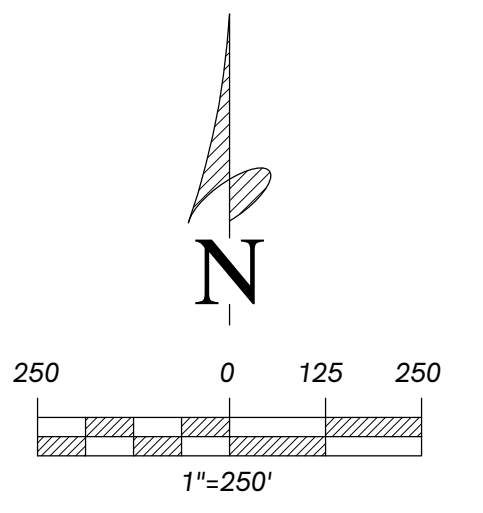


**LEGEND**

WATER VALVE		2 INCH WATER PIPE	
FIRE HYDRANT		4 INCH WATER PIPE	
RIGHT OF WAY		6 INCH WATER PIPE	
CITY LIMIT		8 INCH WATER PIPE	
GROUND ELEVATION		10 INCH WATER PIPE	
		12 INCH WATER PIPE	

**ZONING LEGEND**

R-1 SINGLE FAMILY ZONE	
R-2 LOW/MEDIUM DENSITY MULTI-FAMILY ZONE	
R-4 HIGH DENSITY MULTI FAMILY RESIDENTIAL	
C COMMERCIAL	
IND INDUSTRIAL	
OS OPEN SPACE	



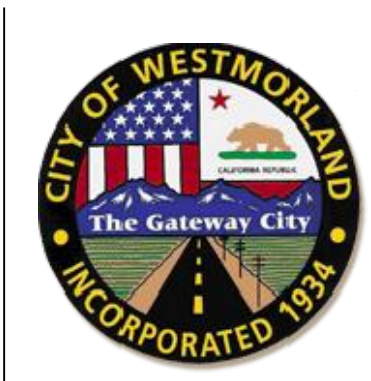
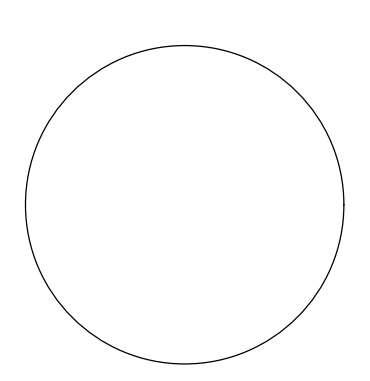
**Proterra**  
444 SOUTH EIGHT STREET, SUITE B4,  
EL CENTRO CA 92243

PREPARED UNDER DIRECTION OF:  
**JOSE CARLOS ROMERO**  
PE 50,429 / LS 7,671  
DATE: MM/DD/YY



NO.	DATE	BY
1	MM/DD/YY	NAME NAME

APPROVED BY:  
**RAMIRO BARAJAS**  
PUBLIC WORKS DIRECTOR  
DATE: MM/DD/YY



PROJECT:  
**WATER MASTER PLAN**  
CITY OF WESTMORLAND  
JANUARY 2024  
SHEET CONTENT:  
**EXISTING WATER  
DISTRIBUTION SYSTEM**

PROJECT NO.: 21012  
DRAWN BY: KB 01.25.24  
SHEET: 1/1

**W-01**



**STAFF AGENDA REPORT**  
City of Westmorland

Meeting Date:	<b>02-21-2024</b>
Agenda Item:	_____
<b><u>APPROVED</u></b> <b><u>FOR AGENDA</u></b>	
ED:	_____
ATTORNEY:	_____

FROM: Teri Nava, Consultant

Prepared by: Teri Nava, Consultant

**SUBJECT: Update on LEAP -Local Early Action Program**

<b>Executive Director Recommendation:</b>	N/A
<b>DISCUSSION:</b>	Per the LEAP Grant, the City was able to update the General Plan's Housing Element (HE). The HE has been completed and submitted to State of California Housing and Community Development (HCD). Awaiting final approval of document. Once approved, it will go before City Council for Adoption.
<b>FISCAL IMPACT:</b>	N/A
<b>ATTACHMENTS:</b>	Housing Element-Final Draft

---

2021-2029



City of Westmorland

# Housing Element

Draft October 2023

## Adopted by the City Council

Xxxx xx, 2023

Judith Rivera, Mayor  
Ana Beltran, Mayor Pro Tem  
Justina Cruz  
Julian Villalon  
Xavier Mendez

**City of Westmorland**  
355 South Center Street  
Westmorland, CA 92281  
760-344-3411

<https://www.cityofwestmorland.net/>

# Table of Contents

<b>1. Introduction.....</b>	<b>1</b>
1.1. Legislative Requirements.....	1
1.2. Public Participation .....	2
A. Draft Housing Element Review .....	2
B. Adoption Hearings .....	3
C. Summary of Public Comments and City Responses.....	3
1.3 Consistency with the General Plan .....	3
<b>2. Community Profile.....</b>	<b>5</b>
2.1. Demographic Profile .....	5
A. Population Trends.....	5
B. Race/Ethnicity .....	6
2.2 Economic Profile .....	7
A. Employment.....	7
B. Household Income .....	7
2.3. Household Characteristics .....	9
A. Household Type and Size .....	10
B. Housing Tenure .....	10
2.4. Housing Problems .....	11
Cost Burden.....	12
2.5. Special Needs .....	14
A. Seniors.....	15
B. Persons with Disabilities (Including Developmental Disabilities) .....	17
C. Large Households.....	19
D. Single-Parent/Female-Headed Households.....	20
E. Residents Living Below the Poverty Level.....	20
F. Farm Workers .....	21
G. Homeless Persons .....	22
H. Extremely Low-Income Households.....	25



2.6. Housing Stock Characteristics .....	25
A. Housing Unit Growth .....	26
B. Housing Type.....	26
C. Housing Vacancy .....	26
2.7. Housing Cost and Affordability .....	27
A. Ownership Housing.....	27
B. Rental Housing .....	28
C. Housing Affordability by Income .....	28
2.8. Affordable Housing .....	29
A. Inventory of At-Risk Rental Housing Units.....	30
<b>3. Housing Constraints .....</b>	<b>32</b>
3.1. Market Constraints .....	32
A. Construction Costs .....	32
B. Home Financing .....	34
3.2. Governmental Constraints.....	35
A. Land Use Controls .....	35
B. Development Permit Procedures.....	45
C. Zoning and Development Standards.....	48
D. Housing for Persons with Disabilities.....	49
<b>4. AFFIRMATIVELY FURTHERING FAIR HOUSING .....</b>	<b>51</b>
A. Outreach .....	51
B. Assessment of Fair Housing .....	52
C. Integration or Segregation Patterns .....	52
<b>5. Sites Inventory .....</b>	<b>71</b>
<b>6. Accomplishments Under The 2008-2014 Housing Element.....</b>	<b>80</b>
<b>7. Housing Program .....</b>	<b>95</b>
Quantified Housing Objectives .....	106

# 1. Introduction

## 1.1. Legislative Requirements

The Housing Element is one of the elements required to be included in the City's General Plan. State law identifies the subjects that must be addressed in a Housing Element. These guidelines are identified in Article 10.6 of the State of California Government Code (Sections 65580 et seq.). State law specifies that the Housing Element must assess housing needs and evaluate the current housing market in the City and then identify programs that will meet housing needs. The housing market evaluation includes a review of housing stock characteristics as well as housing cost, household incomes, special needs households, availability of land and infrastructure, and various other factors. Also included in this evaluation is the community's "Regional Housing Needs Allocation" (RHNA) which provides an estimate of the number of housing units that should be provided in the community to meet its share of new households in the region. In addition to this information, the Housing Element document must evaluate and review its past housing programs and consider this review in planning future housing strategies.

The City's previous Housing Element was adopted in 2016. Until recently, Housing Elements have been required to be updated every five years, unless otherwise extended by State law. Senate Bill 375, enacted in 2008, established an eight-year cycle for housing element updates. The statutory planning period for this Housing Element begins on October 15, 2021, and extends through October 15, 2029. However, the RHNA period begins June 30, 2021, and extends through October 15, 2029.

The 2021-2029 Housing Element is subject to review by the California Department of Housing and Community Development (HCD) for compliance with applicable State laws. A critical component of HCD's review of the Housing Element is the local jurisdiction's ability in accommodating its RHNA through land-use planning efforts. Compliance with this requirement is measured by the jurisdiction's ability in providing adequate land with adequate density and appropriate development standards to accommodate the RHNA. The Southern California Association of Governments (SCAG), as the regional planning agency, is responsible for allocating the RHNA to individual jurisdictions within the region.

For the 2021-2029 Housing Element update for the City of Westmorland, SCAG has assigned an RHNA of 33 units, in the following income distribution:

- Extremely Low/Very Low Income: 18 units
- Low Income: 6 units
- Moderate Income: 4 units

- Above Moderate Income: 15 units

The City must demonstrate its ability to accommodate the RHNA in this Housing Element.

## 1.2. Public Participation

The City of Westmorland offers ample opportunities for the public to comment on housing-related issues and on the Draft 2021-2029 Housing Element. A list of agencies and organizations contacted to participate in the planning process and a detailed summary of comments is contained in Appendix A. Due to the COVID-19 pandemic, public engagement was held virtually and by conference call.

### A. Draft Housing Element Review

<sup>1</sup> The City has an RHNA allocation of 8 very-low-income units (including extremely low-income units). Pursuant to AB 2634, the City must project the number of extremely low-income housing needs based on Census income distribution or assume 50 percent of the very low-income units as extremely low. Assuming an even split, the City's RHNA allocation of 8 very-low-income units may be divided into 4 very low and 4 extremely low-income units. However, for purposes of identifying adequate sites for the RHNA, State law does not mandate separate accounting for the extremely low-income category.

The City conducted two Housing Element Workshops on January 28, 2022, and March 25, 2022, to discuss the Housing Element update process and solicit stakeholder and public comments on housing issues and needs. The following topics were covered at each Workshop:

- January 28, 2022: Introduction to the Housing Element Update process, requirements, RHNA units, and possible strategies to meet RHNA.
- March 16, 2022: Review strategies to meet RHNA, including the location of sites, and review Housing Programs.
- June 1, 2022: Review Draft Housing Element, including an overview of Housing Element, strategies to meet RHNA, housing programs, AFFH findings, and next steps in the review and adoption process. Attendees were informed the draft would be available starting Friday, June 3, 2022, for public review.

Notices of the meeting were published in English and Spanish in the Imperial Valley Press, and posted at Westmorland City Hall, and the Westmorland Post Office. The notices were also posted on the City bulletin board and flyers were made available at the public counter. In addition, special invitations were sent to housing developers, advocates, community stakeholders, and agencies that serve the housing and supportive service needs of lower and moderate-income persons, as

well as those with special housing needs. The meetings were attended by members of the public and representatives of the development community and nonprofit organizations.

The City conducted a community workshop on March 16, 2022, to review the draft Housing Element. To solicit input from supportive service and housing providers, the City sent special notices of the public meeting to housing developers and professionals, as well as agencies that serve or represent the interest of lower and moderate-income households and persons with special housing needs. The City also advertised the availability of the Housing Element for public review in English and Spanish in the Imperial Valley Press. The Draft Housing Element was then made available to the public for review beginning June 3, 2022.

## **B. Adoption Hearings**

For the adoption of the 2021-2029 Housing Element, the City conducted public hearings before the Planning Commission and City Council in June - July 2022.

## **C. Summary of Public Comments and City Responses**

Affordable housing, especially for lower-income, seniors, large households, and persons with disabilities are among some of the key issues raised during the public participation process of this Housing Element update. Public service providers also brought up the need for more fair housing protection for special needs groups. Not only is there a need for more affordable housing, but the housing of different types and other housing assistance like closing costs, rental assistance, neighborhood clean-up, and habitability. On the other hand, developers expressed that long processing periods and high fees were a constraint for development in the City.

The Housing Element addresses these needs through a variety of programs targeted to conserve the existing affordable housing stock, facilitating the construction of new affordable housing, and coordinate with and fund social service agencies, including organizations that support extremely low-income seniors and persons with disabilities.

### **1.3 Consistency with the General Plan**

The Housing Element has been reviewed for consistency with the City's other General Plan Elements, and the Housing Element's policies and programs are consistent with the other Elements. As portions of the General Plan may be amended in the future, the Housing Element will be reviewed to ensure internal consistency is maintained. Table 1 – Housing Element Policy

identifies the relationship between the Housing Element goals, policies, and objectives to other elements of the Holtville General Plan. The housing issue section identifies the mandated contents and broader goals of the Housing Element. An “X” indicates that related goals and policies are contained in the corresponding General Plan Element.

**Table 1: Consistency with Other General Plan Elements**

Housing Issue Area	Land Use	Circulation	Conservation/ Open Space	Safety	Noise
Conserve & Improve Existing Housing Stock			X	X	
Identify Adequate Sites for Development	X	X	X	X	X
Provision of Affordable Housing	X				
Removing Constraints	X	X	X		

# 2. Community Profile

The purpose of this section is to summarize and analyze the existing housing conditions in the City of Westmorland. This section contains an analysis of population trends, employment trends, household trends, and special needs groups within the City.

## 2.1. Demographic Profile

When evaluating housing needs, analysis of demographic variables such as population, employment, and households is essential in order to assess the present and future housing needs of a city or county. This section presents data gathered from the following sources: U.S. Census Bureau, American Community Survey (ACS), Comprehensive Housing Affordability Strategy (CHAS), U.S. Department of Housing and Urban Development (HUD), California Department of Housing and Community Development (HCD), California Employment Development Department, Southern California Association of Governments (SCAG), Imperial Valley Housing Authority (IVHA), DataQuick, and Craigslist.org.

### A. Population Trends

Between 2000 and 2010, the population in Westmorland did not increase. As shown in the table below, over the subsequent decade, from 2010 to 2021, the population remained the same. The City’s growth rate was also similar to most of the County’s incorporated cities. However, Imperial and Brawley both saw higher increases in population than the City of Westmorland and the County overall.

**Table 2: Population Trends for Westmorland and Neighboring Cities (2000-2021)**

City	2000	2010	2021	Change (2010-2021)	
				# of Persons	% Change
El Centro	37,835	42,598	44,997	2,399	5.6%



Calexico	27,109	38,572	40,485	1,913	5.0%
Brawley	22,052	24,953	27,326	2,373	9.5%
Imperial	7,560	14,758	20,289	5,531	37.5%
Holtville	5,612	5,939	6,236	297	5.0%
<b>Westmorland</b>	<b>2,131</b>	<b>2,225</b>	<b>2,225</b>	<b>0</b>	<b>0%</b>
Imperial County	142,361	174,528	186,034	11,506	6.6%

## B. Race/Ethnicity

In 2019, the racial/ethnic composition of City residents was similar to that of County residents. As shown in the table, approximately 82 percent of the City’s population categorized themselves as Hispanic (of any race) with the remaining population identifying themselves as non-Hispanic (of one or more races). The County has a higher percentage of white people by 1.4 percent and a smaller Black or African American population.

**Table 3 Race and Ethnicity - Westmorland and Imperial County**

Category	City of Westmorland		Imperial County	
	# of Persons	% of Total	# of Persons	% of Total
Not Hispanic or Latino	383	17.2%	28,529	15.8%
White	205	9.2%	19,228	10.6%
Black or African American	85	3.8%	3,882	2.1%

American Indian/Alaska Native	24	1.1%	1,104	0.6%
Asian	7	0.30%	2,367	1.3%
Native Hawaiian/Pacific Islander	0	0.0%	240	0.1%
Other Races or 2+ Races	62	2.8%	1,708	0.9%
Hispanic or Latino (any race)	1842	82.80%	152,172	84.2%
<b>Total</b>	<b>2225</b>	<b>100.0%</b>	<b>180,701</b>	<b>100.0%</b>

## 2.2 Economic Profile

### A. Employment

Employment generates income, which leads to effective housing demand and housing choices. SCAG estimates that Westmorland had a 13% increase of employed persons in 2022. Employment is projected to increase by 25% by 2025.

### B. Household Income

In 2019, a significant percentage of households in the City (33.1 percent) had annual incomes less than \$25,000 per year. In that same year, households with annual incomes over \$75,000 accounted for 8 percent of total households. There were noticeable increases in the overall number and proportion of households with lower (less than \$25,000) and higher incomes (\$75,000 and greater), while the proportion of households earning middle incomes (\$25,000 to \$74,999) decreased.

**Table 4 Household Income Ranges**

<b>Income Ranges</b>	<b>2020 % of Total</b>
Less Than \$10,000	13%
\$10,000-\$20,000	19.75%
\$20,001-\$30,000	18%
\$30,001-\$40,000	18.5%
\$40,001-\$50,000	9.75%
\$50,001-\$74,999	16.2%
\$75,000-\$99,999	4%
\$100,000+	3.8%
<b>Total</b>	<b>100.0%</b>

In 2019, Imperial County’s median income was \$53,424; the median income in the City of Westmorland was lower than the County median. The City’s median income increased by 12.2 percent - between 2019 and 2020.

For planning and funding purposes, the State Department of Housing and Community Development (HCD) categorizes households into five income groups based on the County Area Median Income (AMI):

- Extremely Low Income – up to 30 percent of AMI
- Very Low Income – 31 to 50 percent of AMI
- Low Income – 51 to 80 percent of AMI
- Moderate Income – 81 to 120 percent of AMI

- Above Moderate Income – greater than 120 percent of AMI

Combined, extremely low, very low, and low-income households are often referred to as lower-income households. The table below summarizes the distribution of income categories for residents of Westmorland. Only 15% of the households in Westmorland are within the moderate or above-moderate income categories. A majority of households are low to extremely low income, while a significant portion of households are extremely low income (22%).

**Table 5 Household by Income Categories (2014-2018)**

Source: SCAG RHNA Calculator, March 2021

Income Group	City of Westmorland	Imperial County
Extremely Low Income (<30%)	22%	13%
Very Low (31 to 50%)	30%	14%
Low (51 to 80%)	33%	15%
Moderate (81 to 120%)	7%	14%
Above Moderate (>120%)	8%	44%

### 2.3. Household Characteristics

A household is defined as all persons occupying a housing unit. Families are a subset of households and include all persons living together who are related by blood, marriage, or adoption. Single households include persons living alone in housing units, but do not include persons in group quarters such as convalescent homes or dormitories. Other households are unrelated people living together, such as roommates. Household characteristics play an important role in defining community needs. Household type, income, and tenure can help to identify special needs populations as well as other factors that affect the housing needs of a community.

## A. Household Type and Size

Household types and sizes can change even in periods of static population growth as adult children leave home, married couples divorce, or with the general aging of the population. Westmorland’s growth rate has been lower than the growth rate of the County.

Household size is a significant factor in housing demand. Often, household size can be used to predict the unit size that a household will select. For example, small households (one and two persons per household) traditionally can find suitable housing in units with up to two bedrooms while large households (five or more persons per household) can usually find suitable housing in units with three to four bedrooms. During the previous decade, the average household size in Westmorland remained the same.

**Table 6 Average Persons-Per-Household Trends (2010-2019)**

Source: ACS 2006-2010, pointzhomes.com

Year	City of Westmorland	County
2010	5	3.34
2019	5	3.81

## B. Housing Tenure

Housing tenure refers to whether a unit is owned or rented. Tenure is an important market characteristic because it is directly related to housing types and turnover rates. The tenure distribution of a community’s housing stock can be an indicator of several aspects of the housing market, including the affordability of units, household stability, and residential mobility among others. In most communities, tenure distribution generally correlates with household income, composition, and age of the householder.

Households in the City of Westmorland in 2010 were almost equally split in terms of tenure, with slightly under one-half of the City’s 488 households owning their homes and slightly over one-half

renting their homes. The County, in 2010, had 11.8 percent more owners than renters. As of 2019, the City of Westmorland continues to have a lower proportion of owner-households than Imperial County (see below).

**Table 7 Tenure (2010-2019)**

Source: U.S. Bureau of the Census, 2010-2019.

Household Size	Westmorland % of Total	County % of Total
<b>2010</b>		
Owner	47%	55.9%
Renters	53%	44.1%
<b>2019</b>		
Owners	38.9%	55.5%
Renters	61.1%	44.5%

## 2.4. Housing Problems

While the SCAG data presented in Table 8 estimates the number of households that fall within each income level, it does not provide any detail on the specific housing needs and problems faced by these households. The Comprehensive Housing Affordability Strategy (CHAS) developed by the Census Bureau for HUD, however, provides detailed information on housing needs by income level for different types of households in Westmorland. Detailed CHAS data based on the 2013-2017 ACS data is displayed in Table 14. Housing problems considered by CHAS include:

- Units with physical defects (lacking complete kitchen or bathroom);
- Overcrowded conditions (housing units with more than one person per room);
- Housing cost burden, including utilities, exceeding 30 percent of gross income; or



- Severe housing cost burden, including utilities, exceeding 50 percent of gross income.

Most lower and moderate-income households cope with housing cost issues either by assuming a cost burden or by occupying a smaller-than-needed or substandard unit. Specifically, according to HUD, 70 percent of all of the City’s lower-income households were experiencing one or more housing problems (e.g. cost burden, overcrowding, or substandard housing condition) between 2013 and 2017.<sup>2</sup>

<sup>2</sup> U.S. Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) data based on 2013-2017 ACS.

## Cost Burden

Housing cost burden is defined as a housing cost that exceeds 30 percent of a household’s gross income. A severe cost burden is a housing cost that exceeds 50 percent of a household’s gross income.<sup>3</sup> Housing cost burden is particularly problematic for low and moderate-income households in that it leaves little resources for a household to pay for other living expenses. If the City did not have affordable housing developments, Section 8 vouchers, and rental assistance, the cost burden problem would be much more severe.

Table 7B summarizes overpayment and cost burden for the residents of Westmorland. An overwhelming 81.4% of all households in Westmorland experience some form of cost burden, but those who rent experience a higher percentage of burden, especially those that are in the low and very low-income categories. Approximately 77% of the low and very low-income renters experience the most overpayment.

<sup>3</sup> A household spending more than 30 percent of its gross household income on housing is considered cost-burdened both by the State Department of Housing and Community Development (HCD) and the U.S. Department of Housing and Urban Development (HUD).

### Table 8B Summary of Housing Overpayment

Source: U.S. Department of Housing and Urban Development (HUD), Comprehensive Housing Affordability Strategy (CHAS) 2016-2020.

Income by Cost Burden (Owners and Renters)		Cost burden > 30%	Cost burden > 50%	Total
Household	Income <= 30% HAMFI	125	100	160

Household Income >30% to <=50% HAMFI	110	0	155
Household Income >50% to <=80% HAMFI	8	4	75
Household Income >80% to <=100% HAMFI	10	0	90
Household Income >100% HAMFI	0	0	110
<b>Total</b>	<b>253</b>	<b>104</b>	<b>590</b>
<b>Income by Cost Burden (Renters only)</b>	<b>Cost burden &gt; 30%</b>	<b>Cost burden &gt; 50%</b>	<b>Total</b>
Household Income <= 30% HAMFI	105	90	140
Household Income >30% to <=50% HAMFI	50	0	70
Household Income >50% to <=80% HAMFI	8	4	45
Household Income >80% to <=100% HAMFI	4	0	25
Household Income >100% HAMFI	0	0	45
<b>Total</b>	<b>167</b>	<b>94</b>	<b>330</b>
<b>Income by Cost Burden (Owners only)</b>	<b>Cost burden &gt; 30%</b>	<b>Cost burden &gt; 50%</b>	<b>Total</b>
Household Income <= 30% HAMFI	14	10	20
Household Income >30% to <=50% HAMFI	60	0	85
Household Income >50% to <=80% HAMFI	0	0	30
Household Income >80% to <=100% HAMFI	4	0	65

Household Income >100% HAMFI	0	0	65
<b>Total</b>	<b>78</b>	<b>10</b>	<b>265</b>

## 2.5. Special Needs

There is considerable overlap among and between extremely low-income households and special needs populations. State law specially recognizes specific special needs population including elderly, trail elderly, disabled persons, developmentally disabled persons, large families, female householders, and homeless persons and families.

In order to assist in the development of housing affordable extremely low-income (ELI) households The City will proactively encourage and facilitate the development of affordable housing for lower income households, particularly those with extremely low-income (ELI), special needs including large households, seniors, and households with persons who have disabilities or developmental disabilities, and farmworkers by:

- Providing regulatory incentives to developers who agree to include a portion of their units affordable to ELI households.
- Seek funding from state sources in coordination with affordable developers.
- Defer development standards to promote affordable housing development.
- Modify certain development standards to promote affordable housing development. For example, reduce parking standards or covered parking requirements for senior or certain projects designed for lower-income households.
- Establish ministerial procedures to reduce parking standards for housing for special needs households (i.e., seniors, persons with disabilities)

The above program components will be implemented by mid-year 2025. The City will work in coordination with affordable housing developers such as Imperial Valley Housing Authority, Chelsea Investment Corporation and LINC Housing Corporation.

The program will be reviewed annually, and implementation progress reported in the Housing Element Annual Progress Report. The Progress Report will include information on the types of households - including special needs populations - who have been assisted by specific programs. The Progress Report will be presented to the City Council and made available at City Hall and on the City's web page.

The contract planner and City Clerk will be responsible for the implementation of this program. Funding sources will include the General Fund and may include CDBG, HOME, and other State funding sources.

Four other programs included in the Housing Element also will meet the needs of the special needs population who fall within the extremely low-income group but who in fact may have zero to very little income. The quantified objectives for extremely low-income households are based on individual programs that address the existing and future needs of extremely low-income households as follows:

- Imperial Valley Housing Authority Rental Assistance Program
- Density Bonus Incentives
- Developmentally Disabled Outreach Program
- Housing Rehabilitation Program

More specifically, Government Code Section 65583(c)(3) states that a housing program must:

*Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities.*

*The program shall remove constraints to, or provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities.*

## 1. Housing Needs, Goals, Policies, and Objectives

Westmorland's analysis of governmental constraints included:

- Land use controls
- Building codes and their enforcement
- Site improvements
- Fees and exactions required of developers.
- Local processing and permit procedures
- Constraints on housing for persons with disabilities
- Constraints on meeting regional share housing needs

### A. Seniors

Seniors, defined as persons over the age of 65 years, often age in-place, living in housing that is too expensive for their fixed incomes or that structurally does not accommodate specific needs for assistance. Even though senior citizens may have difficulty living in their own home, they often do not have the options or mobility afforded by other segments of the population.

The number of seniors in Westmorland has decreased over the last two decades, as shown in Table 8 below. This decrease may be due, in part, to the lack of affordable and appropriate housing options.

**Table 9 Senior Population Trends (65+) (2000-2019)**

Source: U.S. Bureau of the Census, 2000-2010, ACS 2015-2019

Year	# of Persons	% of population	% Change
2000	412	19.0%	
2010	356	16.0%	-13.6%
2019	290	13.0%	-18.5%

As documented in Table 14, elderly households in the City (particularly those that rented their homes) were especially likely to experience a housing problem. Specifically, of all elderly renter households, around 60 percent reported experiencing a housing problem. Among elderly owner households, approximately 26 percent reported experiencing a housing problem.

**Resources**

The special needs of seniors can be met through a range of services, including congregate care, rent subsidies, shared housing, and housing rehabilitation assistance. For the frail or disabled elderly, housing can be modified with features that help ensure continued independent living arrangements. Affordable housing developments in the City include:

- Westmorland 7 a.m. Apartments
- IV Housing Authority
- Public Housing, Westmorland, CA 92281

There are no Adult Residential Facilities in the City, residents must seek facilities in other cities in the County.

## B. Persons with Disabilities (Including Developmental Disabilities)

Three types of disabled persons are considered as having special housing needs: physically impaired, mentally disabled, and developmentally disabled. Each type is unique and requires specific attention in terms of access to housing, employment, social services, medical services, and accessibility of housing.

According to 2015-2019 ACS data, approximately 16.2 percent of Westmorland residents had a disability. The ACS also tallied the number of disabilities by type for residents with one or more disabilities (see Table 9, next page). Among the disabilities tallied, ambulatory (55.0 percent) and cognitive (34.1 percent) difficulties were the most prevalent. However, the types of disabilities experienced varied depending on the age of the disabled person. Specifically, vision difficulties were the most common disability affecting disabled person ages 5-7, afflicting 17.3 percent of the disabled persons in this age group. Meanwhile, ambulatory difficulties were the most likely to affect disabled persons over the age of 65.

**Table 10 Types of Disabilities**

Source: US Census American Community Survey

Type of Disability	Number of Persons
Sensory disability	116
Physical disability	144
Mental disability	69
Self-care disability	40
Go-outside-home disability	117



Persons with disabilities require housing that is adapted to their needs. Most older single-family homes are inaccessible to people with mobility and sensory limitations. Housing may not be adaptable to widened doorways and hallways, access ramps, larger bathrooms, lowered countertops, and other features necessary for accessibility. Location of housing is also an important factor for many persons with disabilities, as they often rely upon public transportation to travel to necessary services and shops.

### **Persons with Developmental Disabilities**

A recent change in State law requires that the Housing Element discuss the housing needs of persons with developmental disabilities. Section 4512 of the Welfare and Institutions Code defines “a developmental disability as a disability that originates before an individual attains 18 years of age; continues, or can be expected to continue, indefinitely; and constitutes a substantial disability for that individual. This term shall include: intellectual disability, cerebral palsy, epilepsy, autism [and] shall also include disabling conditions found to be closely related to intellectual disability or to require treatment similar to that required for individuals with an intellectual disability, but shall not include other handicapping conditions that are solely physical in nature.” This term shall also reflect the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

The Census does not record developmental disabilities. According to the U.S. Administration on Developmental Disabilities, an accepted estimate of the percentage of the population that can be defined as developmentally disabled is 1.5 percent. This generally equates to 654 persons in the City of Westmorland with developmental disabilities, based on the 2015-2019 Census population. However, according to the State’s Department of Developmental Services, as of March 2021, approximately 886 Westmorland residents with developmental disabilities were being assisted at the San Diego Regional Center for the Developmentally Disabled branch office located in the City of Imperial. Most of these individuals were residing in a private home with their parents or guardian and 13 of these persons with developmental disabilities were under the age of 18.

Many developmentally disabled persons can live and work independently within a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person’s living situation as a child to an appropriate level of independence as an adult.

### **Resources**

Various non-profit groups provide supportive services to the special needs population in El Centro, including persons with disabilities. Community Catalysts California has a center located at 354 E. Main Street in El Centro, CA and offers various social services to City residents with the goal of empowering people with disabilities. Among other organizations, ARC of Imperial Valley offers dial-a-ride paratransit services to City residents and links them to additional health, employment, and residential services. The Arc Imperial Valley also operates Group Homes, Independent Living Services, an Adult Development Center, a Behavior Management Program, an Activity Center, a Work Activity Program, Supported Employment and Individual Placement, a Commercial Kitchen and a Recycling Program with a Car Wash. The Arc Imperial Valley is also one of the largest Federal Government contractors in the area through the AbilityOne Program.

According to the State Department of Social Services, six licensed residential care facilities, with a total capacity of 81 beds, are located within Imperial County. These facilities have the capability to accommodate and serve persons with disabilities. The Zoning Ordinance treats residential care facilities in accordance with the Lanterman Developmental Disabilities Services Act.

State and federal legislation mandate that a percentage of units in new or substantially rehabilitated multi-family apartment complexes be made accessible to individuals with limited physical mobility.

### **C. Large Households**

For the purposes of this section, large households are defined as households consisting of five or more persons. Generally, the needs of large families are not targeted in the housing market, especially in the multi-family market.

In 2010, 23 percent (or 2,637 households) of the City's households were large households. By 2019, the number of large households in the City had decreased. Two- and three-bedroom units are the most common housing unit type in the housing market; however, large households typically require dwelling units with four or more bedrooms in order to avoid overcrowding. According to 2015-2019 ACS data, the majority of owner-occupied housing in the City had three or fewer bedrooms (76.8 percent, occupied by 8,930 households). The proportion of renter-occupied housing with four or more bedrooms was low, at just 6.2 percent, accommodating 356 households. Housing options for large renter-households in the City are not sufficient to meet the needs of the 804 large renter-households in the ACS (2015-2019). Lower-income large renter households would have difficulty finding adequately sized and affordable housing in Westmorland.

Large households are often more susceptible to housing problems, like overcrowding and cost burden.

## **Resources**

In order to address the problem of overcrowding in large family households, the City has included, as part of this housing element, programs to increase opportunities for the development of suitably sized housing for these households. Large households can benefit from a variety of programs and services offered by different organizations in the County. Providers such as the Center for Family Solutions and House of Hope can aid households in need of emergency shelter and other services. Additional organizations that offer support services such as assistance with utilities, food, and housing referrals include the Imperial County Family Resource Center, Catholic Charities, Imperial Valley Food Bank, Imperial Valley Housing Authority, and the Salvation Army.

### **D. Single-Parent/Female-Headed Households**

Single-person-heads of households, particularly female-headed families with children, often require special consideration and assistance because of their greater need for affordable housing and accessible daycare, health care, and other supportive services. Female-headed families with children are a particularly vulnerable group because they must balance the needs of their children with work responsibilities, often while earning limited incomes. The 2019 SCAG Profiles found that in 2018, 61.7 percent of all city households had 3 people or fewer. About 12 percent of the households were female-headed households, with no husband present and 24 percent of all households in the city had 5 people or more.

## **Resources**

Various organizations located within Imperial County offer family and youth services. The Imperial Valley Food Bank also supports the City's families through its food distribution and emergency assistance programs. Womanhaven, Inc. offers shelter and a range of services to victims of domestic violence and their children, including counseling, education, advocacy, legal services, support groups, clothing, and case management.

### **E. Residents Living Below the Poverty Level**

In the City of Westmorland, in 2015-2019, an estimated 31.9 percent of all families were living below the poverty level. Poverty thresholds vary depending on the size of the family and the age of family members; therefore, no specific income threshold can be specified. Approximately 50.9 percent (964 families) of the 1,895 family households living below the poverty level were female-headed. Of the female-headed households living below the poverty level, 51.1 percent (492) of households had children under 18 years of age (see Table 21).

## **Resources**

Households within the City living below the poverty level can benefit from programs and services offering assistance with utility bills, food supplies, and various other social services. Organizations in the City offering these services include the Imperial County Family Resource Center, Catholic Charities, Imperial County Social Services, Imperial Valley Food Bank, and the Salvation Army. In addition to providing essential support services, the Center for Family Solutions and House of Hope provide emergency shelter to residents. The IVHA promotes the maintenance and expansion of the Housing Choice Voucher program, which provides an important source of rental assistance for individuals and households living in poverty. Individuals living in poverty can also benefit from small units such as studios and single-room occupancy units (SROs).

## **F. Farm Workers**

The farm worker population consists of two segments: permanent and migratory (seasonal) farm workers. The permanent population consists of farm workers who have settled in the region and maintain local residence and who are employed most of the year. The migratory farm worker population consists of those farm workers who typically migrate to the region during seasonal periods in search of farm labor employment and from the region during the off-season. Traditional sources of population estimates, including the Census, have tended to significantly underestimate farm worker population. This conclusion is based upon subsequent farm worker data that conflicts with prior data. Moreover, different employment estimation techniques result in diverse estimates of local agricultural employment. The USDA's 2017 Census of Agriculture reported that in Imperial County, 7,934 persons were hired farmworkers (fulltime), with 4,634 working more than 150 days and 3,300 working less than 150 days. Imperial County's migrant farmworker population was 1,057. According to the *Profile of the City of Westmorland* prepared by the Southern California Association of Governments, 28.4% of Westmorland's employed population works in the agricultural sector.

Farmers are at very high risk for fatal and nonfatal injuries. Additionally, farming is one of the few industries in which family members (who often share the work and live on the premises) are also at risk for fatal and nonfatal injuries. While no data specific for Westmorland was available at the time of writing, a study published in the *Journal of Agricultural Health and Safety* found that the disability rate in the farm population was 12.9 percent based on U.S. Census Bureau's American Community Survey (ACS) from 2008 to 2016.<sup>4</sup> On average, nearly one out of ten farmworkers had a disability and one in 25 farm family children (ages 6 to 17) and slightly more than two in 25 farm family adults had a disability. The high risk of injury and disability has implications in the planning of housing for farmworkers and their families- both in terms of affordability and housing type needs.

### **Resources**

Farmworkers can benefit from programs for lower income households. The IVHA also has a number of apartment complexes suitable for those in need of affordable housing.

## **G. Homeless Persons**

The City of Westmorland, with the assistance and participation of its local service providers, maintains a continuum of care for the homeless population and to those facing the possibility of homelessness. The continuum of care begins with the assessment of the homeless individual or family; then refers to appropriate housing where supportive services are provided to prepare them for independent living. The goal of a comprehensive homeless service system is to ensure that homeless individuals and families move from homelessness to self-sufficiency, permanent housing, and independent living.

Due to their transient nature, it is difficult to count the number of homeless in any one area. It should also be noted that there are generally two types of homeless - the permanent homeless, who are the transient and most visible homeless population, and the temporarily homeless, who are homeless usually due to eviction and may stay with friends, family, at a shelter or motel until they can find a permanent residence.

The City of Westmorland works with other county departments, mental health providers, homeless and transitional shelters, local jurisdictions and other service providers to identify the needs of the homeless, which have been identified in the Imperial Valley Continuum of Care (CoC) 2020 Homeless Point-in-Time Survey conducted on January 24-25, 2020. This updated count presents the most current data for the region. The Point-in-Time Survey reported that on a given day, there are 1,527 homeless in the County of Imperial. This includes 1,334 unsheltered and 193 sheltered homeless people. The exact population of those who are homeless within the City is difficult to estimate because of the transient nature of the homeless population.

Slab City is a World War II era U.S. Marine Corp training center formerly known as Camp Dunlap. In 1956, Camp Dunlap was determined to be no longer required by the Department of Defense. In October of 1961 and was given to the State of California by quitclaim deed. All of the former Camp Dunlap buildings were removed and all that remained were the concrete slabs used for the building foundations. Many began camping at the slabs and they continued to come and camp and many never left, even though there is no running water, sewage, electricity, or garbage collection. In 2017, Imperial Valley began to include Slab City's homeless population in its PIT counts. According to 2018's PIT report (the last report to include data by community/jurisdictions), Slab City had the largest share of the County's total homeless population. Homeless persons in Slab City include families with children, adults, transition-age youth, veterans, seniors, and all other subsets and demographics. Virtually all homeless persons in Slab City occupy vehicles, hand-built structures, or other makeshift accommodations. The report states that "homelessness in Slab City is unlike the type of homelessness most prevalent nationwide in urban and rural communities insofar as residents of the area are a more-or-less settled population, living in some cases for years on claimed lots with semi-permanent installations... a subset of Slab City residents

denies being homeless, preferring instead to be defined as ‘living off the grid’ or some other alternative term.” In 2018, Slab City had the most homeless residents receiving Social Security, Veteran’s Assistance, Food Stamps, and disability income in the County. Slab City is located about 40 miles north of Westmorland, so its homeless population is not likely to have any effect on the needs and services provided in Westmorland.

The 2018 PIT detailed that Westmorland’s homeless population included a majority of unsheltered individuals with no makeshift accommodation of any type, unlike most other communities in the PIT count. Westmorland’s homeless population cited Temporary Assistance for Needy Families (TANF), Food Stamps, and cash aid as their primary sources of supplementary income.

Though PIT Survey Reports after 2018 have not reported data by community, the data provided by the 2020 PIT count is still useful in identifying Countywide trends in the homeless population. The 2020 Point-in-Time Survey reported the following about the homeless in Imperial County:

- There are 92 homeless children under the age of 18, of which 38 are sheltered while 54 are unsheltered.
- The largest subpopulation of unsheltered homeless are male; there is a total of 1,085 homeless males of which 965 are unsheltered.
- There are 750 chronically homeless individuals on any given day in Imperial County.

In Imperial County, 87 percent of those experiencing homelessness are unsheltered. Factors contributing to homelessness include the lack of housing affordable to lower income persons, increases in the number of persons whose incomes fall below the poverty level, reductions in public subsidies to the poor, alcohol and substance abuse, domestic violence, and the deinstitutionalization of the mentally ill. Homeless people, victims of abuse, and other individuals often have housing needs that are not being met by the traditional housing stock. These people require temporary housing and assistance at little or no cost to the recipient.

The City contacted local organizations such as churches, civic groups, and the school district for any information regarding homelessness. The Westmorland Elementary School District (WESD) reported that there are currently 41 students under the McKinney Vento Program. The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness, which includes those who are: sharing the housing of others due to loss of housing, economic hardship, or a similar reason; staying in motels, trailer parks, or camp grounds due to the lack of an adequate alternative; staying in shelters or transitional housing; or sleeping in cars, parks, abandoned buildings, substandard housing, or similar settings. WESD’s boundaries extend well beyond the City’s boundaries and these 41 students are likely outside of the City’s incorporated boundaries. There is only one hotel or motel in the City and they did not report any long-term residents. There are no trailer parks, campgrounds, or other similar facilities in the City.

## Resources



There are a number of organizations located within Imperial County that offer emergency shelter, transitional housing and supportive services to the region’s homeless or those at risk of becoming homeless.

**Table 11: Homeless Resources in Imperial County**

Source: Imperial County Homeless Resources, Imperial Valley Continuum of Care Council, 2021

<b>Organization</b>	<b>Services</b>
<b>Catholic Charities/House of Hope</b>	Emergency Shelter, Supportive Services
<b>Employment Development Department</b>	Supportive Services
<b>House of Hope</b>	Emergency Shelter, Supportive Services
<b>Imperial County Health Department</b>	Supportive Services
<b>Imperial County Social Services</b>	Supportive Services
<b>Imperial Valley Behavioral Health Services</b>	Supportive Services
<b>Imperial Valley Food Bank</b>	Supportive Services
<b>Imperial Valley College</b>	Supportive Services
<b>I.V. Independent Living Center</b>	
<b>(Empowering People with Disabilities)</b>	Supportive Services
<b>Salvation Army</b>	Supportive Services

<b>IVROP</b>	Supportive Services
<b>IVROP Foster Youth Services</b>	Supportive Services

## H. Extremely Low-Income Households

The category “extremely low-income households” is a subset of “very low-income households,” and is defined as 30 percent (or less) of the area median income. The housing element must quantify existing and projected extremely low-income households, analyze their housing needs, and assess the kind of housing available and suitable for extremely low-income households. About 84 percent of all ELI households experience housing problems compared to 83 percent of very low-income households, 54 percent of low-income households, and 45 percent of all households. ELI households also experience housing cost burdens at higher rates (79 percent) than all other households (74 percent VLI, 45 percent low income, and 38 percent of all households). ELI households also have high rates of overcrowding, compared to all households, but lower than VLI households (Table 24). ELI income renters are also more likely to live in overcrowded conditions than owners. However, all lower-income renter households experience similarly high overcrowding rates (over 18 percent) compared to only nine percent of moderate and above moderate-income households. Based on this analysis, ELI households are disproportionately affected by cost burdens and crowded conditions. Thus, affordable housing opportunities in units of various sizes are necessary it meets the needs of ELI residents in the City.

### Resources

Extremely low-income households can also be any of the aforementioned special needs populations and can thus take advantage of the resources listed in the previous sections. In addition, the City will rely on non-funding-related actions to encourage affordable and special needs housing production, including housing for extremely low-income households.

## 2.6. Housing Stock Characteristics

The Census defines a housing unit as any of the following: a house, an apartment, mobile home or trailer, a group of homes, or a single room intended for use as separate living quarters. Separate living quarters are those in which the occupants live separately from any other

individuals in the building, and which have direct access from outside the building or through a common hall.

This section discusses various housing characteristics and trends that affect housing needs in El Centro. Important characteristics include housing growth, type, vacancy, and age and condition.

## **A. Housing Unit Growth**

Perhaps due to the housing crisis of the late 2000s, the number of housing units in the County increased from 2000 to 2010 (by 27.5 percent) and then only increase by 4.9 percent in the decade that followed. This trend is the opposite in Westmorland, where there was a decrease in the percent growth in the number of housing units between 2000 and 2010.

## **B. Housing Type**

Housing diversity is important for ensuring adequate housing opportunities for Westmorland residents. A diverse housing stock helps ensure that all households, regardless of their income, age group, and/or household size, have the opportunity to find housing that is best suited to their needs.

## **C. Housing Vacancy**

Vacancy rates are important indicators of the supply and cost of housing because they establish the relationship between housing supply and demand. For example, if the demand for housing is greater than the available supply, then the vacancy rate is low, and the price of housing will most likely increase. Additionally, the vacancy rate indicates whether or not the City has an adequate housing supply to provide choice and mobility. General industry standards indicate that vacancy rates of five to six percent for rental housing and one to two percent of ownership housing is sufficient to provide choice and mobility.

In 2015 - 2019, the ACS estimated a vacancy rate of 15.9 percent for the City of Westmorland. In 2006 - 2010, the ACS estimated the vacancy rate for Westmorland to be 8.5 percent.

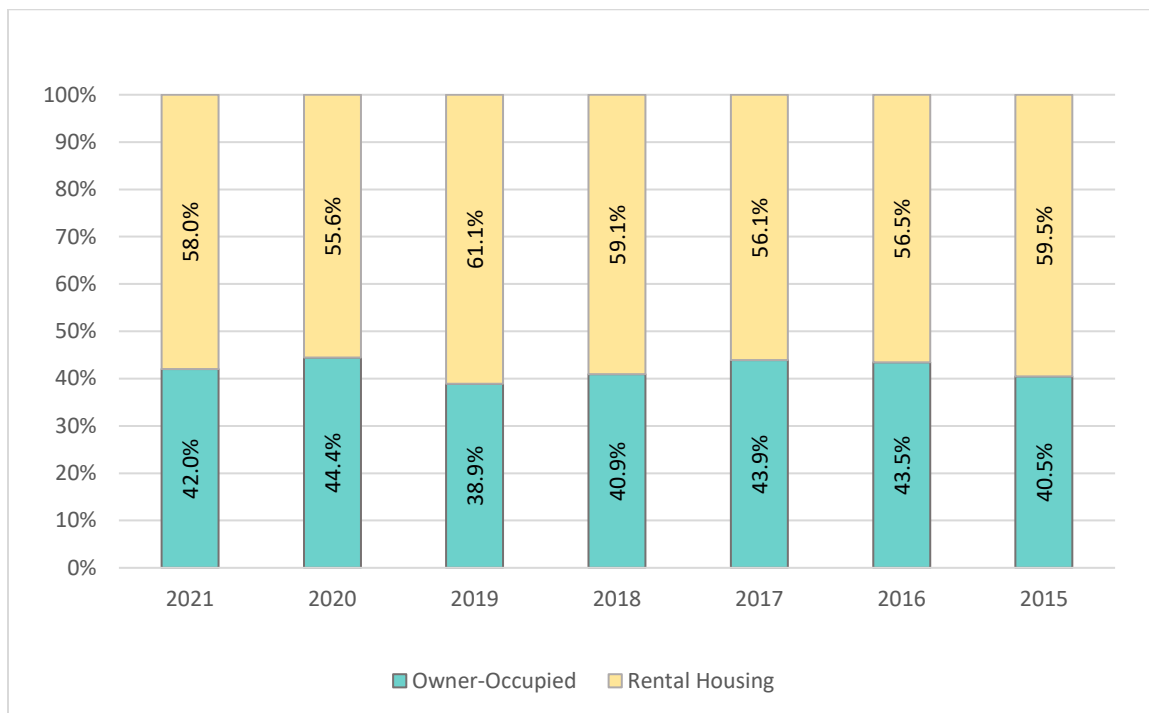
In both 2010 and 2019, the percentage of vacant rental units greatly exceeded the percentage of units for sale. Of the vacant units in the City in 2019, 6.2 percent were available for sale while 18 percent were available for rent. In 2010, there was a much higher percentage of both vacant housing for sale (21 percent) and vacant housing for rent (28.5 percent). A much large proportion of vacant units are being used for seasonal, recreational or occasional use in 2019 than in 2010. ng housing rehabilitation needs.

## 2.7. Housing Cost and Affordability

Renters and Homeowners Percentage of Renters and Homeowners: 2000, 2010, and 2018 2000 2010 2018 Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co. Between 2000 and 2018, homeownership rates decreased, and the share of renters increased. In the years between 2015 and 2021, homeownership rates fluctuated between 38.9% to 44.4%.

**Figure 1: Homeownership Rates**

Source: US Census ACS 5-Year Estimates



### A. Ownership Housing

Between 2000 and 2018, the median home sales price of existing homes increased 197 percent from \$48,750 to \$145,000. Median home sales price increased by 107 percent between 2010 and 2018. In 2018, the median home sales price in the city was \$145,000, \$73,000 lower than that in the county overall. Note: Median home sales price reflects resale of existing homes, which varies due to type of units sold. Annual median home sales prices are not adjusted for inflation. Housing costs accounted for an average of 18.9 percent of total household income for homeowners.

During this same time period, changes to median home prices in small neighboring jurisdictions were also significant. Calipatria had a large (206.7 percent) increase in median price. The largest

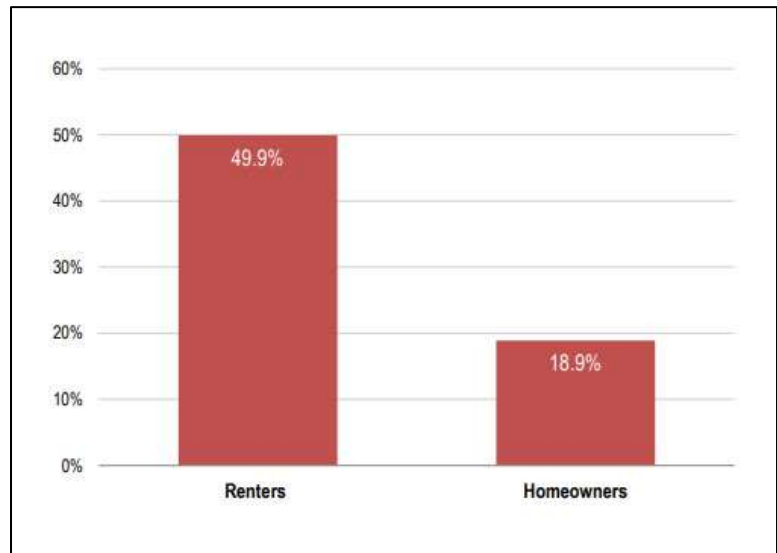
increase occurred in the City of Holtville (249.7 percent) while the smallest increase was in Brawley (82.1 percent). The County’s median home price decreased by 0.8 percent between 2011 and 2012. After 2012, when home prices in the region were generally stagnant, the housing market in the cities of Imperial County experienced growth of around 16 percent a year.

## B. Rental Housing

Housing costs accounted for an average of 49.9 percent of total household income for renters. Between 2000 and 2018, homeownership rates decreased, and the share of renters increased. As shown in Figure 2, housing costs for renters account for nearly 50% of housing costs, compared to only 18.9% for homeowners.

**Figure 2: Housing Cost Share**

Source: US Census American Community Survey



## C. Housing Affordability by Income

Housing affordability can be inferred by comparing the cost of renting or owning a home in the City with the maximum affordable housing costs for households at different income levels. Taken together, this information can generally show who can afford what size and type of housing and indicate the type of households most likely to experience overcrowding and overpayment.

Housing affordability is an important indicator of the quality of life in Westmorland. If residents pay too much for housing, they will not have sufficient income for other necessities such as health care. Households that spend a substantial portion of their income on housing may also be at risk of becoming homeless in unexpected circumstances such as illness or loss of employment. State law requires that the City facilitate the provision of housing opportunities that are affordable to all economic segments of the community.

The federal Department of Housing and Urban Development (HUD) conducts annual household income surveys nationwide to determine a household’s eligibility for federal housing assistance. Based on this survey, the California Department of Housing and Community Development (HCD) developed income limits that can be used to determine the maximum price that could be

affordable to households in the upper range of their respective income category. Households in the lower end of each category can afford less by comparison than those at the upper end.

Based on these income limits for Imperial County and current real estate prices, homeownership in Westmorland is within reach of low to moderate-income households, with the exception of single-person low-income households. Housing options for extremely low and very low-income households are virtually non-existent unless public assistance is involved.

The moderate- and median-income households can generally afford the market rents for apartments in Westmorland. Low-income households in Westmorland may be able to rent housing in the City depending on household size; however, competition for appropriately sized rental homes may lead to a housing cost burden or overcrowding.

The price of homes has increased approximately 16 percent a year since 2012, which saw the tapering of the housing crisis at the end of the prior decade. In addition to high costs, tight credit markets and high down-payment requirements may also have forced otherwise income-qualified households out of the ownership market. This, in turn, could have created a higher demand for rental properties with associated rental price increases. Furthermore, a general shortage of ownership housing options may explain higher relative housing costs when compared to rental housing.

Between 2000 and 2018, the median home sales price of existing homes increased 197 percent from \$48,750 to \$145,000. Median home sales price increased by 107 percent between 2010 and 2018. In 2018, the median home sales price in the city was \$145,000, \$73,000 lower than that in the county overall. Note: Median home sales price reflects resale of existing homes, which varies due to type of units sold. Annual median home sales prices are not adjusted for inflation.

## 2.8. Affordable Housing

State law requires the City to identify, analyze, and propose programs to preserve existing multifamily rental units that are currently restricted to lower income housing use and that will become unrestricted and possibly be lost as lower income housing (i.e., “units at risk” or “at-risk units”).

The following discussion satisfies the first three requirements of State law listed above pertaining to the potential conversion of assisted housing units into market rate housing for the ten-year period between October 15, 2021 and October 15, 2031. The Housing Plan section includes a program for preserving the at-risk units, which meets the final requirement of State law.

## A. Inventory of At-Risk Rental Housing Units

Existing housing that receives governmental assistance or obtained a governmental subsidy for its construction is often a significant source of affordable housing in many communities. State housing element law requires cities to prepare an inventory of all assisted housing units that are available or at risk to convert to non-low-income housing due to termination of subsidy contract, mortgage prepayment, and/or expiring use restrictions. The inventory, within Westmorland, includes 194 assisted units in six deed-restricted affordable housing developments. As shown in Table 9 below, there are no units that are at-risk of converting to market rate within the 6<sup>th</sup> cycle 2021-2029 time frame. The earliest expiration date for deed restrictions is 2059.

**Table 12 Existing Affordable Housing and At-Risk Assessment**

Sources: Imperial Valley Housing Authority (IVHA), Hyder Management, City of Westmorland, and Chelsea Investment Corporation

Project	Financing	Assisted Units	Target Income Group	Expiration Date
<b>Redondo I</b> 201 North G St.	USDA 515 Preservation Funds State Tax Credits	36	Low Income Families	2062
<b>Redondo II</b> 301 North G St.	USDA 515 Preservation Funds State Tax Credits	32	Low Income Families	2062
<b>Westmorland Apts.</b> 181 South G St.	HOME State Tax Credits	65	Low Income Families	2059
<b>IVHA 6<sup>th</sup> Street</b> 155 West 6 <sup>th</sup> St.	HOME HUD Public Housing	15	Very Low- Income Seniors	In perpetuity
<b>IVHA 3<sup>rd</sup> Street</b> 182 West 3 <sup>rd</sup> St.	HOME HUD Public Housing	12	Very Low- Income Families	In perpetuity
<b>IVHA 1<sup>st</sup> Street</b> 217 East 1 <sup>st</sup> St.	HOME HUD Public Housing	34	Very Low- Income Families	In perpetuity





# 3. Housing Constraints

Although Westmorland strives to ensure the provision of adequate and affordable housing to meet the needs of the community, many factors can constrain the development, maintenance and improvement of housing. These include market mechanisms, government regulations, and physical as well as environmental constraints. This section addresses these potential constraints that affect the supply and cost of housing in Westmorland.

The City of Westmorland held public workshops and study sessions to receive input from the local community. These workshops were conducted in person in an outdoor setting. Notices for the workshops were posted at the local U.S. Post Office, City Hall Bulletin Boards and notices were sent out to all residents. Residents were also given the opportunity to provide comments via mail or email. There were no comments relating to Affirmatively Furthering Fair Housing (AFFH).

## 3.1. Market Constraints

Several local and regional constraints hinder the ability to accommodate Westmorland's demand for affordable housing. The cost of land and development costs can make it expensive for developers to build housing. Historically, these constraints have resulted in housing that is often unaffordable to lower, and often moderate, income households, or may render some potential residential projects economically infeasible for developers. Subsidies are often necessary to bridge the gap between market rate and affordable housing costs by lower income households. In fact, most affordable housing developments in Westmorland today often require multiple subsidy sources in order to make a project financially feasible.

### A. Construction Costs

Construction cost is determined primarily by the cost of labor and materials. The relative importance of each is a function of the complexity of the construction job and the desired quality of the finished product. As a result, builders are under constant pressure to complete a job for as low a price as possible while still providing a quality product. This pressure has led (and is still leading) to an emphasis on labor-saving materials and construction techniques.

For the average home, the cost of labor is generally two to three times the cost of materials and therefore represents a substantial component of the total cost of construction. Most relatively small residential construction jobs in Imperial County are performed with nonunion contractors; as a result, labor costs are responsive to changes in the residential market. The relative ease by which a skilled tradesperson can get a contractor' in Westmorland further moderates the

pressures that force labor costs to rise. Construction costs in Westmorland are about the same as in other parts of Imperial County. According to City estimates in 2020, costs may range between \$75 and \$85 per square foot for single-family residences depending on the level of amenities provided, and \$230 to \$300 (prevailing wage) per square foot for multi-family residential structures, depending on construction type and excluding parking. These estimates are based on a 1,300-square-foot single-family home and a 56-unit project with a cost per unit of \$233,389.

A reduction in amenities and quality of building materials (above minimum acceptability for health, safety, and adequate performance) could result in lower sale prices. Economy-building techniques may reduce costs. In addition, prefabricated, factory-built housing may provide lower-priced housing by reducing construction and labor costs. Another factor related to construction costs is the number of units built at one time. As the number of units is increased, construction costs over the entire development are generally reduced based on economies of scale. This reduction in costs is of particular benefit when density bonuses are used for the provision of affordable housing.

## *Land Costs*

The cost of raw land typically accounts for a large share of total housing production costs. Increased land costs appear to be one of the major contributing factors to the rapid rise in housing prices and rents that the Imperial Valley has experienced in recent years. Land costs vary depending on whether the site is vacant or has an existing use that must be removed, or whether the site has physical or environmental issues that must be mitigated (e.g., steep slopes, soil stability, seismic hazards, or flooding).

Supply and demand is an important factor on land cost and the shortage of developable land can drive up the demand and cost of housing construction. Residential land in the City of Westmorland is substantially built out, with little or no vacant land available for development of any type. Precise land costs are difficult to determine in Westmorland due to the limited number of real estate transactions, and there are currently no vacant residential parcels listed for sale within city limits. Vacant agricultural land is currently for sale to the west of city limits at a price of \$1.1 million for approximately 93 acres of land which equates to

Land cost in Westmorland is low and not considered to be a significant constraint in providing for affordable housing. However agricultural land just outside the city limits is considered premium land and any large-scale development would require expansion into these areas and be more expensive. The City of Westmorland has adopted a Density Bonus Ordinance to help mitigate against the cost of land. Senate Bill 728, which was approved by the Governor on September 28, 2021, contained additional provisions in the Density Bonus Law and the City is required to amend its Ordinance. The City anticipates the completion of the Zoning Ordinance update to comply with the current State Density Bonus Law by the end of 2023. No additional program is warranted at this time to mitigate land costs.

## **B. Home Financing**

The availability of financing can affect a person's ability to purchase or improve a home. Under the Home Mortgage Disclosure Act (HMDA), lending institutions are required to disclose information on the disposition of loan applications by the income, gender, and race of the applicants. This applies to all loan applications for home purchases, improvements, and refinancing, whether financed at the market rate or with federal government assistance. Locally assisted mortgages (such as first-time homebuyer programs) are not subject to HMDA reporting.

### **Home Purchase Loans**

In 2019, a total of 3 households applied for government-backed loans (e.g., FHA, VA) in Westmorland.

There are currently no city-based financing programs, but cities have access to a variety of existing and potential funding sources available for development activities for housing to meet the needs of low- and moderate-income groups. The different available and potential financial resources for the preservation and development of housing affordable to these targeted income groups, as well as the provision of housing subsidies for lower- and moderate-income residents in Westmorland, are discussed in this section. This section includes some of the most common funding sources available to support implementation of the City's housing goals and include federal, state, and local resources.

### *HUD Section 8 Housing Choice Voucher Assistance*

The Section 8 program is a federal program under the US Department of Housing and Urban Development (HUD) that provides rental assistance to very low-income persons in need of affordable housing. The Section 8 program was authorized by Congress in 1974 and developed by HUD to provide rental subsidies for eligible tenant families (including single persons) residing in newly constructed, rehabilitated, and existing rental and cooperative apartment projects. The rents of some of the residential units are subsidized by HUD under the Section 8 New Construction, Substantial Rehabilitation, and/or Loan Management Set-Aside programs. All such assistance is project-based, i.e., the subsidy is committed by HUD for the assisted units of a particular mortgaged property for a contractually determined period. The Section 8 program offers a voucher that pays the difference between the current fair market rent and what a tenant can afford to pay (e.g., 30 percent of their income). The voucher allows a tenant to choose housing that may cost above the payment standard, but the tenant must pay the extra cost. The Imperial Valley Housing Authority (IVHA) administers the Section 8 Housing Choice Voucher Program for Westmorland.

## *USDA Rural Housing Service Programs (RHS)*

Under US Department of Agriculture (USDA) Rural Housing Services (RHS), communities can access a variety of housing programs to subsidize housing and retain affordability for low- and very low-income households. Programs include but are not limited to the following:

- Section 515 Rental Housing Program—The Section 515 Rental Housing Program provides long-term financing and rental assistance payments on behalf of lower-income households to developer/operators of new rental housing. Westmorland is an eligible locality for Section 515 financing and the program has been well utilized in the city.
- Section 502 Direct Loan Program—Under the Direct Loan Program, individuals or families receive direct financial assistance directly from the Housing and Community Facilities Programs in the form of a home loan at an affordable interest rate.
- Section 502 Guaranteed Loan Program—Under the Guaranteed Loan Program, the Housing and Community Facilities Programs guarantees loans made by the private sector. The individual works with the private lender and makes his or her payments to that lender.

### 3.2. Governmental Constraints

Housing affordability is affected by factors in both the private and public sectors. Actions by the City can have an impact on the price and availability of housing in Westmorland. Land use controls, site improvement requirements, building codes, fees, and other local programs intended to improve the overall quality of housing may serve as a constraint to housing development. These governmental constraints can limit the operations of the public, private, and nonprofit sectors, making it difficult to meet the demand for affordable housing and limiting the supply in a region.

#### **A. Land Use Controls**

Zoning for a Variety of Housing Types Government Code Section 65583 and 65583.2 require Westmorland’s land use policies, as expressed in the Land Use Element and Zoning Ordinance, to provide for a variety of housing types including multifamily rental housing, factory-built housing, mobile homes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The housing element must also identify a zone, or zones, where emergency shelters are a permitted use without discretionary review (Government Code Section 65583(a)(4)) and demonstrate that transitional housing and supportive housing are considered a residential use and subject to only those restrictions that apply to other residential dwellings of the same type in the same zone (Government Code Section

65583(a)(5)). Table 10 below describes Westmorland’s zoning for a variety of housing types. Table 11 lists the housing types permitted in the residential zones and one commercial zone.

### Table 13 Zoning for a Variety of Housing Types

Source: Westmorland Zoning Code

Housing Type	Zoning Ordinance Provisions
<b>Multifamily Rental Housing</b>	Permitted by right in the R-2 and R-4 Multi-Family Zones.
<b>Factory Built Housing, Manufactured Homes, and Mobile homes</b>	<p>The Zoning Ordinance defines factory-built housing pursuant to Health and Safety Code Section 19971; manufactured homes pursuant to Health and Safety Code Section 18007; and mobile homes pursuant to Health and Safety Code Section 18008.</p> <p>These housing types are permitted in residential zones.</p>
<b>Agricultural Housing</b>	<p>The Zoning Ordinance defines employee housing pursuant to Health and Employees Safety Code Definition 17021.5 and 17021.6. Employee housing is treated as a residential use and is permitted in R-1 Zone and R-2 Zone.</p> <p>Health and Safety Code Section 17021.6 is addressed in the Zoning Ordinance because the OS - Open Space Zone permits "Agricultural land and areas of economic importance for the production of food and fiber." It should be noted that both the Land Use Element and Zoning Map designate only two OS sites - the existing City Hall site and the existing Westmorland Elementary School. This Housing Element includes a program to allow farmworker housing in R-2 zones.</p>
<b>Supportive Housing</b>	Zoning Ordinance definition complies with Government Code Section 65582(g) and such housing is treated as a residential use which complies with Government Code Section 65583(a)(5). Supportive housing is a permitted use

in the Single-Family Residential Zone, R-2 Zone and R-4 Zone, subject only to the same restrictions applied to other residential uses in those three zones. Residential land uses are not permitted in the C - Commercial Zone; I - Industrial Zone; and OS - Open Space Zone.

The Zoning Ordinance definition is: "Supportive housing" per Government Code Section 65582(f) means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

**Single Room Occupancy Units**

Zoning Ordinance definition is modeled after State's efficiency dwelling definition (Health and Safety Code Section 17958. 1). "Single room occupancy housing" means a dwelling unit within a multiple family dwelling structure with a room that includes a closet, sink and stove, range top or oven and space for a bed and a bathroom (toilet, sink and bathtub). A SRO unit shall accommodate a maximum of two persons. SROs shall be 275 SF to 450 SF. Stand-alone SROs shall have a minimum of 16 housing units. SROs are a use permitted by right in the R-2 Zone and R-4 Zone

**Emergency Shelters**

Emergency shelters are a use permitted by right in the C Commercial Zone (Downtown Westmorland). Emergency shelters are defined pursuant to Health and Safety Code Section 50801(e). The Zoning Ordinance establishes development and management standards consistent with Government Code Section Government Code Section 65583(4)(A)(i)-(viii).

The C zone, which is located along State Highway 86, is seven blocks in length. It contains most of the City's non-residential land uses. Bus stops are located on State Highway 86 for service provided by Imperial Valley Transit. Clinicas de Salud del Pueblo, a community based healthcare clinic, and the Pioneers Memorial Hospital are located seven miles east of Westmorland in the Brawley.



<p><b>Transitional Housing</b></p>	<p>The Zoning Ordinance definition complies with Government Code Section 65582(f) and such housing is treated as a residential use which complies with Government Code Section 65583(a)(5). Transitional housing is a permitted use in the R-1 Single-Family Zone, R-2 Zone and R-4 Zone, subject only to the same restrictions applied to other residential uses in those three zones. Residential land uses are not permitted in the C - Commercial Zone; I - Industrial Zone; and OS - Open Space Zone.</p> <p>The Zoning Ordinance definition is: "Transitional housing* per Government Code Section 65582(h) means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at some predetermined future point in time that shall be no less than six months from the beginning of the assistance.</p>
<p><b>Second Dwelling Unit</b></p>	<p>Zoning provisions comply with Government Code 65852.2. Second dwelling units are a use permitted by right in the R-1 Zone and R-2 Zone. Second units may be rented provided that they are rented to very low- and low-income households.</p>
<p><b>Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Unit (JADUs)</b></p>	<p>The Zoning Ordinance does not currently contain any specific provisions with regards to ADUs and JADU's. However, the City complies with all current State Law requirements with regards to ADUs and JADUs. A Housing Element Program has been included to address these requirements.</p>

**Table 14 Zones Permitting Different Housing Types**

Source: Westmorland Zoning Code

Housing Type	Zone			
	R-1	R-2	R-4	C
Single Family Housing	P	P		
Multifamily Rental Housing		P	P	
Factory Built Housing	P	P	P	
Manufactured Housing	P	P	P	
Mobilehomes	P	P	P	
Mobile Home Park			P	
Employee Housing	P	P		
Supportive Housing	P	P	P	
Single Room Occupancy (SRO)		P	P	
Emergency Shelters				P
Transitional Housing	P	P	P	
Second Dwelling Unit	P	P		

## Residential Development Standards

Housing element law requires an analysis that specifically addresses requirements related to parking, heights, lot coverage and limits on allowable densities. The analysis should address any impacts on cost, supply, housing choice, affordability, timing, approval certainty and ability to achieve maximum densities and include programs to address identified constraints. Development standards outlined in the Westmorland Zoning Ordinance facilitate the development of housing in a range of residential densities. A summary of these development standards are shown in Table 12, below. The R-1 Zone development standards provide for the development of traditional single-family housing development on lots having a minimum of 6,000 SF. The R-2 Zone development standards facilitate the development of garden style, low rise apartment communities. The R-4 Zone development standards facilitate the development of higher density apartment communities. The residential zones do not set forth a maximum number of stories. A three-story, multi-family rental housing development can be developed within the 35' maximum building height. In summary, the development standards do not constrain the production of new housing.

**Table 15 Development Standards in Residential Zones**

Source: Westmorland Zoning Code

Zoning District	Maximum Building Height	Lot Width and Depth	Setbacks			Minimum Lot Size	Maximum Density (du/ac)	Parking
			Front	Side	Rear			
R-1	35'	50' 120'	20'	5'	20'	6,000sf	1.7	1.5
R-2	35'	50' 140'	20'	5'	20'	7,000sf	6.1-8.0	1.5
R-4	35'	50' 140'	15'	5'	20'	7,000sf	8.1-19.0	1.5

These development standards are consistent with development standards throughout Imperial County. The maximum building height of 35' can accommodate up to a 3-story building, but with land prices in Imperial County being lower than other regions of California, it is more cost effective to build structures that are less than three stories. Other development standards include maximum building coverage which is 50% for all residential zones. This is not a constraint on affordable housing as the inclusion of amenities such as parking, open space, recreational elements, and similar items would not lead to exceedances of the 50% lot coverage. Regardless, the city allows for deviations from these standards are allowed under the Density Bonus Ordinance for affordable housing projects.

Other development standards also include building code. The City of Westmorland enforces the 2022 California Building Code and did not include any amendments. Therefore, the building code is not considered a constraint on housing supply or housing costs.

### **Density Bonus Ordinance**

Pursuant to Government Code Section 65915(a), the City Council has adopted an ordinance that specifies how compliance with the State density bonus law (Government Code Sections 65915-65918) will be implemented. Government Code Section 65915(d)(3) required the City to establish procedures for carrying out the purposes of the State density bonus law.

### **Parking Requirements**

Each residential zone requires 1.5 parking spaces on site per dwelling unit. A full parking space shall be provided in each instance where a fractional space would otherwise be required. In the R-1 Zone, a carport, subject to Planning Commission review and approval, may encroach within the front yard setback, provided that it is an open-frame structure and does not obstruct visual lines of sight from the roadway(s). The City's Density Bonus Ordinance allows an applicant to request a parking ratio of one on-site parking space for zero (0) to one (1) bedroom dwelling units. Westmorland's parking standards are less than those of nearby cities. For example, the cities of Brawley and El Centro require two parking spaces for a 2-bedroom apartment unit. The parking standards do not unduly constrain the development of new housing.

### **On/Off-Site Improvements**

Streets, sidewalks, water and sewer, drainage, curbs and gutters, street signs, park dedications, utility easements, and landscaping are normally part of all residential subdivision projects. Larger projects and projects that are further away from existing infrastructure may be required to provide more on-site and off-site improvements that can potentially affect housing costs. However, this is not the case in Westmorland. There are no parcels in Westmorland that are less than 5 acres. New multi-family homes will be required to construct sidewalks and drainage improvements which add to the cost of development. These improvements are typically only

limited to the frontage of the parcel and to the end of the street. Since these are minimal costs, they are not considered a constraint on housing supply or cost.

**Development Fees and Exactions**

Several planning actions require the payment of fees by the applicant. Table A-30 lists the various planning actions and associated fees.

**Table 16 City of Westmorland Planning Application Fees**

<b>Planning Action</b>	<b>Fee</b>
Site Plan Review – Single Site Plan – Multifamily	\$100 \$150 + \$10/u
CUP	\$175
Variance	\$175
Zone Change	\$175 + consultant
GPA	\$250 + consultant
Specific Plan/PUD	\$1,000 + Cost
Environmental Assessment	\$150
Categorical Exemption	\$75 + County fee
Negative Declaration	\$150 + County fee
EIR	\$1,000 + consultant

Tentative Tract Map	\$400 + \$5/lot
Tentative Parcel Map	\$300
Tentative Parcel Map	\$200
Annexation	\$500 per acre + LAFCO costs

Impact fees also are charged to developers in the form of per unit fees, collected at building permit issuance. Table 14 below lists the per unit fees for multi-family and single-family residential uses.

### Table 17 Development Impact Mitigation Fees (Per Unit)

Source: Westmorland Planning, Building, Safety and Engineering Departments and Imperial County, APCD

Impact Fee Category	Per Unit Fees	
	Multi-Family	Single-Family
Admin. Facilities Impact Fees	\$135	\$135
Police	\$73	\$73
Fire	\$102	\$102
Park and Recreation	\$292	\$264
Traffic	\$63	\$44
Water	\$1,259	\$692
Sewer	\$2,260	\$1,989

Standard Per Unit Impact Fees	\$4,184	\$3,299
Westmorland Elementary School District	\$1.82 per sq ft	\$1.82 per sq ft
Brawley Union High School	\$0.99 per sq ft	\$0.99 per sq ft
Operational Development Fee (Imperial County APCD)	\$378 per unit	\$496 per unit

The “Operation Development (OD) Fee” is charged by the Imperial County Air Pollution Control District. This fee is charged for commercial and major residential projects. According to Imperial County APCD staff, the OD Fee applies to single-family projects requiring a tentative map, i.e., 5 or more units. Affordable multi-family projects are exempt from the fee. The OD fee is assessed to provide the Imperial County Air Pollution Control District with a sound method for mitigating emissions produced from new development. Due to the unfortunate economic crisis affecting Imperial County, the fee has been waived in some previous years and for 2015 it has been reduced by 50% and is currently \$189 per multifamily unit and \$248 per single family unit. Elementary school students who live in Westmorland attend the Westmorland Union Elementary School. High school students attend Brawley Union High School located seven miles south of Westmorland. Both school districts assess a school impact fee on all new multi-family and single-family residential development. The total fee is \$2.81 per square foot. Currently, exemptions from the school impact fee are not allowed; however, the School Board may be open to considering requests for exemption from the fee for affordable and senior housing developments. Fees charged for a typical single-family dwelling unit (approximately 1,300 square feet) that is part of a subdivision, amount to \$3,299 plus the school district fee of \$3,653, and the County OD Fee of \$248 for a total of \$7,200. For a home valued at \$200,000, the City fees (\$3,299) are 1.65% of the value or cost. For a home valued at \$300,000, the City fees (\$3,299) represent 1.1% of the value or cost. The City fees are significantly lower than other cities in Imperial Valley and represent a small percentage of the housing development costs. For a typical four-unit multifamily project with 1,300 square foot units, the total fees charged, including school fees, amount to about \$32,104. The per unit fees are \$8,026, which represents 4.1% of the estimated development cost of \$193,825. A local Imperial County developer provided the estimated development cost. For all typical examples listed, the assumption is that no entitlements are required. Cost associated with any required entitlements would be in addition to the amounts cited above. Some of the sites included in the Sites Inventory and Analysis (part C of Appendix A) are either approved or zoned for the appropriate residential use at the appropriate density. This means they are consistent with the General Plan and Zoning Map and only require a site plan review process. In summary, the



City fees as a percentage of single-family and multi-family development costs is not unduly high and do not pose a constraint to the development of housing.

## **B. Development Permit Procedures**

The City of Westmorland City Hall has three full time employees, the City Clerk, a Water Billing Agent, and a Public Works Supervisor. All other administrative employees are contract or hired on an as-needed basis such. City personnel are committed to making the development process as uncomplicated and smooth as possible. They will arrange staff review meetings so that a developer can experience a virtual one-stop process.

Both zoning and building permit applications for single-family developments can usually be processed in less than two months. This is comparable to permit processing times in other cities throughout Imperial County and therefore does not severely constrain housing affordability. The City of Westmorland encourages development by streamlining development processes whenever possible.

Typically, proposed projects are submitted to the City, for an initial administrative review by Planning, Building, and Public Works staff. The project applicant is notified of the general procedures and provided with an estimate of the time it will take to process. The time required to process a project can vary depending on the project complexity and the level of review required.

Where a project requires Planning Commission and City Council review, such as for Rezoning, Annexation and General Plan Amendments, for both single family and multifamily projects, a total processing time of approximately 100 days is required, with an outside maximum review time of 150 days. It should be noted that State of California required CEQA environmental review will add additional processing time. The completion of an EIR may add as much as one year to 18 months to the overall approval time required.

Westmorland encourages the joint processing of related applications for a single project in order to streamline the review process. Applications for rezoning may be reviewed in conjunction with the required site plan, a tentative tract map, or any other necessary applications. A tentative subdivision map does not need City Council approval; however, if it is being reviewed as part of a larger application package with other discretionary items, it would go before the City Council along with the other items. Other small-scale projects that are consistent with General Plan and Zoning Ordinance only require a staff level review.

Table 17 on the next page outlines the development review and approval procedures for residential developments, as well as typical processing times for each type of entitlement. Both single family and multiple family residential projects are ministerial projects, when located in the appropriate single family and multiple family districts, and no discretionary permit is required. The permit issuance time in such cases is between 2 weeks and 2 months.

Site plan review is a staff level review process that typically takes between 2 weeks and 30 days to complete. Site plans are submitted to the City Contract Planner and City Engineer for the purpose of demonstrating that a proposed development conforms to the development standards regarding density, height, setbacks, floor area ratios, and the like. The Planner is authorized to approve or deny the site plan. Project applicants may appeal the Director’s decision to the Planning Commission.

To reiterate, the sites included in the Sites Inventory and Analysis located within the City limits are either approved (e.g., Gateway Plaza) or zoned for the appropriate residential use at the appropriate density. This means they are consistent with the General Plan and Zoning Map and only require a site plan review process.

It is important to note that these are projected timelines based on processing timelines for similarly sized cities in Imperial County. There have not been any major housing projects in Westmorland for the past 10 years. Many of the residential project that have been completed in the recent past have been ministerial projects not requiring any discretionary approvals, thus it is difficult to determine the length of time between receiving approval for housing development and submittal of application for building permits. The City does not foresee any hinderances on housing development related to timing between receiving approval for housing development and submittal of application for building permits.

**Table 18 Development Approval Process Timing**

	<b>Single Family Unit</b>	<b>Single Family Subdivision</b>	<b>Multi-Family Subdivision</b>
List of Typical Approval Requirements	Initial Administrative Review	Initial Administrative Review	Initial Administrative Review
	Zoning Review	Zoning Review	Zoning Review
	No Site Plan Review	No Site Plan Review	No Site Plan Review
	Building Permit and Plan Check	Building Permit and Plan Check	Building Permit and Plan Check

Total Estimated Processing Time	2 Weeks to 2 Months	100-150 Days	100-150 Days
Environmental Review	No CEQA	CEQA Environmental Review – Time per State law	CEQA Environmental Review – Time per State law

A copy of the Zoning Ordinance is available on the city website at [www.westmorland.net](http://www.westmorland.net) but it is not easily searchable. The Zoning Map, other development standards, and the fee schedule is not posted on the City website. A Program is included in this Housing Element to address the required transparency issues.

Senate Bill 35 (SB 35) became effective on January 1, 2018 and enacted a state law that changed the local review process for the development of certain housing projects. SB 35 applies to California cities and counties where production of new housing has not met the state-mandated Regional Housing Need Allocation (RHNA) targets. The California Department of Housing and Community Development (HCD) determined that Westmorland is subject to the requirements of SB 35. As such, Westmorland must use a streamlined, ministerial review process for qualifying multifamily residential projects. A ministerial review does not involve subjective judgment and requires no public hearings, provided the proposal meets previously established and objective standards. Multifamily housing developments that comply with Westmorland’s objective planning standards, designate at least 10% of all proposed units as affordable, and meet other specific requirements, may be eligible for the SB 35 streamlined review process in Westmorland. A new program has been included in this 6<sup>th</sup> Cycle Housing Element to establish written procedures for the SB35 Streamlined Processing of Ministerial Projects.

### *Lot Line Adjustments*

The City allows for ministerial lot line adjustments to facilitate the development of multi-family and mixed-use buildings across property lines, so long as the adjustment does not lead to an increase in the number of legal lots. The Community Development Director has the authority to approve, conditionally approve, or deny the lot line adjustment within 15 days of receipt of a complete application. A lot line adjustment will be approved upon a determination that the adjustment plat meets the requirements of the Subdivision Ordinance and complies with the General Plan and Zoning Ordinance.

## C. Zoning and Development Standards

Both zoning and building permit applications for single-family developments can usually be processed in less than two months. This is comparable to permit processing times in other cities throughout Imperial County and therefore does not severely constrain housing affordability. The City of Westmorland encourages development by streamlining development processes whenever possible.

Typically, proposed projects are submitted to the City, for an initial administrative review by Planning, Building, and Public Works staff. The project applicant is notified of the general procedures and provided with an estimate of the time it will take to process. The time required to process a project can vary depending on the project complexity and the level of review required. Where a project requires Planning Commission and City Council review, such as for Rezoning, Annexation and General Plan Amendments, for both single family and multifamily projects, a total processing time of approximately 100 days is required, with an outside maximum review time of 150 days. It should be noted that State of California required CEQA environmental review will add additional processing time. The completion of an EIR may add as much as one year to 18 months to the overall approval time required.

Westmorland encourages the joint processing of related applications for a single project in order to streamline the review process. Applications for rezoning may be reviewed in conjunction with the required site plan, a tentative tract map, or any other necessary applications. A tentative subdivision map does not need City Council approval; however, if it is being reviewed as part of a larger application package with other discretionary items, it would go before the City Council along with the other items. Other small-scale projects that are consistent with General Plan and Zoning Ordinance only require a staff level review.

Both single family and multiple family residential projects are ministerial projects, when located in the appropriate single family and multiple family districts, and no discretionary permit is required. The permit issuance time in such cases is between 2 weeks and 2 months.

Site plan review is a staff level review process that typically takes between 2 weeks and 30 days to complete. Site plans are submitted to the City Contract Planner and City Engineer for the purpose of demonstrating that a proposed development conforms to the development standards regarding density, height, setbacks, floor area ratios, and the like. The Planner is authorized to approve or deny the site plan. Project applicants may appeal the Director's decision to the Planning Commission.

To reiterate, the sites included in the Sites Inventory and Analysis (part C of Appendix A) located within the City limits are either approved (e.g., Gateway Plaza) or zoned for the appropriate residential use at the appropriate density. This means they are consistent with the General Plan and Zoning Map and only require a site plan review process.

There are no other locally adopted ordinances such as those that deal with inclusionary requirements, short term rentals, growth controls that would affect the cost and supply or residential development.

## **D. Housing for Persons with Disabilities**

According to HCD: Housing element law requires that in addition to the needs analysis for persons with disabilities, the housing element must analyze potential governmental constraints to the development, improvement and maintenance of housing for persons with disabilities, demonstrate local efforts to remove any such constraints and provide for reasonable accommodations for persons with disabilities through programs that remove constraints.

The City has Implemented the following actions:

- Updated the Reasonable Accommodation Procedure. The Procedure was updated based on the recommendations of the State Attorney General, U. S. Departments of Housing and Urban Development and Justice, and Mental Health Advocacy Services, Inc.

The Zoning Ordinance was amended to include group home regulations that comply with the Welfare and Institutions Code (Lanterman-Petris Act) and Health and Safety Code (Community Care Facilities Act and Residential Care Facilities for the Elderly Act). These amendments included up-to-date definitions as well as regulations for group homes housing 6 or fewer persons and group homes housing 7+ persons.

- Group homes housing 6 or fewer persons are allowed by right in all residential zones. Group homes housing 7+ persons are permitted subject to approval of a Conditional Use Permit (CUP). The Westmorland Zoning Ordinance requires a public hearing before the Planning Commission. The Westmorland Planning Commission may approve, conditionally approve or deny a CUP application. An applicant may appeal the decision of the Planning Commission to the City Council. The CUP process is in place to ensure that larger group homes are adequately sized to accommodate the 7+ persons and is not intended to limit the housing supply for persons with disabilities. Nevertheless, this Housing Element Update includes a program to minimize constraints to housing for persons with disabilities as it relates to larger group homes. The Program will also include a Zoning Ordinance Amendment to:
  - broaden the definition of family that 1) provides zoning code occupancy standards specific to unrelated adults and 2) complies with fair housing law;
  - Include siting or separation requirements for licensed, residential-care facilities to determine the extent to which the local restrictions effect the development and cost of housing;

- Include any minimum distance requirements in the land-use element for the siting of special needs housing developments do not impact the development and cost of housing for persons with disabilities; and
- Include alternate residential parking requirements, including reduction, for people with disabilities.
- The Zoning Ordinance was amended to include definitions for family and disability. The family definition was based on recommendations of the Mental Health Advocacy Services, Inc. The disability definition was based on input from the Los Angeles Office of the U.S. Department of Housing and Urban Development and based on the definition included in the State Fair Employment and Housing Act.

The family definition is as follows:

Family means one or more persons living together as a single housekeeping unit in a dwelling unit. A family includes the residents of residential care facilities and group homes for people with disabilities. A family does not include larger institutional group living situations such as dormitories, fraternities, sororities, monasteries or nunneries.

# 4. AFFIRMATIVELY FURTHERING FAIR HOUSING

All Housing Elements due on or after January 1, 2021 must contain an Assessment of Fair Housing (AFH) consistent with the core elements of the analysis required by the federal Affirmatively Further Fair Housing Final Rule of July 16, 2015. Under State law, affirmatively further fair housing means “taking meaningful actions, in addition to combatting discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. These characteristics can include, but are not limited to race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.

## A. Outreach

As part of the Housing Element Update, the City of Westmorland held public workshops and study sessions to receive input from the local community. The City conducted two Housing Element Workshops on January 28, 2022, and March 25, 2022, to discuss the Housing Element update process and solicit stakeholder and public comments on housing issues and needs.

### **Barriers to Participation**

While the community participation was conducted via zoom, community involvement remained low during the Planning Commission and City Council meetings. Due to the COVID-19 pandemic, the City was forced to cease all planned in person meetings and rely on broadcasting them via zoom. While the community was given access via zoom, participation remained low during the Planning Commission and City Council meetings.

The City has also been providing information regarding fair housing, tenant protection, and housing discrimination at City Hall, the local library, and the city website. The lack of public comments and responses has made it clear that the current methods of information distribution have been inadequate. As a result of this analysis, the City has modified Program Number 17 accordingly in order to improve public participation and comments received for future iterations of the Housing Element.



## B. Assessment of Fair Housing

The California Rural Legal Assistance (CRLA), based in the El Centro, provides arbitration for private housing disputes for extremely low- and low-income households in the Imperial County. The CRLA receives funding through the Federal Legal Services Corporation and State IOLTA Trust Fund operated by the California Bar Association. The CRLA has established a Community Advisory Council with one member from each community. Each member must be low income and a former or present client of the CRLA.

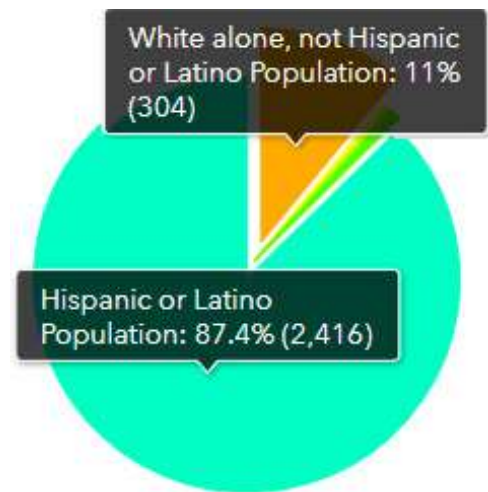
The City of Westmorland refers all fair housing complaints to the CRLA or the Civil Rights Division of the Department of Housing and Economic Development (HCD). An internal review of City documentation has found that no fair housing complaints were received within the past decade. Further analysis has determined that the lack of available information may directly affect the number of complaints received by the City. While the City has been promoting housing laws, programs, and resources; information specifically referring to fair housing complaints is unavailable. Program Number 11 has been modified to address possible fair housing complaints within Westmorland.

As shown in the Department of Housing and Community Development's (HCD) AFFH Data Viewer, there have been less than 0.1 Fair Housing Enforcement and Outreach (FHEO) cases filed per 1,000 population in the Imperial County. This data supports the analysis of internal documents which shows the lack of complaints within the past decade.

## C. Integration or Segregation Patterns

### *Diversity*

The City of Westmorland is composed primarily of minority populations which are largely comprised of Hispanics. According to the HCD AFFH Data Viewer, the most common race in Westmorland is Hispanic or Latino, accounting for 87.4% of the population. White, non-Hispanics account for 11.0%, Black or African-Americans comprise 0.5%, and the remaining are Asians or two or more races. The prevalence of Hispanic or Latino population can be attributed to Westmorland's proximity to the US-Mexico Border. The AFFH Data Viewer further shows that there is low-medium segregation in the City and the surrounding rural areas. A high concentration of



**Figure 3 Predominant Race**

Source: AFFH 2.0 Data Viewer, California Department of Housing and Community Development

the non-white population is also prevalent within the County of Imperial, ranging from approximately 61-80% of the population. The sparsely populated areas in the eastern portion of the county, primarily in the unincorporated areas surrounding Holtville and the Glamis desert area, is primarily made up of 53.7% white alone, non-Hispanic or Latino.

### Demographic Trends

Analyzing demographic trends can help identify any increase or decrease concentration of a particular ethnic group, sex ratio, etc. Westmorland’s population decreased by 9.5% between 2010 and 2020 (from 2,225 in 2010 to 2,014 in 2020), but its total minority population increased by 14.9% between 2010 to 2020 as shown in the Table 18A below. The most dramatic increase was in the population group of two or more races, but there was an almost equal amount of decrease in the population group of some other race. While the overall minority population has increased, the Black/African American, Asian, and American Indian/Alaskan Native populations remained stable. The increase in the percentage of minority population can be attributed to the decrease in overall population which suggests that a segment of the population may be moving out of Westmorland to seek other housing options, including larger, move-up homes. These demographic trends are similar to trends in the County, as shown in Table 18B.

**Table 19A City of Westmorland Minority Population, 2010 and 2020**

Source: Decennial Census, US Census Bureau

Race	2010		2020	
	Number of Persons	Percentage of Population	Number of Persons	Percentage of Population
Black/African American	21	0.9%	23	1.1%
American Indian/Alaska Native	38	1.7%	30	1.5%
Asian	11	0.5%	11	0.5%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%
Some other race	1,042	46.8%	683	33.9%

Population of Two or More Races	75	3.4%	627	31.1%
<b>Total Minority Population</b>	<b>1,187</b>	<b>53.3%</b>	<b>1,374</b>	<b>68.2%</b>
Total Population	2,225	100.0%	2,014	100.0%

**Table 20B County of Imperial Minority Population, 2010 and 2020**

Source: Decennial Census, US Census Bureau

Race	2010		2020	
	Number of Persons	Percentage of Population	Number of Persons	Percentage of Population
Black/African American	5,114	2.93%	3,846	2.14%
American Indian/Alaska Native	1,642	0.94%	1,584	0.88%
Asian	2,201	1.26%	2,244	1.25%
Native Hawaiian/Pacific Islander	1,642	0.94%	82	0.05%
Some other race	189	0.11%	519	0.29%
Population of Two or More Races	1,097	0.63%	1,439	0.80%
<b>Total Minority Population</b>	<b>152,156</b>	<b>87.18%</b>	<b>162,741</b>	<b>90.56%</b>

Total Population	174,528	100.00%	179,702	100.00%
------------------	---------	---------	---------	---------

### *Persons with Disabilities*

Disabled persons often have special housing needs related to limited earning capacity, a lack of accessible and affordable housing, and higher health costs associated with a disability. As discussed in Section 2.5.B of this Housing Element 16.2 percent of the total population in the City of Westmorland has at least one disability. This is slightly higher than the countywide 14.4 percent (24,583 residents). The AFFH Data viewer shows that there are 262 residents (or 9.5% of the population) has some form of disability. This percentage is similar to other rural Cities like Calipatria and Holtville, but far less than the majority of jurisdictions in Imperial County. The highest disability rates are found in the heavily populated Cities of El Centro, Brawley, and Imperial indicating that the City of Westmorland does not have a disproportionate concentration of persons with disabilities when compared to the region or a smaller percentage of persons that would indicate barriers to this population.

Seniors aged 65 and older are the population most likely to have an ambulatory, visual, or hearing disability. Since 2010, the population aged 65 and older has decreased from 356 to 290 while the number of people living in Westmorland has stayed the same at 2,225 people. The fact that the population is not aging in place means that the senior population may be moving out of Westmorland due to the lack of housing options.

The City currently allows residents to retrofit homes to make it more suitable for persons with disabilities. This program is for persons with any disability, not just for the elderly. While retrofitting is already available to all residents with a disability, the City will search for funding to assist residents with retrofitting as part of Program Numbers 7 and 13. The program also involves cooperation with disability service providers to develop an outreach program, and local developers to ensure that new developments are suitable for persons with disabilities. Additional goals for the program include working with disability service providers to identify whether there is an unmet demand for services within the City. The City will update its Zoning Ordinance to allow residential care homes for seven or more persons within all residential zones. These homes will ensure that elderly residents are able to have a place with access to the resources they need.

### *Familial Status*

Familial status refers to the relationships of people living together. Under the Federal Fair Housing Act and the California Fair Employment & Housing Act, “familial status discrimination” is defined as unfair treatment by a housing provider because an individual has children. These laws ensure that families with children have the right to live in their housing on an equal basis with other

residents. Also protected under “familial status” is any person who is pregnant or is in the process of securing legal custody of any individual who has not yet attained the age of 18 years.

According to the Census, there are 102 householders in Westmorland living alone which accounts for only 4.9% of the population. This suggests that over 95% of the population are family households, and indeed, the Census shows that 51% of the households are those with one or more people under the age of 18. **The same can be said about the other Cities within the Imperial County.**

According to the AFFH Data Viewer, 33.3% of the population in Westmorland are in households living with a spouse. **This is consistent with the incorporated areas in the County where 20-40% of the population are in households living with a spouse.**

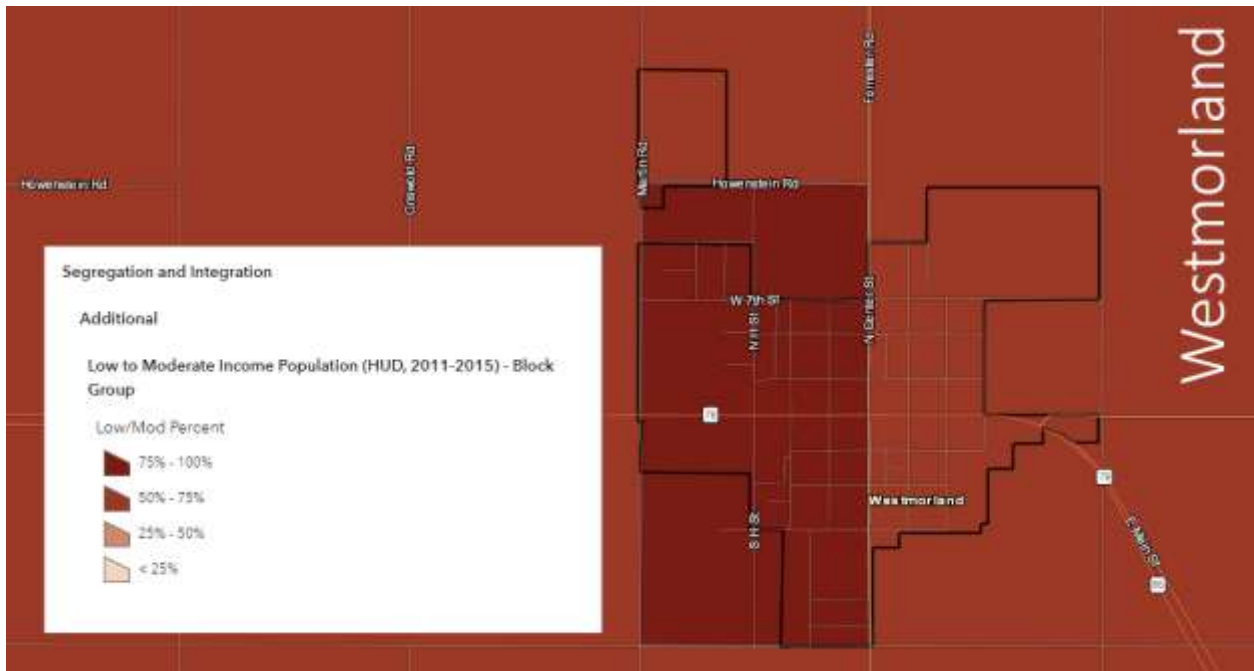
As discussed in Section 2.6.C of this Housing Element, the vacancy rate has increased during the past 10 years from 8.5% to 15.9%. While this may suggest that there is no shortage of homes for the various housing types, the number of bedrooms may be an indicator as to the higher rate of vacancies and the change in familial types of the decades. According to 2015-2019 ACS data, the majority of owner-occupied housing in the City had three or fewer bedrooms (76.8 percent, occupied by 8,930 households). The proportion of renter-occupied housing with four or more bedrooms was low, at just 6.2 percent, accommodating 356 households. Housing options for large renter-households in the City are not sufficient to meet the needs of the 804 large renter-households in the ACS (2015-2019). Lower-income large renter households would have difficulty finding adequately sized and affordable housing in Westmorland.

Single parent households, in particular female-headed families, often require special assistance such as accessible day care, health care, and other supportive services. According to the 2019 US Census American Community Survey, of the 592 total households in Westmorland, approximately 37.5% (222 households) female householder, with no spouse or partner present. This is significantly higher than the countywide figure of 19.1 %. Due to their low income and higher family expenses, many single parent households live close to or in poverty. The AFFH Data Viewer shows that 42.8% of the children in Westmorland are in Female Householder with No Spouse Present. While the city will meet the demand for affordable multi-family units throughout the 6th RHNA cycle, that alone will not be enough to meet the remaining needs of female-headed families. The City will implement a program to assist female-headed households by working with the Imperial Valley Housing Authority to increase the number of Housing Choice Vouchers in the city. Additional help will come from working with nonprofit organizations such as Womanhaven and the Salvation Army.

## *Income and Race*

Per the 2021 US Census American Community Survey 5-Year Estimates, the median household income Westmorland is \$33,444, which is lower than the **county median income of \$51,809 and significantly lower than the state median income of \$84,907.** As shown on Figure 4, the western half of the City is comprised of 78% low-moderate income households while the eastern half is

54%. The citywide distribution of median household income is shown in Figure 20 and the distribution of low- to moderate-income households (those with an Area Median Income of 80% or less) is shown in Figure 22. Figure 24 shows the spatial distribution of the percentage households within the City of Westmorland living below the poverty line, and Figure 25 shows the distribution within the Imperial County. Though the City of Westmorland has disproportionately low incomes when compared to other larger cities in the county, within the city, households with particularly low incomes are concentrated in the northeast census tracts. Regionally, incomes tend to be lower in the northern portion of the county closer to the Cities of Calipatria and Holtville.



**Figure 4 Low-Moderate Income Population Distribution**

Source: AFFH 2.0 Data Viewer, California Department of Housing and Community Development



**Figure 5 Poverty Status**

Source: AFFH 2.0 Data Viewer, California Department of Housing and Community Development

The United States Department of Housing and Urban Development (HUD) prepares maps of Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs) throughout the country. To be classified as a R/ECAP, a census tract must have a population that is at least 50% nonwhite and a “poverty rate that exceeds 40% or is three or more times the average tract poverty rate for the metropolitan/micropolitan area, whichever threshold is lower.” Because poverty is often closely correlated with race and ethnicity, examining poverty in relation to these variables is key to understanding the economic makeup of a city. Examining the spatial distribution of poverty along racial and ethnic lines enables cities to understand if there are racially or ethnically concentrated areas of poverty. A search of AFFH Data Viewer shows that there are no R/ECAPs located within the City of Westmorland. The closest RECAPs is located over twenty miles southeast towards the City of El Centro. While no RECAPs are located within the City, twenty to thirty percent of the population of Westmorland is living below the poverty line.

Beginning on January 1, 2020, under California Government Code 12927 (i), landlords must accept Housing Choice Vouchers as an acceptable source of Income for tenants. The Imperial Valley Housing Authority (IVHA) administers the Housing Choice Voucher Program (commonly referred to as Section 8), which is a federally funded program helping low-income households afford decent, safe and sanitary housing. Section 8 provides eligible households the opportunity to rent housing of their choice in the private market. Housing Assistance Payments (HAP) are provided on behalf of the household each month to the landlord. The household is responsible for paying



the difference between the contract rent charged by the landlord and the amount subsidized by IVHA.

There are currently 65 Housing Choice Vouchers in Westmorland. This is far less than the 175 vouchers in the City of Calexico and the over 1,000 in the City of El Centro. While the number of vouchers in Westmorland is slightly larger than the rural, unincorporated areas in the County, the number still falls is still a relatively small percentage when compared to surrounding cities. This may be due to the lack of availability of housing units that is affordable with a voucher, or that landlords within the city that are unaware of the requirement to accept vouchers. Program Number 11 was modified to provide regular training to landlords on requirements under fair housing law. The program also has objectives that will expand and preserve the supply of affordable housing and assist the Imperial Valley Housing Authority with compliance to Government Codes 65863.10, 65863.11, and 65863.13.

While RECAPs have long been the focus of fair housing policies, racially concentrated areas of affluence (RCAAs) must also be analyzed to ensure housing is integrated, a key to fair housing choice. Equal attention must be given to the other end of the segregation continuum, affluent white neighborhoods or RCAAs. is defined as a census tract in which 80 percent or more of the population is white and has a median annual income greater than \$125,000. According to the AFFH Data Viewer, 9.2% of the population is white with a Median annual income of \$34,444. Therefore, there are no areas of Westmorland that qualify as a RCAA, which is also reflected in the AFFH Data Viewer.

## *Access to Opportunities*

A key goal of this Housing Element is to facilitate improved access to opportunity for all Westmorland residents. The city seeks to promote an integrated pattern of development that connects residents to resources such as transit, educational facilities, and employment centers. The City will place a priority to developing the central area of the City. This area is the downtown zone which is the heart of Westmorland where all the commercial developments are located. There are vacant parcels within walking distance. These areas are prime for affordable housing since they are less than a quarter mile from nearby grocery stores and have direct access to bus routes located in the downtown zone. While the zone has a lack of financial data, most of the oldest buildings in the City are in this zone and will therefore benefit the most from the City's rehabilitation and other assistance programs. The City will continuously communicate with developers and assist them with applications on a yearly basis.

The TCAC Opportunity Map aggregates a variety of indicators that measure economic mobility, environmental factors, and educational attainment domains. The CTCAC/HCD Opportunity Map provides a high-level assessment of resources available in an area and categorizes census tracts as Low Resource, Moderate Resource, or High Resource. Table 19 on the next page shows the domain scores for each of the City's census tracts. All of Westmorland is considered a Moderate Resource. Much of the County is considered Low Resource, as shown in the AFFH Data Viewer,

but there are other areas of Moderate Resource in the area surrounding Holtville and in the western portion of El Centro.

**Table 21 City of Westmorland Opportunity Map Scores**

Source: 2023 CTCAC/HUD Opportunity Maps

Census Block Group	Economic Score	Education Score	Environment Score
060250102002	17	31	31
060250102001	31	22	31

**Employment** – Westmorland is primarily a bedroom community with a smattering of non-residential uses being located along the nearly one-mile stretch of Highway 86. As a result, only 15.8% of Westmorland’s population live and work in Westmorland while the remaining 84.2% commute to other places, according to SCAG’s Profile of the City of Westmorland. The primary employers in Westmorland are in the agricultural sector and education in the form of the Westmorland Union Elementary School District.

According to the March 2022 Benchmark Unemployment Rate and Labor Force Data prepared by the California Employment Development Department (EDD), Westmorland’s unemployment rate is the second highest in the county at 20.3%. The highest in the county is Calexico with an unemployment rate of 23.9% while the county unemployment rate is 14.7%. While the unemployment rate is extremely high, it is important to note that the seasonal employment of farmworkers may play a significant role. There are approximately 48 different types of crops harvested during the summer, however, that number drops to 28 during the winter. Thus, the number of seasonal employees is drastically reduced during the winter. Program Number 16 was included to work with Campesinos Unidos, a local nonprofit, to develop a farmworker housing program. This program will allow the City to meet the future demand for farmworker housing.

## Education

Education is an important guiding principle emphasized in the city’s General Plan. The Westmorland Union Elementary School District (WUESD) provides kindergarten through 8<sup>th</sup> grade education for the residents of Westmorland. The only school in WUESD is Westmorland Elementary School which has a total of 355 students enrolled as of the 2021-2022 school year according to the California Department of Education. High School education is provided by the Brawley Union High School District (BUHSD) with Brawley High School located in the city of

Brawley, approximately 11 miles east of Westmorland. School bus service is provided to students living in Westmorland and attending Brawley High School.

Of the population 25 years and over, 14.95 percent have no diploma and 54.2% have a high school degree or higher but only 4.6% have a bachelor’s degree or higher. There were 262 people with less than a 9<sup>th</sup> grade education which accounts for 20.2% of the population 25 years and over, and 25.7% of the population have a high school education but no diploma, as shown on Table 14 below. The TCAC/HCD Opportunity Maps can help to identify areas within the community that provide good access to opportunity for residents or, conversely, provide poor access to opportunity. Table 13 shows the education domain score for the west half of Westmorland as being 31. Census Block Group 060250102001 has a significantly lower score of 22 but it should be noted that this Block Group includes a much larger geographic area that extends more than 5 miles to the Salton Sea. When compared to other cities in the County of Imperial, the City of El Centro (central portion of the county), City of Calipatria, and the City of Calexico (southern portion of the county) have less of a positive education outcome. The cities of Imperial, Brawley, and Holtville have the most positive education outcome. This data may indicate that environmental factors hinder proficient educational opportunities.

**Table 22 Educational Attainment**

Source: US Census, American Community Survey

Population 25 years and over	Number	Percentage
Less than 9th grade	262	20.2%
9th to 12th grade, no diploma	333	25.7%
High school graduate (includes equivalency)	323	24.9%
Some college, no degree	236	18.2%
Associate's degree	84	6.5%
Bachelor's degree	53	4.1%

Graduate or professional degree	7	0.5%
High school graduate or higher	703	54.2%
Bachelor's degree or higher	60	4.6%
<b>Population 25 years and over</b>	<b>1,298</b>	

## *Environmental*

In February 2021, the California Office for Environmental Health Hazard Assessment (COEHHA) released the fourth version the CalEnviroScreen. This tool uses environmental, health, and socioeconomic indicators to map and compare a community’s environmental scores. A community with a 75th percentile or above, is one with higher levels of pollution and other negative environmental indicators and is considered a disadvantaged community. According to CalEnviroScreen 4.0, Westmorland is within the 89<sup>th</sup> percentile which classifies the City as a disadvantaged community. Amongst the highest environmental indicators, Westmorland is in the 95<sup>th</sup> percentile for pesticides and impaired water bodies. As a corollary, there is a high incidence of asthma cases in Westmorland with its CalEnviroScreen score being in the 99<sup>th</sup> percentile. These figures are similar to the populated areas of the county which is within the 80-90<sup>th</sup> percentiles. There are areas in the 90<sup>th</sup> percentile in portions of Brawley, El Centro, and Calexico.

Imperial County’s notoriously poor air quality is one of the most serious environmental issue facing Westmorland’s residents. The National Health Institute of Environmental Health Sciences attributes a portion of the County’s air quality to agricultural burns, diesel fumes, and automobile exhaust. While these are contributing factors to the poor air quality, the main issues come from the Salton Sea in the north which has high salinity and emits toxic fumes that is killing off its ecosystem, and the neighboring City of Mexicali to the south which is a highly industrialized metropolis with over one million residents. Even though the Imperial County Air Pollution District (ICAPCD) has regulations for local and industrial projects, the Salton Sea is overseen by the South Coast Air Quality Management District while the City of Mexicali is overseen by its own administration. Both districts have different regulations that are outside of the control of the ICAPCD. The City already requires developers of large projects to submit plans to ICAPCD for review, however, the City can inform residents about the air quality. The California Air Resources Board, in cooperation with ICAPCD and the United States Environmental Protection Agency, has set up a website to provide current conditions of air quality in the Imperial Valley. The website uses the Air Quality Index (AQI) to provide the air quality level for each day.

## Transportation

All communities within the Imperial County are served by the Imperial Valley Transit (IVT) with a fixed route public bus service. Fixed routes operate over a set pattern of travel and with a published schedule. The fixed route provides a low cost, reliable, accessible, and comfortable way to travel. In several service areas, the fixed route bus can deviate from its normal route so that persons with disabilities and limited mobility are able to travel on the bus.

Route 2 is the only bus route that travels to and from Westmorland in a north-south direction along Center Street. There is one bus stop in each direction on Center Street at Highway 111. The first southbound bus arrives in Westmorland at approximately 6:22 A.M. and arrives at intervals of 2 hours 20 minutes with shorter interval during morning and afternoon peak hours. The bus brings Westmorland passengers to the neighboring city of Brawley within approximately 30 minutes. There are multiple job centers in Brawley, as well as a hospital, medical offices, and other commercial services not available in Westmorland. The bus route terminates in the city of El Centro which is the county seat and provides additional job centers. It takes approximately 1 hour and 30 minutes to reach El Centro. The last two northbound buses stop in Westmorland at 5:42 P.M. and 7:59 P.M. Mondays through Friday. Route 2 also stops at Imperial Valley College (IVC) with the first stop arriving at IVC at 7:35 A.M. and the last bus that services Westmorland departs IVC at 7:10 P.M. There is another bus that departs IVC at 10:00 P.M. but does not travel further than Brawley.

The Imperial County Transportation Commission (ICTC) conducted a county wide survey as part of the Imperial County Regional Active Transportation Plan (Regional ATP) and found that most residents in Westmorland utilize personal vehicles instead of public transit. This is supported by the 2021 American Community Survey 5-Year Estimate as shown in the table below. Approximately 82.6% of all workers, 16 years and over in households, drive to work alone and 2.8% carpooled while only 3.1% took public transportation.

**Table 23 Means of Transportation to Work**

Source: US Census, American Community Survey; 2021 ACS 5-Year Estimates

<b>Means of Transportation</b> For all workers, 16 years and over in households	<b>Number</b>	<b>Percentage</b>
Drove Alone	499	82.6%

Carpooled	17	2.8%
Public Transportation	19	3.1%
Walked	35	5.8%
Worked from home	34	5.6%
<b>Total</b>	<b>604</b>	

Because of the high vehicle use in the City, there have been strides to improve local roadways utilized by the community. The City has improved the majority of roadways to include crossing sections and sidewalks for the public. There are currently only two major roadways that require a sidewalk on two specific portions (West and East 9th Street). The City is already applying for funding to incorporate these improvements. While the roadway and pedestrian facility improvements are beneficial for residents, the low educational score shown on Figure 29 may indicate the need for more transportation in this area. Given that the geographical location is primarily composed of multi-family developments and aging homes, the need for additional school transportation may be necessary. Program 22 will give greater consideration for the central areas of the City since those are the only areas that show a low educational score. The area will also be a focal point for other programs in this Housing Element.

## Summary

**Table 24 Summary of Access to Opportunity Indicators**

Population Below Poverty Level	Westmorland	Imperial County
White Alone	40.1%	23.5%
Black or African American	0.6%	34.9%

American Indian and Alaskan Native Alone	0.0%	41.3%
Asian	0.5%	11.6%
Native Hawaiian and other Pacific Islander	0.0%	25.4%
Hispanic or Latino Origin (of any race)	91.5%	25.7%
Other	No Data	20.0%
<b>School Proficiency</b>	<b>Westmorland</b>	<b>Imperial County</b>
Total Schools	1	69
<b>Unemployment</b>	<b>Westmorland</b>	<b>Imperial County</b>
Unemployment Rate		11.3%
<b>Job Proximity</b>	<b>Westmorland</b>	<b>Imperial County</b>
Less than 10 minutes		20.0%
10 to 14 minutes		19.1%
15 to 19 minutes		17.4%
20 to 24 minutes		11.9%
25 to 29 minutes		5.7%



30 to 34 minutes		9.6%
35 to 44 minutes		2.4%
45 to 59 minutes		5.8%
60 or more minutes		8.1%
Mean travel time to work (Minutes)	No Data	23.7
<b>Transit</b>	<b>Westmorland</b>	<b>Imperial County</b>
Transit trips per week within ½ mile	0	3
Jobs accessible in 30-minute trip	0	803
Commuters who use transit	0.00%	0.82%
<b>CalEnviroScreen Percentile</b>		
<b>Census Tract</b>	<b>6</b>	<b>Percentile</b>
6026010200		89

### *Disproportionate Housing Needs*

Disproportionate housing needs occur when significant disparities exist in the proportion of members of a protected class experiencing a housing need compared to the proportion of individuals not in a protected class. The housing needs include cost burden, overcrowding, substandard housing, and displacement risk. Many of these housing needs can be assessed using data from the HUD Comprehensive Housing Affordability Strategy (CHAS), which uses American

Community Survey data to analyze housing problems. The housing problems include housing cost burden, severe housing cost burden, overcrowding, and housing units with physical defects.

## *Housing Problems and Age of Housing Stock*

According to the AFFH 2.0 Data Viewer, 73.4% of the total housing units in Westmorland were built prior to 1990. This indicates that a majority of the homes may be due for major repairs, but a windshield survey of housing conditions conducted in March 2023 shows that only 6.0% of the single-family homes appear to only require moderate repairs; 1.5% may require substantial repairs; and 2.5% appear to be dilapidated; while 90% appeared to be in sound condition or needing only minor repairs. The windshield survey was conducted using the sample housing conditions survey form provided by State Department of Housing and Community Development (HCD). The survey was conducted from public streets without entering private property. Each single-family housing was observed and scored based on the condition of the foundation, roofing, façade (paint, stucco, etc.), windows, and electrical. It is important to note that the results only reflect the exterior of the homes. Past housing rehabilitation programs have shown that some of these homes may be lacking adequate plumbing or a complete kitchen or other major interior issues despite appearing to be in good condition from the exterior. Program Number 10 involves the active search for funding for the City's rehabilitation program. The program guidelines will be updated to better assist the low- and very low-income households of the City while also improving the advertisement of the program. The program will also give special consideration to the central regions of the city since the area contains the some of the oldest developments and are extremely likely to contain the most poverty. The goal of the program will be to ensure that at least half of the homes in need of rehabilitation are rehabilitated by 2025. This will ensure that all homes built prior to 1970 and most homes built between 1970 and 1980 receive the necessary modifications to ensure safe living conditions and a better quality of life.

## *Cost Burden*

According to the U.S. Department of Housing and Urban Development (HUD), "affordable" housing is housing that costs no more than 30 percent of a household's monthly income. This housing cost, which includes rent and utilities, should be less than 30 percent of a household's monthly income to be considered affordable. If a household spends more than 30 percent of its monthly income on housing, the household is considered cost burdened. The AFFH 2.0 Data Viewer shows that 44.2% of the owner-occupied households in Westmorland are overpaying. Likewise, 44.2% of renter-occupied households are overpaying. This is compared to 37.5% for the County.

Program 2 will assist low- and moderate-income homeowners by providing training and supervision of self-help builders, loan packaging, and counseling households to build or rehabilitate their own homes. Program Numbers 3 and 4 will assist residents via the addition of a

direct loan and guaranteed loan program. The City expects to cut the number of households overpaying for housing by at least half before the end of 2025.

## *Overcrowding*

Recognizing that household overcrowding is not only measured by the number of people per household, persons per room is also used as a metric. Households which have an average of between one and 1.5 occupants per room are considered overcrowded, while households with greater than 1.5 occupants per room are considered severely overcrowded. Using these measures of overcrowding, the AFFH Data Viewer shows that 37 households (5.9%) in Westmorland were overcrowded and 30 households (4.8%) were severely overcrowded. Due to these low numbers, no program is included to address overcrowding issues. Additionally, according to SCAG's Local Housing Data updated in 2021, 14 owner-occupied and 76 renter-occupied households had more than 1.0 occupants per room, which meets the ACS definition for overcrowding. owner-occupied households and 26 renter-occupied households had more than 1.5 occupants per room, which meets the ACS definition for severe overcrowding.

## *Displacement Risk*

The annual rate of increase in average home value or rental prices compared with annual changes in the average income in the City can indicate an increased risk of displacement due to housing costs outpacing wage increase. This pattern is not only relevant to Westmorland but to the entire state as well. The AFFH Data Viewer shows that low-income and very low-income households are at risk of displacement primarily due to income levels and race/ethnic composition. Due to the City's small geographic size, there are no concentrations of higher displacement risk.

Data related to home values in Westmorland is very limited. While smaller cities in the Imperial County have seen increases as high 52 percent from \$147,000 to \$224,105 in the last five years, there has been minimal home sales in Westmorland to analyze trends. There is currently only one home listed for \$170,000 (848 square feet) at the Imperial County Association of Realtors website. This is in contrast to the neighboring city of Calipatria which has four homes ranging in price from \$170,000 (1,560 square feet) to \$290,000 (2,809 square feet). Based on this, it would appear that the per-square foot price of a home in Westmorland is significantly higher in Westmorland but one home is an insufficient data point to draw a meaningful analysis. A \$170,000 home is nevertheless affordable for residents earning the City's median income of \$33,444. Apartments, however, remain affordable with rates ranging from \$500 to just under \$700 but there are currently no vacant apartment units available.

Despite the lack of sales data, the City will encourage and incentivize the development of affordable housing units. The City incorporated Program Number 4 to work with the Imperial Valley Housing Authority on developing a program to assist and connect lower-income residents with affordable housing opportunities. The City hopes to implement the program by 2024.

Cost burden, overcrowding, and displacement risk are various factors that affect homelessness. Imperial County had a total of 1,527 people experiencing homelessness in 2020. The number grew 175.6% from the last count in 2015. This drastic increase is due to the inclusion of Slab City into their homelessness count from 2017 and on. Slab City is the largest homeless encampment in Imperial County. There were 1,071 individuals were counted in Slab City in 2017, which is approximately 70 percent of the 2020 count for Imperial County. Nearly half of the unsheltered population were chronically homeless, meaning that they are unsheltered for long periods of time. Many of the individuals in Slab city indicated that unstable employment and housing situations as the reason they began experiencing homelessness. With the low employment rate in Westmorland compared to the State, homelessness is an important issue even though Imperial County is one of the cheapest counties in California to live in. This indicates that more resources should be allocated to stabilizing employment as well as providing housing resources to people who earn incomes in the low and very low range. As discussed in the transportation and employment sections of this Housing Element, the residents of Westmorland are at a greater risk of displacement due to the lack of access to transportation to be able to connect with employment centers. No areas of concentrations of homelessness or displacement have been identified due to the small geographic size of Westmorland.

## *Affirmatively Furthering Fair Housing (AFFH) and Analysis of Sites Inventory*

AB 686 requires that jurisdictions identify sites throughout the community in a manner that is consistent with its duty to affirmatively further fair housing. The site identification requirement involves not only an analysis of site capacity to accommodate the RHNA, but also whether the identified sites serve the purpose of replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity. The analysis must identify whether sites improve or exacerbate disparities in income, segregation, and all other components of fair housing. It is important to note that Westmorland's geographic size and isolation from other communities prevent concentration of various demographic components.

As discussed in other sections of this Housing Element, Westmorland is largely Hispanic. Most of the sites inventory does not concentrate sites in one particular area, but distributes them throughout the City. In addition, the City has a few sites that are located in areas where there is a higher concentration of low income individuals. There are no R/ECAP areas in Westmorland and thus the proposed sites will not concentrate poverty in one area of the City.

### *Access to Opportunity*

All of Westmorland is considered a Moderate Resource Area according to the TCAC Opportunity Areas composite score. Thus, all sites identified in the inventory are located in low resource areas,

are not disproportionately located in these areas in the context of the resource level of the City as a whole. However, the northern and eastern portions of the City have a higher regional opportunity index. Additionally, most of the sites identified fall within SCAG's 2045 High Quality Transit area which will allow the City to take advantage of future assets within these areas and increase access to opportunity within and outside of the City.

### *Assessment of Local Contributing Factors to Fair Housing*

The analysis conducted in this section regarding fair housing issues within the incorporated boundaries of the City of Westmorland has identified several local contributing factors. The following conclusions have been recognized as the most pressing issues in Westmorland:

- **Cost Burden (High Priority).** A large number of households, particularly extremely-low income households experience a significant cost burden in comparison to the County and State. Several issues have been identified as contributors to cost burden including the lack of infrastructure in several area.
- **Pollution Burden (Medium Priority).** The City has a high CalEnviroScreen score, indicating that the community experiences a high level of environmental health risks compared to surrounding communities. Westmorland's CalEnviroScreen score is in the 89 percentile.
- **Barriers to Housing for Persons with Disabilities (Medium Priority).** Affordability, design, and location limit the supply of housing for persons with disabilities. The City of Westmorland has a higher population with disabilities than the surrounding region.

# 5. Sites Inventory

The 6<sup>th</sup> Cycle Regional Housing Needs Allocation (RHNA) Plan prepared by the Southern California Association of Governments (SCAG) identified a total 33 new housing units to be created in Westmorland during the 2021-2029 planning period as show in the table below.

**Table 25 Westmorland’s 6<sup>th</sup> Cycle Regional Housing Needs Allocation**

Source: Southern California Association of Governments (SCAG)

Income Category	Number of Units
Very Low Income	8
Low Income	6
Moderate Income	4
Above-Moderate Income	15
<b>Total</b>	<b>33</b>

There are a total of 44 vacant parcels that are suitable for residential development, as shown in Figure 6. All parcels are zoned either R-1 or R-2, except that two of the larger parcels are zoned Industrial. There are 15 vacant R-1 zoned parcels, primarily located on the northwest quadrant of the City. Each of the individual parcels are approximately 6,000 to 9,000 square feet, but there are 7 lots on North H Street that are adjacent to each that can be combined into a single 1.1-acre parcel that can accommodate a small multi-family apartment complex. Many of the R-2 zoned parcels are individually 3,500 square feet in size and can not accommodate multi-family housing but those parcels along 5<sup>th</sup> Street can be combined for multi-family development accommodating approximately 15 units per site.

Figure 6: Vacant Parcels Available for Residential Development



### *Sites to Accommodate Low and Very Low-Income Housing Need*

As shown in Table 22, Westmorland’s RHNA allocation for the 6<sup>th</sup> Cycle Housing Element is 8 units for very-low-income households and 6 housing units for low-income households for a total of 14 units. There are no multi-family zoned lots that can accommodate these housing requirements as the largest lot is 14,200 square feet (0.33 acre). Assembling multiple lots and combining them into one larger lot can allow for a larger development but the largest combination will only yield 36,400 square feet (0.85 acre) which can accommodate all 14 units at a density of 20 units per acre which is allowed under the R-2 zoning district. There is currently a vacant 7.13-acre site at the southeast corner of Martin Road and 7<sup>th</sup> Street which can accommodate all 33 RHNA requirements but the site was previously identified in the 5<sup>th</sup> Cycle Housing Element as a site for above-moderate income households. This 7.13-acre site is zoned R-4 at a density of 30 units per acre. This current zoning can meet the needs of the low and very low-income groups.

There are currently two vacant industrially-zoned parcels in the southwest quadrant of the City, specifically at the northeast corner of H Street and 1<sup>st</sup> Street (APN 035-401-018) and at approximately 150 feet from the southeast corner of Highway 86 and H Street (APN 035-381-012). The parcel at APN 035-401-018 is 35,500 square feet (0.82 acre) which is similar in size to the



assembled parcels described in the previous paragraph. The other industrial parcel is 28,600 square feet (0.6 acre).

### *Sites to Accommodate Moderate and Above-Moderate Income Housing Need*

The 6<sup>th</sup> Cycle RHNA requirement is 4 moderate-income housing units and 15 above-moderate-income housing units for a total of 19 units. There is a total of 16 vacant R-1 lots identified in Figure 6 on the previous page. The remaining three units can be accommodated in the R-2 zones which would not impede the City's ability to accommodate the housing allocation for low- and very-low-income households.

### *Ability to meet the City's share of the regional housing need*

The element must describe constraints, if any, that hinder the City from meeting its share of the regional housing need. Section 3.2 describes the constraints hindering the designation of sites to accommodate the lower income housing need. There are no other local governmental constraints that would prevent the City from meeting its share of the regional housing need. The non-governmental constraints such as the cost of land and construction do create constraints on the development of housing affordable to lower income families. The City will seek funding to ameliorate this constraint.

### *Availability of Infrastructure*

All parcels (vacant or otherwise) within the incorporated city limits of Westmorland are served by an interconnected network of water and wastewater infrastructure. The City provides its own wastewater service treating effluent at the Wastewater Treatment Plant located at the northeast corner of Howenstein and Martin Roads and uses an oxidation ditch-type process. The present plant has a design flow capacity of 4.30 million gallons per day (MGD) with a current usage of 2.0 MGD. The City also owns and operates its own potable water treatment and distribution system with a current capacity of 3.15 million gallons per day (MGD). The water treatment plant is currently operating at 45% capacity. The City's treatment plants and infrastructure systems have the capacity to service growth to the year 2050 and beyond.

### *Environmental Constraints*

None of the properties identified in the residential sites inventory are known to be constrained by any environmental constraints such as steep slopes, floodplains, or the existence of known hazardous materials. The sites identified to accommodate Westmorland's share of the regional housing need are vacant but not in agricultural production. There are no Williamson Act contracts

constraining the development of the residential sites located within the City limits which would impact agricultural resources.

With respect to biological resources, the City of Westmorland does not contain forests, harbors, wildlife, or natural water resources. The primary species of concern is the burrowing owl which is protected under the Migratory Bird Treaty Act but these are typically found in non-urbanized areas so these would not constitute an environmental constraint to the production of housing in Westmorland.

The City of Westmorland is not within an Earthquake Fault Zone as established by the Alquist-Priolo Earthquake Zoning Act; however other areas in Imperial County are within fault zones. Imperial Valley includes a series of parallel transform faults including major faults such as the San Andreas, San Jacinto, and Ellsinore zones. The San Jacinto fault system is the most seismically active fault system in Imperial Valley and is located to the west of Westmorland. As such, this does not constitute an environmental constraint.

## *Zoning for a Variety of Housing Types*

Government Code Section 65583 and 65583.2 require the housing element to provide for a variety of housing types including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing.

### **Multifamily Rental Housing**

Multifamily housing is permitted by right in all R-4 zones and conditionally permitted in all R-2 zones (there are no R-3 zones).

### **Factory-Built Housing, Manufactured Home, and Mobilehomes**

The City of Westmorland considers factory-built housing, manufacture homes, and mobilehomes as identical to traditionally constructed homes. There are no specific regulations that prohibit them from being sited in residential zones. Factory-built housing, manufactured Homes, and mobilehomes are permitted in R-1, R-2, and R-4 zones as long as they comply with the Building code.

### **Housing For Agricultural Employees**

The Zoning Ordinance includes a definition of agricultural employee housing as being consistent with Health and Safety Code 17021.5 and 17021.6. Employee housing is permitted in the R-1 and R-2 zones.

## **Supportive Housing**

The Zoning Ordinance was amended in 2016 to include a definition consistent with Government Code Section 65582(g). Supportive housing is permitted by right in all residential zones, consistent with the requirements of Government Code Section 65583(a)(5).

## **Single-Room Occupancy Units**

Single-Room Occupancy (SRO) units are defined as a dwelling unit within a multi-family dwelling structure with a room that includes a closet, rangetop stove or oven, and space for a bed and a bathroom (toilet, sink, and bathtub). A SRO is sufficiently sized to accommodate a maximum of two persons. SROs are permitted by right in all R-2 and R-4 zones.

## **Emergency Shelters, Transitional Housing and Supportive Housing**

Emergency shelters are designed to provide a transitional or temporary place to sleep or live. Permanent Supportive Housing is designed to help people permanently avoid homelessness. Generally, a shelter automatically sets a limitation on the time that someone can live there and may limit the hours when a person can be onsite. As previously stated, supportive housing is allowed in all residential zones. Transitional housing is permitted is also permitted in all residential zones. Emergency shelters require a Conditional Use Permit (CUP) in R-4 zones but are permitted by right in all C zones.

## **Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)**

An Accessory Dwelling Unit (ADU) is an accessory to a primary residence and has complete independent living facilities for one or more persons. It may or may not be attached to the main structure. A Junior Accessory Dwelling Unit (JADU) is a specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence. Both ADUs and JADUs are a flexible form of housing that is more affordable and can provide additional income to homeowners. The City of Westmorland has not adopted a specific Ordinance that deals with ADUs and JADUs but the City follows the requirements outlined in the ADU handbook. There are many parcels in Westmorland with single-family homes that have plenty of room on their lots to accommodate ADUs. A new program is included in this Housing Element to promote the development of ADUs.

## ***FINANCIAL RESOURCES***

Westmorland is eligible to participate in the State of California, Housing and Community Development (HCD) Small Cities loan and grant programs:

**Community Development Block Grant Programs:** These funds are awarded on a competitive basis and are generally used for housing rehabilitation, rental and homeowner assistance

programs, emergency health and safety issues, and for planning and technical assistance grants for plans and studies for housing and facilities.

Westmorland has not been successful in obtaining housing rehabilitation grant funding since 2005. They did obtain a Planning/Technical Assistance Grant in 2014. The City will continue to apply for housing rehabilitation funds in future years.

As the loans previously made to residents are paid back funds are placed in a self-sustaining Revolving Loan Fund the City can utilize to fund housing programs.

**Home Investment Partnership Program (HOME):** Housing rehabilitation, new construction, and acquisition and rehabilitation, for both single-family and multifamily projects, and predevelopment loans by CHDOs. All activities must benefit lower-income renters or owners. The last successful HOME housing rehabilitation program in Westmorland was in 2002/03. The HOME ownership First Time Home Buyer Program was not practical since there were so few eligible homes for sale or planned for development. The City will continue to apply for HOME funds for housing rehabilitation.

**USDA - Rural Development:** the National Office of USDA issues a Notice of Funding Availability (NOFA) toward the end of each year for all types of developers and partnerships to apply for construction and rental assistance funding. Funding is so competitive that funds are limited to \$1 million per successful applicant requiring considerable additional funds.

The Redondo I and II complexes (68 units total) were developed using USDA Section 515 funding and State Tax Credits and City participation about 10 years ago.

**CalHFA Multifamily Programs** provide permanent financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that includes affordable rents for low- and moderate-income families and individuals. Loans are made to developers with sufficient credit and additional funding to make the project viable for a 55-year affordability period requirement. Availability of funds to loan is dependent on bond sales and varies from year to year. CalFHA also manages the Veterans Housing and Homeless Prevention (VHHP) Program, and the first NOFA was issued in 2014. That program requires on-site services usually provided in cooperation with an established provider.

**The Strategic Growth Council Affordable Housing and Sustainable Communities Program** has been funded by the State Budget Act of 2014 which appropriated \$130- Million from the Greenhouse Gas Reduction Fund (GGRF). The preliminary guidelines were drafted in September 2014 and the final guidelines are pending publication in mid-January 2015. A preliminary review indicates that the City of Westmorland would be an eligible area for the development of multifamily housing using these funds on the basis of being a disadvantaged rural area. [http://www.sgc.ca.gov/docs/December Guidelines Memo.pdf](http://www.sgc.ca.gov/docs/December%20Guidelines%20Memo.pdf)

Westmorland is eligible to participate in the State of California, Housing and Community Development (HCD) Small Cities loan and grant programs:

- **Community Development Block Grant Programs:** These funds are awarded on a competitive basis and are generally used for housing rehabilitation, rental and homeowner assistance programs, emergency health and safety issues, and for planning and technical assistance grants for plans and studies for housing and facilities.

Westmorland has not been successful in obtaining housing rehabilitation grant funding since 2005. They did obtain a Planning/Technical Assistance Grant in 2014. The City will continue to apply for housing rehabilitation funds in future years.

As the loans previously made to residents are paid back funds are placed in a self-sustaining Revolving Loan Fund the City can utilize fund housing programs.

- **Home Investment Partnership Program (HOME):** Housing rehabilitation, new construction, and acquisition and rehabilitation, for both single-family and multifamily projects, and predevelopment loans by CHDOs. All activities must benefit lower-income renters or owners.

The last successful HOME housing rehabilitation program in Westmorland was in 2002/03. The HOME ownership First Time Home Buyer Program was not practical since there were so few eligible homes for sale or planed for development. The City will continue to apply for HOME funds for housing rehabilitation.

USDA - Rural Development: The National Office of USDA issues a Notice of Funding Availability (NOFA) toward the end of each year for all types of developers and partnerships to apply for construction and rental assistance funding. Funding is so competitive that funds are limited to \$1 million per successful applicant requiring considerable additional funds.

The Redondo I and II complexes (68 units total) were developed using USDA Section 515 funding along with State Tax Credits and City participation about 10 years ago.

- **CalHFA Multifamily Programs** provide permanent financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that includes affordable rents for low- and moderate-income families and individuals. Loans are made to developers with sufficient credit and additional funding to make the project viable for a 55-year affordability period requirement. Availability of funds to loan is dependent on bond sales and varies from year to year. CalFHA also manages the Veterans Housing and Homeless Prevention (VHHP) Program, and the first NOFA was issued in 2014. That program requires on-site services usually provided in cooperation with an established provider.
- The Strategic Growth Council Affordable Housing and Sustainable Communities Program has been funded in the State Budget Act of 2014 which appropriated \$130- Million from the

Greenhouse Gas Reduction Fund (GGRF). The preliminary guidelines were drafted in September 2014 and final guidelines are pending publication in midJanuary 2015.

## *ADMINISTRATIVE RESOURCES*

- **Housing Authority:** Residents of the City of Westmorland served by the Imperial Valley Housing Authority (IVHA) which provides public housing and administers the Section 8 Housing Choice Voucher Program. IVHA owns and manages over 1,000 consistently occupied rental units for lower-income families, seniors, disabled persons, and farmworkers in locations throughout the county of which 65 units are located in Westmorland.
- **The Housing Choice Voucher Program** provides recipients the opportunity to rent housing of their choice- in the private market and is managed by IVHA. The program provides rent subsidies to private landlords on behalf of participant households. IVHA administers a total of 1,626 rental assisted units throughout Imperial County. Between 6,000 and 7,000 applicants are on the Public Housing and Housing Choice Voucher waiting lists.
- **Imperial Valley Regional Task Force** on Homelessness which addresses homelessness issues Countywide through a network of assistance programs and facilities throughout the Imperial. The Task Force Homeless Count in 2013 identified two homeless persons in Westmorland. They would be eligible for any of the programs offered.
- **The Department of Developmental Services (DDS)** Regional Center in San Diego serves the City of Westmorland and all of Imperial County in the diagnosis and eligibility assessment and client services which are paid for by the State.
- **County Public Health Department** offers program assistance to help City residents meet public health objectives and for the City to become a "Healthy Community." At the present time, the City provides space in City Buildings for activities such as morning and evening Zumba classes that are held at the Youth Center Monday through Friday and the summer water aerobics that are offered at the City Pool.
- **The California Coalition for Rural Housing** supports the production and preservation of decent, safe, and low-cost housing for rural and low-income Californians. The Coalition advocates for housing at all levels of government before legislative and regulatory bodies. It also provides technical and organizational assistance to community groups and nonprofit agencies and educates the public on housing issues. The Coalition administers the Rural California Internship Program for culturally and linguistically diverse university students who represent rural California's minority, immigrant, and/or farm worker communities.

- **Affordable Housing Developers:** The City of Westmorland has participated in the annual conference of the California Coalition for Affordable Housing (formerly the Rural Housing Council) and has distributed information to the membership about the City, available land, and any funding availability.
- **Supportive Services:** The City of Westmorland is served by various non-profit groups such as the Westmorland Chamber of Commerce that sponsors community activities. Other supportive service agencies are located in Brawley, seven miles south.

## *ADEQUATE SERVICES*

Water/Wastewater: The City of Westmorland operates its own water and wastewater systems. A recent update to the Service Area Plan indicates there is sufficient capacity for both services to accommodate another 600 dwelling units or 3,000 persons.

Planning/Building and Safety: City personnel are dedicated to the City and are committed to making the development process as uncomplicated and smooth as possible. They will arrange staff review meetings so that a developer can experience a virtual one-stop process. Both zoning and building permit applications for single-family developments can typically be processed in less than two months.



# 6. Accomplishments Under The 2008-2014 Housing Element

HCD suggests that the Progress Report (officially known as review and revision) discuss: "Appropriateness of goals, objectives and policies" (Section 65588(a)(1)): A description of how the goals, objectives, policies and programs of the updated element incorporate what has been learned from the results of the prior element.

"Effectiveness of the element" (Section 65588(a)(2)): A comparison of the actual results of the earlier element with its goals, objectives, policies and programs. The results should be quantified where possible (e.g., rehabilitation), but may be qualitative where necessary (e.g., mitigation of constraints).

"Progress in implementation" (Section 65583(a)(3)): An analysis of the significant differences between what was projected or planned in the earlier element and what was achieved.

## *Appropriateness Of Goals, Objectives and Policies*

The 2013-2021 Housing Element included a total of 14 Housing Programs to address the availability of adequate housing sites, the creation of affordable housing, to remove governmental constraints, improve housing conditions, promote fair housing, preserve at-risk housing, and promote energy conservation. Table 24 on page 26 lists all 14 Housing Programs from the 2013-2021 Housing Element and provides a summary of the accomplishments during that time period. A majority of the previous Housing Programs were appropriate and the City will continue those Programs during the 6<sup>th</sup> Cycle.

## EFFECTIVENESS OF THE 2013-2021 HOUSING ELEMENT

The City's share of regional housing need for the prior projection period was 156 housing units. Between 2013 and January 2021, one housing unit was constructed. The table below shows the quantified objectives of the 5<sup>th</sup> Cycle Housing Element. All of the previous objectives were met with regards to the adoption of certain policies and the dissemination of information, but none of the quantified objectives were met, except for the rehabilitation of 8 housing units.

**Table 26 Quantified Objectives (2013-2021 Housing Element)**

Category	Extremely Low Income	Very Low Income	Low Income	Low Income	Moderate Income	Above-Moderate Income	Total
<b>Construction</b>	4	5		6	36	105	<b>156</b>
<b>Rehabilitation</b>	6	30		14			<b>50</b>
<b>Conservation</b>	45	32		3			<b>80</b>
<b>Preservation</b>	89	66					<b>194</b>

Because of budget constraints the on-site permanent staff of the City has been reduced to three persons: a City Clerk, a Water Department clerk, and a Public Works Supervisor. The City engineer is on-call; the city planner is contracted on an as-needed basis; the Mayor working with the city clerk functions as the city administrator.

The 2013-2021 Housing Element was effective in pinpointing the land use and zoning changes that were necessary in order for the City to be in compliance with State law. All of the zoning programs have been implemented and the results are briefly described below as a part of the description of Progress in Implementation and in Section E Governmental Constraints.

## *Progress In Implementation*

The 2013-2021 Housing Element, as previously noted, included 14 individual programs. A brief description of the progress made in program implementation is given below.

Amendments based on the zoning programs included the prior 2013-2021 Housing Element, the City in February 2016 adopted Zoning Ordinance Amendments that address California law mandates. These include up-to-date zoning provisions for:

- Emergency shelters: to comply with Government Code 65582 (d), Section 65583(a)(4), and Government Code Section 65583(c)(1)
- Transitional Housing: to comply with Government Code Section 65582(f) and Government Code Section 65583(a)(5)
- Supportive Housing: to comply with Government Code Section 65582(9) and Government Code Section 65583(a)(5)
- Single Room Occupancy (SRO) Housing: to comply with Government Code Section 65583(c)(1)
- Employee Housing: to comply with Government Code Section 65583(c)(1) □ Density Bonus Ordinance: to comply with Government Code Section 65915-65918
- Reasonable Accommodation Procedure: to comply with Government Code Section 65583(c)(3)
- Group Homes: to comply with the Welfare and Institutions Code (Lanterman-Petris Act) and Health and Safety Code (Community Care Facilities Act and Residential Care Facilities for the Elderly Act)
- Zoning Ordinance Definitions (e.g., family, disability, etc)

## *Housing Funding*

Various programs involved seeking funding for housing. Section 8 funding continued to be available to Westmorland's residents during the 2013-2021 period. However, the Redevelopment Agency was dissolved in February 2012. And funding for a housing program was not secured from CDBG, HOME, USDA and other resources.

## *Fair Housing/Equal Housing Opportunity*

Various housing programs involved fair housing and equal opportunity efforts. The City implemented actions to post on its website links to the HUD's Fair Housing and Equal Opportunity Office and the State Department of Fair Employment and Housing (DFEH). The City staff has also contacted the Inland Fair Housing and Mediation Board (IFHMB) to obtain fair housing literature that can be displayed at the City Hall counter.

The following actions will be carried forward and included in Section 2 - Housing Program - of the 2020-2029 Housing Element:

- Posting on the City's website a link to fair housing providers such as the IFHMB and California Rural Legal Assistance.
- Posting on the City's website a link to additional fair housing information
- Invite Inland to provide fair housing information at the City booth at the Annual Honey Bee Festival in the City.

## *Energy Conservation*

One Housing Program is related to energy conservation. The program focused on providing public information, coordinating with the Imperial Irrigation District (IID), and pursuing LEED certified housing. The City posted on its website a link to the IID website and its energy conservation programs.

The public information efforts are incorporated into the 2013- 2021 Housing Element: Additional energy conservation opportunities are described in herein.

## *Coordination with Developers and Streamlined Processing*

A number of Housing Programs involved working with developers and streamlining the development review process. Since adoption of the 2008-2014 Housing Element, the City approved the Gateway Plaza Project which includes residential and commercial land uses.

## *Sites Availability*

There were programs involved in making sites available to accommodate the City's share of the regional housing need. The specific sites mentioned in the 2008-2014 Housing Element were not re-designated in the Land Use Element and Zoning Map. The City Council approved rezoning of a site to R-4 to permit the development of 100 housing units.

## *Building Code and Code Enforcement*

Other programs involved the adoption of the California Building Code and continuing the code enforcement program. These programs were implemented during the 2008-2014 planning period.

## *Other Programs*

More programs involved actions to inform the community about housing issues, intergovernmental coordination, and other miscellaneous activities. The following programs are carried forwarded and included in Section 2 - Housing Program - of the 2013-2021 Housing Element:

- Explore fee reductions and deferrals and other incentives to encourage housing development.
- Continue the one-stop, front counter permit processing procedures, including preapplication conferences.
- Develop a lot consolidation program.

The city has not adopted moratoria or other prohibitions that would impede the development of any type of housing including multi-family homes and affordable housing. The City also has not adopted any growth control measures. The urban growth boundaries coincide with the official Sphere of Influence (SOI).

**Table 27 Program by Program Analysis of 2013-2021 Housing Programs**

2013-2021 Programs and Accomplishments	Continue, Modify, or Delete
<p><b>1. Land Use Element/Project Implementation</b></p> <p>This Program ensures that the City has sufficient sites to accommodate its share of the regional housing for the above-moderate- and moderate-income groups.</p> <p><b>Objective:</b></p> <p>The above-moderate income housing need is accommodated by four vacant R-1 zoned sites that have a combined capacity of 300 housing units.</p> <p>The moderate-income housing need is accommodated by one vacant R-4 site that has a capacity of 100 housing units.</p> <p><b>Timeframe:</b> 2013-2021</p> <p><b>Responsible Entity:</b> Planning Department</p> <p><b>Accomplishment:</b> The City was able to maintain the site and the sites continue to be available for moderate and above-moderate income housing development</p>	<p><b>Modify</b></p>
<p><b>2. No Net Loss Program</b></p> <p>The No Net Loss Program implements Government Code Section 65863 and is modeled after a program description prepared by CD. The purpose of the program is to ensure that the sites identified in the 2013-2021 Housing Element continue to accommodate the City's share of the regional housing need throughout the planning period. The following activities comprise the program:</p> <p><b>Objective:</b></p> <p>Monitor annually the sites inventory to determine the amount, type and size of development on the sites identified in the 2013-2021 Housing Element.</p>	<p><b>Continue</b></p>

<p>Develop and implement a formal ongoing (project-by-project, parcel-by-parcel) evaluation procedure pursuant to Government Code Section 65863.</p> <p>Annually report on the number of housing units constructed by income group.</p> <p>Update the vacant and underutilized parcels inventory to assist developers in identifying land suitable for residential development.</p> <p>In the event that a site is approved for development of a use or density other than that described in the 2013-2021 Housing Element, the City will identify sufficient additional, adequate, and available sites with an equal or greater residential density so that there is no net loss of residential unit capacity.</p> <p><b>Timeframe:</b> 2013-2021</p> <p><b>Responsible Entity:</b> Planning Department</p> <p><b>Accomplishment:</b> The City continued to update the vacant parcel inventory list and continues to monitor the list.</p>	
<p><b>3. Facilitate and Encourage the Development of a Variety of Types of Housing</b></p> <p>The City Council will approve Zoning Ordinance Amendments which meet the requirements of Government Code Section 65583(c)(1). The City will continue to implement the zoning provisions for encouraging a variety of housing types.</p> <p><b>Objective:</b></p> <p>The City will encourage the developers to include a mix of housing unit sizes (e.g., SROs, 1-, 2-and 3-bedroom units) in new residential communities. To encourage the development of a variety of housing types and a housing mix the City will prepare prototypical plans and disseminate these plans to developers, including affordable housing developers. Among these developers will be the Imperial Valley Housing Authority (IVHA) and developers who have developed affordable housing in Imperial County with the assistance of State HOME funds, low-income housing tax credits as well as those who have competed for funding from</p>	<p><b>Continue</b></p>



the Strategic Growth Council's Affordable Housing and Sustainable Communities Program.

**Timeframe:** 2013-2021

**Responsible Entity:** Planning Department

**Accomplishment:** The City met with potential developers through the 2013-2021 planning period and encouraged them to build a variety of housing types in Westmorland. Unfortunately, no development occurred during the 5<sup>th</sup> Cycle.

**4. Imperial Valley Housing Authority Rental Assistance for Cost Burdened Lower Income Households**

**Continue**

The Imperial Valley Housing Authority (IVHA) administers two programs which address the rental assistance needs of extremely low and very low-income families. The IVHA operates 62 public housing units in a combination of housing types. In addition, it provides Section 8 rental assistance to 18 families through the Section 8 Housing Choice Voucher Program.

During the planning period, the City anticipates that the IVHA will continue to implement these two very important rental assistance programs. The assisted families pay 30% of their income toward monthly rent and, therefore, these programs reduce the number of cost burdened families. The City will continue to support the efforts of the IVHA to secure additional Section 8 Housing Choice Vouchers.

**Objective:** In cooperation with the IVHA, the City will conduct the following outreach efforts:

Have available at City Hall the Housing Authority's Application for Housing Assistance in both English and Spanish. Housing assistance is available in public housing units, Section 8 tenant assistance, and mobile home park spaces. This outreach effort will be conducted throughout the planning period.

Inform interested residents of the Housing Authority's priority of providing assistance to veterans and disabled persons. This outreach effort will be conducted throughout the planning period.

<p>Host at City Hall a workshop for landlords that may be interested in participating in the Housing Authority's rental assistance programs. This outreach effort will be completed when deemed appropriate by the IVHA.</p> <p><b>Timeframe:</b> 2013-2021</p> <p><b>Responsible Entity:</b> Imperial Valley Housing Authority (IVHA)</p> <p><b>Accomplishment:</b> The City continues to provide IVHA applications at City Hall and continues to inform interested residents of available programs. The City was not able to hold a workshop at City Hall.</p>	
<p><b>5. Density Bonus Incentives</b></p> <p>Pursuant to Government Code Section 65915(a), the City Council has adopted an ordinance that specifies how compliance with the State density bonus law (Government Code Sections 65915-65918) will be implemented. Government Code Section 65915(d)(3) required the City to establish procedures for carrying out the purposes of the State density bonus law.</p> <p><b>Objectives:</b></p> <p>The City will continue to provide density bonus incentives to developers who plan to build a mix of housing affordable to very low and lower income families and market rate housing as well as qualified senior housing developments.</p> <p>In order to implement this program, the following outreach efforts will be completed:</p> <p>A brochure will be prepared to describe the density bonus incentives. The brochure will be prepared by the 1<sup>st</sup> quarter 2017.</p> <p>The brochure will be given to all parties interested in developing housing in the City of Westmorland. This outreach effort will be conducted throughout the planning period.</p> <p>The City will provide technical assistance to developers who are interested in submitting an application for density bonus units. This outreach effort will be conducted throughout the planning period.</p>	<p><b>Continue</b></p>

<p><b>Timeframe:</b> 2016-2021</p> <p><b>Responsible Entity:</b> Planning Department</p> <p><b>Accomplishment:</b> The City was able to create a brochure and information packet regarding the Density Bonus Program which was provided to developers. No residential development occurred within the 5<sup>th</sup> Cycle.</p>	
<p><b>6. Developmentally Disabled Outreach Program</b></p> <p>Chapter 507, Statutes of 2010 (SB 812), which took effect January 2011, amended State housing element law to require the analysis of the disabled to include an evaluation of the special housing needs of persons with developmental disabilities.</p> <p><b>Objective:</b></p> <p>The City will work with the San Diego Regional Center to implement an outreach program that informs families within Westmorland on housing and services available for persons with developmental disabilities. The program will include the development of an informational brochure, including information on services on the City's website, and providing housing-related training for individuals/families through workshops. The City also will work with the San Diego Regional Center to identify funding sources that can address the housing needs of developmentally disabled persons.</p> <p><b>Timeframe:</b> Mid-year 2017</p> <p><b>Responsible Entity:</b> City Clerk</p> <p><b>Accomplishment:</b> Through collaboration with the San Diego Regional Center, a brochure was prepared and made available at City Hall. The City continues to work with the Center to identify funding sources. Information was included in the City website but a recent update inadvertently removed information. The City will once again make the information available on the website.</p>	<p><b>Continue</b></p>
<p><b>7. Extremely Low Income and Special Needs Housing Program</b></p> <p>There is considerable overlap among and between extremely low-income households and special needs populations. In Imperial County, the extremely low-income annual limits for one and two-person households</p>	<p><b>Continue</b></p>

<p>are \$12,150 and \$15,930, respectively. State law specially recognizes specific special needs population including: elderly, frail elderly, disabled persons, developmentally disabled persons, large families, female householders and homeless persons and families.</p> <p><b>Objective:</b></p> <p>In order to assist in the development of housing affordable extremely low-income (ELI) households, the City will proactively encourage and facilitate the development of affordable housing for lower income households, particularly those with extremely low-income (ELI), special needs including large households, seniors, and households with persons who have disabilities or developmental disabilities, and farmworkers by:</p> <p>Providing regulatory incentives to developers who agree to include a portion of their units affordable to ELI households.</p> <ul style="list-style-type: none"> <li>• Seek funding from State sources in coordination with affordable developers.</li> <li>• Defer development and impact fees for affordable housing.</li> <li>• Modify certain development standards to promote affordable housing development.</li> </ul> <p><b>Timeframe:</b> Mid-year 2017</p> <p><b>Responsible Entity:</b> City Clerk and Planning Department</p> <p><b>Accomplishment:</b> The City instituted a policy to defer development and impact fees for affordable housing. The policy allows affordable housing projects to defer payment of impact fees to the issuance of a Certificate of Occupancy rather than at the issuance of building permit. The Density Bonus Program allows for deviation from certain development standards to encourage the development of ELI and Special Housing Needs.</p>	
<p><b>8. Zoning Ordinance Amendments Program</b></p> <p>The City will adopt Zoning Ordinance Amendments concurrently with adoption of the 2013-2021 Housing Element to comply with State law.</p> <p><b>Objective:</b></p> <p>The City will address all new State mandated zoning requirements in a timely manner. The City will continue to monitor the HCD website for</p>	<p><b>Modify</b></p>

<p>Memoranda and Technical Assistance papers related to Housing mandates.</p> <p><b>Timeframe:</b> 2016-2021</p> <p><b>Responsible Entity:</b> Planning Department</p> <p><b>Accomplishment:</b> The City adopted various Zoning Ordinance Amendments outlined in the 5<sup>th</sup> Cycle Housing Element. The City was not able to keep up with recent revisions to State Law, including the ADU requirements but the City has allowed the development ADUs and JADUs based on State requirements.</p>	
<p><b>9. Building Code Amendments Program</b></p> <p>The purpose of this program is to timely address all new State mandated building code requirements that may be enacted between adoption of the 2013-2021 Housing Element (mid-year 2015) and the end of the current planning period (October 2021).</p> <p><b>Objective:</b></p> <p>The California Building Standards Code Title 24 serves as the basis for the design and construction of buildings in California. California's building codes are published in their entirety every three years. Intervening Code Adoption Cycles produce Supplement pages half-way (18 months) into each triennial period. Amendments to California's building standards are subject to a lengthy and transparent public participation process throughout each code adoption cycle.</p> <p><b>Timeframe:</b> 2016</p> <p><b>Responsible Entity:</b> Building Official</p> <p><b>Accomplishment:</b> The City adopted 2016 Building Code as identified in the previous Housing Element. The City also adopted the next triennial updates without any revisions.</p>	<p><b>Delete</b></p>
<p><b>10. Housing Code Enforcement</b></p> <p>The City Council adopted the 2013 Residential Building Code which authorizes the City to abate unsafe buildings pursuant to State Housing</p>	<p><b>Continue</b></p>

<p>Law, Mobile home Parks Act, Employee Housing Act, and Factory-Built Housing Law</p> <p><b>Objective:</b></p> <p>Enforcement of building codes ensures that homes are maintained so that they do not deteriorate and become dilapidated.</p> <p><b>Timeframe:</b> 2013-2021</p> <p><b>Responsible Entity:</b> Building Official</p> <p><b>Accomplishment:</b> The City continues to actively enforce the City’s building code and zoning code with regards to maintenance of housing units.</p>	
<p><b>11. Housing Rehabilitation Program</b></p> <p>The City will apply for funding that may be available to help fund the rehabilitation of single-family homes. The City also will work with the Imperial Valley Housing Authority to facilitate its efforts to rehabilitate multi-family housing units.</p> <p><b>Objective:</b></p> <p>The Housing Rehabilitation Program allows the City to assist income-qualified homeowners to rehabilitate their homes.</p> <p><b>Timeframe:</b> 2013-2021</p> <p><b>Responsible Entity:</b> Building Official</p> <p><b>Accomplishment:</b> The City was able to rehabilitate 8 housing units during the previous Housing Element cycle.</p>	<p><b>Continue</b></p>
<p><b>12. Fair Housing Information Program</b></p> <p>The City will continue to provide residents with fair housing information by posting links to various local, state, and federal resources.</p> <p><b>Objective:</b></p>	<p><b>Delete</b></p>

<p>Providing readily accessible information regarding Fair Housing allows residents to be aware of housing laws and provides a link to the Mediation Board.</p> <p><b>Timeframe:</b> 2016</p> <p><b>Responsible Entity:</b> City Clerk</p> <p><b>Accomplishment:</b> Links were included in the City website but a recent update inadvertently removed information. The City will once again make the information available on the website.</p>	
<p><b>13. Fair Housing Services Program</b></p> <p>As the City is not a CDBG entitlement jurisdiction, it has no funding to retain the services of a fair housing provider but fair housing is a priority goal for Westmorland.</p> <p><b>Objective:</b></p> <p>The Inland Fair Housing and Mediation Board is a resource that is available to residents of Westmorland and Imperial County.</p> <p><b>Timeframe:</b> 2013-2021</p> <p><b>Responsible Entity:</b> City Clerk and City Staff</p> <p><b>Accomplishment:</b> The City continues to refer residents with fair housing and landlord/tenant issues to Inland’s office which is located at 444 South 8<sup>th</sup> Street, Suite C1A El Centro, CA 92243.</p>	<p><b>Continue</b></p>
<p><b>14 Energy Conservation in New Residential Construction</b></p> <p>Title 24, Part 6 of the California Building Code regulates energy uses including space heating and cooling, hot water heating, and ventilation. This City will ensure that all new residential developments will meet and if possible, exceed Title 24 standards.</p> <p><b>Objective:</b></p> <p>Energy efficiency in homes helps homeowner save costs for homeowners, especially during summer months when energy bills increase due to the need to cool the home in our desert environment. On average, energy efficiency in residential construction can increase the</p>	<p><b>Modify</b></p>



cost by \$2,290 but will return more than \$6,200 in energy saving over 30 years.

**Timeframe:** 2015-2021

**Responsible Entity:** Building Official

**Accomplishment:** The adopted all recent updates of the California Code which has progressively required more and more energy efficiency. Unfortunately, no new homes have been built during this past Housing Element cycle.

# 7. Housing Program

Government Code Section 65583(c) requires Housing Elements to include housing programs that sets forth a schedule of actions during the 2021-2029 planning period. Each of the programs must include a timeline for implementation to achieve the goals and objectives of the housing element. The programs must identify actions that will be taken to make sites available to accommodate the portion of the city's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory. Programs must also assist in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households. Programs must also be included to address and remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing.

## 1. Land Use Element Implementation

The City is required to create a total of 33 new dwelling units as follows: 8 for very low income households, 6 for low income households, 4 for moderate income households, and 15 for above moderate income households. The previous housing element did not identify any sites to accommodate the lower income housing needs, but a vacant site does exist which is appropriately zoned for multi-family and therefore sufficient to meet the needs of the lower income groups.

This Program ensures that the City has sufficient sites to accommodate its share of the regional housing for all income groups and is continued from the 5<sup>th</sup> Cycle Housing Element.

**City's Specific Role:** The City shall encourage and enforce the objectives and purpose of the R-4 zoning district with regards to the 7.13-acre site at APN 035-250-021.

**Objective:** The subdivision of APN 035-250-021 shall include sufficient parcels to accommodate one parcel for the development of 14 apartment units, 4 smaller lots to accommodate smaller homes for moderate-income households and 15 single-family parcels.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** Planning Department

## 2. No Net Loss Program

The No Net Loss Program implements Government Code Section 65863 and is modeled after a program description prepared by CD. The purpose of the program is to ensure that the sites identified in the 2013-2021 Housing Element continue to accommodate the City's share of the regional housing need throughout the planning period. The following activities comprise the program:

**City's Specific Role:** The City will continue implement a formal, ongoing (project-by-project, parcel-by-parcel) evaluation procedure pursuant to Government Code Section 65863. In the event that a site is approved for development of a use or density other than that described in this Housing Element, the City will identify sufficient additional, adequate, and available sites with an equal or greater residential density so that there is no net loss of residential unit capacity.

**Objective:** The City will monitor annually the sites inventory to determine the amount, type and size of development on the sites identified in the this Housing Element. Staff will report to the Council the number of housing units constructed by income group. Vacant and underutilized parcels inventory will be continually updated to assist developers in identifying land suitable for residential development.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** Planning Department

## 3. Facilitate and Encourage the Development of a Variety of Housing

**City's Specific Role:** The City will continue to implement the zoning provisions for encouraging a variety of housing types.

**Objective:** The City will encourage the developers to include a mix of housing unit sizes (e.g., SROs, 1-, 2-and 3-bedroom units) in new residential communities. To encourage the development of a variety of housing types and a housing mix the City will prepare prototypical plans and disseminate these plans to developers, including affordable housing developers. Among these developers will be the Imperial Valley Housing Authority (IVHA) and developers who have developed affordable housing in Imperial County with the assistance of State HOME funds, low-income housing tax credits as well as those who have competed for funding from the Strategic Growth Council's Affordable Housing and Sustainable Communities Program.

**Timeframe:** Ongoing, 2021-2029. Prototypical plans should be completed by the end of 2024 and should be posted on the City’s website. The City should also conduct annual outreach to ensure that potential developers are aware of the City’s programs.

**Responsible Entity:** Planning Department

## 4. Imperial Valley Housing Authority Rental Assistance for Cost Burdened Lower Income Households

**City’s Specific Role:** The Imperial Valley Housing Authority (IVHA) administers two programs which address the rental assistance needs of extremely low and very low-income families. The IVHA operates 62 public housing units in a combination of housing types. In addition, it provides Section 8 rental assistance to 18 families through the Section 8 Housing Choice Voucher Program.

During the planning period, the City anticipates that the IVHA will continue to implement these two very important rental assistance programs. The assisted families pay 30% of their income toward monthly rent and, therefore, these programs reduce the number of cost burdened families. The City will continue to support the efforts of the IVHA to secure additional Section 8 Housing Choice Vouchers.

**Objective:** In cooperation with the IVHA, the City will conduct the following outreach efforts: Have available at City Hall the Housing Authority’s Application for Housing Assistance in both English and Spanish. Housing assistance is available in public housing units, Section 8 tenant assistance, and mobile home park spaces. This outreach effort will be conducted throughout the planning period.

Inform interested residents of the Housing Authority’s priority of providing assistance to veterans and disabled persons. This outreach effort will be conducted throughout the planning period.

Host at City Hall a workshop for landlords that may be interested in participating in the Housing Authority’s rental assistance programs. This outreach effort will be completed when deemed appropriate by the IVHA.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** Imperial Valley Housing Authority (IVHA) and City Staff

## 5. Density Bonus Incentives

**City's Specific Role:** Pursuant to Government Code Section 65915(a), the City Council has adopted an ordinance that specifies how compliance with the State density bonus law (Government Code Sections 65915-65918) will be implemented. Government Code Section 65915(d)(3) required the City to establish procedures for carrying out the purposes of the State density bonus law.

**Objectives:** The City will continue to provide density bonus incentives to developers who plan to build a mix of housing affordable to very low and lower income families and market rate housing as well as qualified senior housing developments.

In order to implement this program, the following outreach efforts will be completed:

The Density Bonus brochure will be given to all parties interested in developing housing in the City of Westmorland. This outreach effort will be conducted throughout the planning period.

The City will provide technical assistance to developers who are interested in submitting an application for density bonus units. This outreach effort will be conducted throughout the planning period.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** Planning Department

## 6. Developmentally Disabled Outreach Program

**Objective:** The City will continue to work with the San Diego Regional Center to implement an outreach program that informs families within Westmorland on housing and services available for persons with developmental disabilities. The City will also continue work with the San Diego Regional Center to identify funding sources that can address the housing needs of developmentally disabled persons.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk

## 7. Extremely Low Income and Special Need Housing Program

There is considerable overlap among and between extremely low-income households and special needs populations. In Imperial County, the extremely low-income annual limits for one and two-person households are \$12,150 and \$15,930, respectively. State law specially recognizes specific

special needs population including: elderly, frail elderly, disabled persons, developmentally disabled persons, large families, female householders and homeless persons and families.

**City's Specific Role:** In order to assist in the development of housing affordable extremely low-income (ELI) households, the City will proactively encourage and facilitate the development of affordable housing for lower income households, particularly those with extremely low-income (ELI), special needs including large households, seniors, and households with persons who have disabilities or developmental disabilities, and farmworkers by:

**Objective:** The City will provide regulatory incentives to developers who agree to include a portion of their units affordable to ELI households.

- Seek funding from State sources in coordination with affordable developers.
- Defer development and impact fees for affordable housing.
- Modify certain development standards to promote affordable housing development.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk and Planning Department

## 8. Zoning Ordinance Amendments to Address State Mandated Requirements

The City will update its Zoning Ordinance to reduce the number of zoning requirements In order to encourage the production of accessory dwelling units. Some of the changes are the reduction of parking requirements, reduction of permit processing time, increase in floor areas, and reduction of setbacks, and promote second units in subdivision development by considering/creating incentives for their production.

**City's Specific Role:** The City will adopt Zoning Ordinance Amendments concurrently with adoption of the 6<sup>th</sup> Cycle Housing Element to comply with State law.

**Objectives:**

1. The City will address State mandated zoning requirements with regards to Accessory Dwelling Units (ADU's) and Junior Accessory Dwelling Units (JADUs). The City will also create an information program to encourage homeowners to construct ADUs and JADUs. The information program will include brochures and information on the City's website

to market the development opportunities for ADU's. (To be completed by December 2025).

2. The City will address State mandate requirements regarding farmworker housing R-2 and R-4 zones. (To be completed by December 2025).
3. The City will amend the Zoning Ordinance to broaden the definition of "family" and to ease the restrictions for large residential care homes. (To be completed by December 2025).
4. The City will amend the Zoning Ordinance to allow residential care facilities of seven or more persons in all residential zones with objectives standards. (To be completed by December 2025).

**Timeframe:** 2024-2025

**Responsible Entity:** Planning Department

## 9. Housing Code Enforcement

Code enforcement protects the public's health, safety, welfare, and property value through the enforcement of adopted minimum standards. Given that some of the housing stock have one of four severe housing problems, it is vital for code enforcement to monitor older properties to ensure their preservation.

**City's Specific Role:** The City's role is to ensure the abatement of unsafe buildings.

**Objective:** The City will adopt updates to the California Building Code. The City will continue to ensure development standards are met, and inspect older properties for damage on a yearly basis. The City will also notify property owners of the City's Housing Rehabilitation program and of any other potential resources that may be available to assist them in the elimination of any unsafe living conditions resulting from structural deterioration.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** Building Official

## 10. Housing Rehabilitation Program



The City has previously used CDBG and HOME funds to address the local housing rehabilitation needs. The Housing Rehabilitation program consists of two components: deferred loans and amortized time pay loans for owner/occupants; and amortized time pay loans for owner/investors. Rehabilitation assistance is only provided to owner/occupants and renters within the targeted income group (households earning up to 80 percent of County median). To qualify for assistance under the rental components of the Housing Rehabilitation program, the units must be within the incorporated city limits and may include mobile home units. The current guidelines are outdated and incorporate minimum limits for the Housing Rehabilitation program that might be restrictive for substantial rehabilitation or reconstruction projects. The guidelines should be amended to address current needs, including allowance of room additions to alleviate overcrowding.

**City's Specific Role:** The City will apply for funding that may be available to help fund the rehabilitation of single-family homes. The City also will work with the Imperial Valley Housing Authority to facilitate its efforts to rehabilitate multi-family housing units. In order to apprise the public of the rehabilitation program, the City will offer information brochures in English and Spanish and conducts education outreach through public meetings and door-to-door contact.

**Objective:** The Housing Rehabilitation Program allows the City to assist income-qualified homeowners to rehabilitate their homes. The City will apply annually to the HCD for CDBG and HOME funds through the state's funding cycle as Notices of Funding Availability are released. Applications will be for the entire City. The City will also improve its advertisement of the program in order to encourage more residents to utilize the program. The goal will be to eliminate half of the households with one of the four housing problems by 2025 and eliminate all households with one of the four housing problems by 2029. The Program will assist in the rehabilitation of up to five homes per year.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** Planning Department

## 11. Fair Housing Services Program

The California Rural Legal Assistance (CRLA) organization in El Centro provides arbitration for private housing disputes for extremely low- and low-income households in Imperial County. The CRLA is funded through the Federal Legal Services Corporation and State IOLTA Trust Fund operated by the California Bar Association. The CRLA has established a Community Advisory Council with one member from each community; the community member must be low income and a former or present client of the CRLA. The Civil Rights Division of HUD also provides educational brochures and posters, answers questions, and investigates fair housing complaints.

**City's Specific Role:** The City will continue to disseminate information to the public regarding fair housing. Methods of dissemination include the city website and information brochures at City Hall.

**Objective:** The City will continue to refer fair housing complaints to the CRLA or the Civil Rights Division of HUD as appropriate. The City will also look to implement an informational campaign by June 2022 specifically targeting fair housing complaints within the City. The City will also continue to promote equal housing laws, housing programs, and resources through educational and marketing material attached to building permits, code violations, utility bills, City Hall, city website and the public library. Input from low-income and households with disabilities will also be collected through cooperation with local nonprofits, interviews with stakeholders, and questionnaires. The data will be collected once every 4 years in order to gain an understanding of the needs of lower-income and special needs households. The data will also be utilized to update future iterations of the Housing Element.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk and City Staff

## 12. Energy Conservation and Weatherization Program

Campeños Unidos, a local nonprofit organization, is currently providing weatherization services to eligible participants in the city through two programs: 1) the Low-Income Home Energy Assistance Program, funded by the state; and 2) a weatherization program funded by Southern California Gas Company. The programs provide services including minor housing envelope repairs, ceiling insulation, low-flow showerheads, weatherstripping, water heater blankets and pipe wrap, duct wrap, caulking, and switch and outlet gaskets. The Imperial Irrigation District (IID) makes funds available for air conditioner replacement and energy-efficient projects.

**City's Specific Role:** The City will work with Campeños Unidos, the IID, and other entities to disseminate information to the public regarding fair housing. Methods of dissemination include the city website and information brochures at City Hall.

**Objective:** The City will continue to refer fair housing complaints to the CRLA or the Civil Rights Division of HUD as appropriate. The City will also look to implement an informational campaign by June 2022 specifically targeting fair housing complaints within the City. The City will also continue to promote equal housing laws, housing programs, and resources through educational and marketing material attached to building permits, code violations, utility bills, City Hall, city website and the public library. Input from low-income and households with disabilities will also be collected through cooperation with local nonprofits, interviews with stakeholders, and questionnaires. The data will be collected once every 4 years in order to gain an understanding of

the needs of lower-income and special needs households. The data will also be utilized to update future iterations of the Housing Element.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk and City Staff

### 13. Pursue Grant Funding for Affordable Housing

Successful implementation of housing programs to create affordable housing will depend on a community's ability to pursue additional funding sources. This program focuses on the two funding sources (CDBG and HOME) that are most pertinent to Westmorland; however, the City may have to go beyond these programs to pursue housing subsidies. HCD administers the federal CDBG program for nonentitlement cities and counties; Westmorland is eligible to apply to HCD for general CDBG allocation. Under the HOME program, HUD will award funds to localities based on a formula that considers the tightness of the local housing market, inadequate housing, poverty, and housing production costs. HOME funding is provided to jurisdictions to assist either rental housing or homeownership through acquisition, site improvements, and other expenses related to the provision of affordable housing, or to assist with projects that serve a group identified as having special needs related to housing. The local jurisdiction must make matching contributions to affordable housing under HOME. The HOME and CDBG programs are awarded on a competitive basis.

**City's Specific Role:** The City will search for and apply for grant funding from State and Federal sources.

**Objective:** The City will coordinate with developers starting on June 2023 in order to continue supporting or pursuing additional funding sources for affordable multi-family housing developments in the city. It is vital that the City acquire funding for future developments to meet the anticipated demand of all the previously mentioned populations.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk and City Staff

## 14. Homelessness Referral Program

The City will participate as a member of the Imperial Valley Regional Task Force on Homelessness, which addresses homeless issues countywide through a network of assistance programs and facilities. The task force resource book, which lists available programs and the names and addresses of all participating agencies and shelters, is available to all interested individuals. Catholic Charities is a local referral source to aid against homelessness or for the provision of services including meals, beds, and counseling and other support services.

**City's Specific Role:** The City will participate in the Imperial Valley Regional Task Force on Homelessness and provide volunteer notices to residents for the Imperial Valley Continuum of Care Councils' annual Point in Time Count.

**Objective:** The City will immediately participate in the Imperial Valley Regional Task Force on Homelessness and provide referrals as needed. The City will also provide informational brochures at City Hall by the first quarter of 2024.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk

## 15. Address Governmental Constraints

Housing affordability is affected by factors in both the private and public sectors. Actions by the City can have an impact on the price and availability of housing in Westmorland. Land use controls, site improvement requirements, building codes, fees, and other local programs intended to improve the overall quality of housing may serve as a constraint to housing development. These governmental constraints can limit the operations of the public, private, and nonprofit sectors, making it difficult to meet the demand for affordable housing and limiting the supply in a region.

**City's Specific Role:** The City will minimize governmental constraints on housing development by increasing transparency for the development process and implement a streamlined process for reviewing project in accordance with Senate Bill 35.

**Objectives:**

1. The City will include an easily-identifiable link to the zoning map, development application fee schedule, and development standards on the City's website.

2. The City will adopt a streamlined, ministerial review process for qualifying housing development projects within a shortened time frame as mandated by Senate Bill 35.

**Timeframe:** Both objectives will be completed by July 2024.

**Responsible Entity:** City Clerk and Planning Department

## 16. Farmworker Housing

Farmworkers are traditionally defined as persons whose primary incomes are earned through permanent or seasonal agricultural labor. Most farmworkers are seasonal and are typically paid minimum or just above minimum wage. Due to their identified low income, most farmworkers would need housing subsidies or other forms of assistance to obtain adequately sized and affordable housing. It is also estimated that some farmworkers live in overcrowded conditions and substandard housing.

**City's Specific Role:** The City will cooperate with local organizations such as Campesinos Unidos to develop a farmworker assistance program. If a suitable program is already in place, the City will work with Campesinos Unidos to modify the program in order to assist as many farmworkers as possible.

**Objective:** The City will develop a farmworker housing program which will allow the City to meet the future demand for farmworker housing. This includes proactively working with affordable housing developers to identify potential sites and identify funding opportunities. The City will support grant applications that promote farmworker housing and the City will consider fee waivers whenever it is feasible.

**Timeframe:** Ongoing, 2023-2029

**Responsible Entity:** City Clerk and Planning Department

## 17. Performance Monitoring Program

The City has been able to successfully implement previous programs and reach desired objectives. In order to continue an effective overall housing program, it is essential for the City to conduct a periodic assessment on progress and report the finding to the legislative body to ensure goals are progressing satisfactorily.

**City's Specific Role:** The City will monitor adopted housing programs and provide for the periodic reporting towards reaching desired housing objectives.

**Objectives:**

1. Staff will Monitor program success and shortfalls on an annual basis and report findings to City Council for action as needed.
2. The will actively seek community input and engage the public, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Community input will be completed at the start of each calendar year.

**Timeframe:** Ongoing, 2021-2029

**Responsible Entity:** City Clerk and Planning Department

## Quantified Housing Objectives

State Law requires Housing Elements to include quantified objectives estimating the number of housing units by income category that can be constructed, rehabilitated, and conserved over the 6<sup>th</sup> Cycle planning period (2021 – 2029). Table 26 summarizes the City’s quantified objectives for the period of October 1, 2021, to October 1, 2029. These objectives represent a reasonable expectation of the maximum number of new housing units that will be constructed, households that will be assisted through housing rehabilitation or first-time homebuyer programs, and affordable units at risk that will be preserved over the eight years based on the policies and programs outlined in the Housing Element.

According to the HCD income limits, extremely low-income is described as 30 percent below the median household income. However, SCAG does not utilize an extremely low-income category. Based on the City’s needs, it is anticipated that 25 percent of the very low-income category will be utilized for extremely low-income households. City staff will make a continuous effort to assess the progress of housing development or analyze existing policies or create new policies to help meet the housing needs.

## Table 28 Quantified Objectives

Category	Extremely Low Income	Very-Low Income	Low Income	Moderate Income	Above-Moderate Income	Total
Construction	2	6	6	4	15	33
Rehabilitation	1	2	2	0	0	5
Conservation	0	0	0	0	0	0
Preservation	0	0	0	0	0	0



# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** February 21, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Set a Special Meeting to Develop Westmorland's Strategic Plan

**RECOMMENDATION:** Set a Special Meeting to Develop Westmorland's Strategic Plan

**FISCAL IMPACT:**

**1,200.** Included in the City's Budget. This is an estimated cost of staff time (attorney, manager and clerk) to prepare and attend the Strategic Planning sessions.

**DISCUSSION:**

Strategic plans chart the course for a city over a three- to five-year period, at the end of which the plans should be reevaluated and refreshed. Once a plan is developed, it is rolled out to city departments to execute their individual responsibilities.

Municipal leaders (the city council, mayor, city manager, etc.) drive the process of creating a local government strategic plan, starting with gathering input from key staff members and citizens. The strategy and budget offices also take an active role in the planning process.

### 5 Essential Components Of A Government Strategic Plan

The point of a strategic plan is to get everyone rowing in the same direction, and that requires having a shared vision and common goals. Those essentials will be impossible to establish without open communication and buy-in.

So before you even think about developing the components in the list below, make sure everyone is on board with your strategy efforts. Include your staff, managers and directors, city council, and citizens from the start, and engage them as much as possible to ensure your plan focuses on the right initiatives. Once you've done that, you're ready to delve into the five main elements of government planning.

#### 1. Core Mission

Your city's **mission statement** is the foundation of the plan; it shows what you do for the city, community, and citizens. This is a step that some people don't take seriously—but this is the main building block that will keep you focused from this point forward.

Finally, with all of this information in mind, you can finalize your core mission, which should be a mix of some things your municipality is now and some things you want to become in the future. Everything else in your city's strategic plan will need to tie back to this, so be sure it isn't too specific, and try to keep it concise.

#### 2. Vision Statement

Your vision statement builds on the mission by stating what you are hoping to achieve in the future in order to reach your mission—so this is where you can start getting a little more specific.

### **3. Strategic Priorities**

Certain goals should be focused on above all others. During this step, pick five or six priorities that, if accomplished, will guarantee that you execute your strategy. (These can be called “strategic priorities,” “goals,” or “objectives.”) You’ll want to have only 5-7 strategic priorities which will allow you to focus on achieving your core mission statement and vision. The following are often considered strategic priorities for municipalities:

- Economy
- Neighborhood livability
- Health & safety
- Transportation
- Culture & entertainment
- Efficient and high performing government

Again, you’ll want to step back and be sure to involve both your citizens and your staff at every level of this process. Be sure to think about what things are really going to help you achieve this vision.

While your city is unique in many ways, it has many similarities to other municipalities due to size or proximity. Reaching out to other cities about how they track their data or perform similar strategic tasks is a great way to get ideas. A neighboring city may have an excellent suggestion on how to set targets for your levels of performance in your strategic plan.

### **4. A Rollout Plan**

Everyone—from employees to citizens—needs to understand how they fit into the city’s strategic plan. If you’ve involved your staff and citizens in steps 1-3, this fourth step is so much easier.

First, understand that people need to be able to explain your strategic plan back to you in very simple terms to ensure its effectiveness.

#### **DISCUSSION:**

The City should have set goals that includes input from the Community, businesses, staff that help Council take action to succeed.

The first step is to have a meeting with Council to determine what is needed for the City and get a frame work that we can have the public and staff comment and modify. Then the strategic plan comes back to Council for their final review, approval and adoption.

The plan is important as ideas are floated to Council, it is a simple process to see if it meets the Council’s approved goals and objectives. If yes, then efforts should be taken to complete the

concern, project of purchase. If not, then it should be reconsidered and discussed prior to approval.

The plan should be updated every year to clear off completed goals and to identify new and changing objectives of the city.

**CONCLUSION:**

Staff recommends holding a strategic planning session and recommends Council approve a date and time for the meeting.

Suggested dates:      Wednesday, February 28<sup>th</sup> at 6pm at City Hall  
                                 Saturday, March 16<sup>th</sup> at 9am at City Hall

City Attorney, Mr. Mitch Driskill and manager, Laura Fischer, will facilitate the meeting and develop the strategic plan.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer