



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 21, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

The focus of management time since the June Board meeting, outside of typical day-to-day operations, was on the PSB renovation project including the consultant interviews, temporary facilities investigations, CAD background drawings, and follow-up described in the agenda item 6b report and recommendation. Additional activities are listed below:

- 1. Emergency Preparedness Coordinator** – I drafted the contract for the Emergency Preparedness Coordinator and consulted with our legal counsel on its final version. The contract was executed on June 25, 2021. I also provided Chief Gancasz with his requested security background check documents, which is a new policy of the Kensington Police Department for anyone who has access to the PSB. After finalizing the contract, I worked with Johnny Valenzuela on his start-up tasks and introduction to the Emergency Preparedness Committee. We continue to coordinate on emergency preparedness priorities as he becomes familiar with the district's needs.
- 2. Fire Plug, Summer 2021 Issue** – One of our EP Coordinator's first tasks was to complete the next newly-formatted issue of the Fire Plug, which is attached to this report. Print issues have been mailed out and the PDF version is posted on our website and social media.
- 3. CERBT** – I participated in a CERBT reporting webinar and am working on requirements for a July 30th submittal deadline.
- 4. CCC Tax Collection** – I continue working on the documentation to be submitted to the County for the collection of our special taxes.
- 5. Grant Writer RFPs and Selection** – On July 8th, I received a third RFP response for Grant Writer services. After reviewing the proposals, President Nagel, Director Kosel, and I interviewed Sudi Shoja of Engineering Solutions Services (ESS), as her submittal most closely matched the District's needs. Ms. Shoja comes highly recommended by other CSDA agencies and has extensive experience with FEMA grants, in particular. Given upcoming grant application deadlines in August, I have provided ESS with our consultant contract and hope to have her working on a specific strategy for us as soon as possible. The ESS proposal is attached to this report.

- 6. KFPD Policy Handbook and Operations Manual** – Sasha finished a draft update to the our existing manual and handbook to correct various formatting inconsistencies. There are still some redlines to pick up. We will bring a subsequent version for review by the board in the next month or two depending on our other priority tasks. This will be a good opportunity to consider other changes, as needed or desired.
- 7. Board Clerk / Executive Assistant** – Since the end of last year, Sasha has been working under contract to provide services up to 15 hrs per week. Due to her other professional obligations, it has become difficult to provide that amount of time. She has given notice to end the contract but has graciously agreed to continue helping for a limited number of hours until a replacement can be found. Given Sasha's excellent level of service to the District and the amount of other priority tasks I have such as onboarding the Emergency Preparedness Coordinator and Grant Writer, searching for a long-term financial consultant, managing the building renovation and temporary facilities process, and executing general monthly tasks, I am leaning on whatever time Sasha has available until I can find a successor for her roles. I appreciate her flexibility during this time.



Annual Property Inspections Are Underway

The Kensington Fire Protection District would like to remind all property owners about upcoming annual inspections for compliance to the KFPD's Vegetation Management Standards. In 2020, there were almost 10,000 vegetation fires in the State of California, many of them close to Kensington. These incidents burned over four million acres, damaged or destroyed over 10,000 structures and accounted for 33 fatalities. This year it appears our area will remain in extreme drought conditions with only about 35% of the normal rainfall at this point.

It is the property owners' responsibility to maintain their property year-round in compliance with the KFPD's Vegetation Management Standards. The full standards can be found [here](http://www.kensingtonfire.org), or visiting the KFPD website at www.kensingtonfire.org and going to the SERVICES menu tab.

The last page of the Standards includes a Fire Hazard Reduction Checklist to assist you in ensuring your property complies. Use the Checklist to walk around your own property and assess it for compliance.

There is no need to contact us to inform us that your property is or has been brought into accordance as we make an attempt to inspect every property in the District to verify compliance with the Vegetation Management Standards.

Remember, the threat of wildland fires and potential catastrophic damage exists year around. As we move into the peak fire danger season, we ask that you please take the time to remove any fire hazard conditions you find on your property and to maintain your property free of fire dangers throughout the year. You can avoid costly fees and abatement charges if the District is forced to bring your property into compliance.

We thank you in advance for your cooperation with the District's fuel reduction program and contributing to our efforts in making Kensington a more fire safe community.



IN THIS ISSUE

Making Hilltop School Children Safer In Emergencies	2
Fire Safe Gardening Do's and Don'ts	2
New Emergency Evacuation Route through Cemetery	2
Safety Reminder for Summer 2021	3
Public Safety Building Renovation	3

New Fire Danger Sign Installed in Front of the Public Safety Building

Last Fall the Fire District erected a Fire Danger sign on the median strip near the PSB at 217 Arlington. Notifications of low, medium, high, and extreme fire danger are adjusted by our firefighters daily, and now viewed by many hundreds of people who travel up and down the Arlington each day, bringing additional awareness all along our hilly corridor.

Fire Surveillance Cameras Now on Vollmer Peak and Elsewhere

During Diablo Wind Events (DWEs) a wildfire in our heavily overgrown region could sweep into Kensington from Tilden Park in a matter of minutes. Two video cameras were installed last year to monitor wildfire on a 24/7 basis in Wildcat Canyon and surrounding areas. Because there is no proven automated method of detecting fire, a local group of about 40 trained Kensington volunteers take turns monitoring these cameras 24/7 during DWEs to provide an early warning to fire officials should a fire ignite. Find out more about this group and volunteer to help protect your neighbors at:

<https://wildcatwatchgroup.blogspot.com>.

The KFPD's Emergency Preparedness Committee and community volunteers are working to place additional cameras to give more complete coverage of the Canyon in time for this year's fire season.



A Guide to Kensington Emergency Numbers

Our instinct is to call 911 in case of emergency (Police or Fire). This is still the best option if you have a land line. However, it may be less efficient to call 911 from cell phones because, depending on the type of phone and your settings, your location may not be transmitted correctly, and your call may be routed to a distant agency (such as California Highway Patrol in Vallejo). It can take a while to get you rerouted, and that increases response times. The best option for cell phones in Kensington is to use the emergency numbers below. Please enter them RIGHT NOW into your phone contact lists and speed dials.

KENSINGTON EMERGENCY NUMBERS

Medical or Fire 925-933-1313

Police 510-525-7573

Fire-Safe Gardening Do's and Don'ts

Here's some tips for you or your gardener, liberally borrowed from Pacific Horticulture's excellent Fall 2012 article, Fire-Safe Favorites: Year-Round Interest from Choice Plants.

Limb up trees 10 feet above the ground, particularly if they're close to the house.

Don't over-plant. Provide generous spaces between plantings. If the landscape has become crowded over time, don't hesitate to remove plants. Remove old, dried-out, or drought-stressed plants in favor of healthy ones. Clear dead material from mature trees and shrubs. Reinvigorate shrubs and perennials with regular pruning to remove masses of dry growth. Keep soil covered with mulch, ground covers, bulbs or wildflowers to control invasive weeds. Keep weeds, litter, woodpiles and flammable materials away from the house.

Water plants close to structures to keep moisture levels high in fire season. Do this in the cool of early morning or evening so as not to lose the benefits of watering to evaporation. Choose non-flammable outdoor furniture (e.g., a wrought iron patio table in lieu of a wood one). Avoid plastics. Keep propane grills far from the house. Remove flammable non-native plants such as juniper, eucalyptus, acacia, broom and tall ornamental grasses. Replace them with natives from local sources including the Native Plant Nursery in Tilden, the Tilden Botanic Garden, and Annie's Annuals. Our local nurseries also carry large selections of native plants and can advise you on which ones to choose for fire safety.

Making Hilltop Schoolchildren Safer in Emergencies



Our EPC members have been working with the KPD and the leadership of Kensington Elementary (Hilltop) School to help devise plans for evacuating the students in an orderly and effective fashion in the event of an emergency. The Traffic Evaluation Study recommendations indicated a general problem with traffic flow and parking configurations in the neighborhood of the School, especially the neighborhoods to the southeast, which are the most congested in town. To improve traffic flow, the immovable concrete bollards on Kensington Park Road, Highland Blvd., and Windsor Ave. were replaced with removable chains. The TES study indicated that parking configurations on some of the surrounding streets should be changed to provide better traffic flow, and the KPD is working with residents and the County to try to implement these safety measures.

New Emergency Evacuation Route through Sunset View Cemetery



Last year the Board's Emergency Preparedness Committee (EPC), along with Ofc. Brad Harms of the KPD, contacted the owners of the Cemetery to ask about the possibility of opening their gate at Sunset and Franciscan in case of an emergency to allow traffic to evacuate via their roads to Fairmount and Colusa. The Traffic Evaluation Study estimated that up to 30% of traffic could be relieved by passing through the Cemetery. Mr. Scott Pennington, the Cemetery president, graciously agreed, and last spring representatives from the EPC, the KFD, and the KPD installed emergency evacuation signs on the Sunset gate and two new EXIT signs inside the Cemetery to guide traffic. Our deepest thanks go to Mr. Pennington and the Cemetery owners.

We support Kensington Pathkeepers

...in their efforts to resolve the issues of ownership and maintenance of our paths.



These are of great potential importance, especially in evacuations and for firefighter access. For information go to: www.kensingtonpathkeepers.org.

How the fire board is working To Make Kensington Safer

In 2019 the Board commissioned a Traffic Evacuation Study (TES), engaging experts from UC Berkeley's Institute for Transportation Studies. They measured all the roads in town, assessed the population, vehicle loads, and possible evacuation routes. They issued a 125-page report with dozens of useful recommendations that the Board is gradually implementing in concert with our Police and Fire Departments. The report has been held up as a model to other local agencies. You can find it (including a 6-page Executive Summary) on the District website (www.kensingtonfire.org). It provides a guide to how we are working to make Kensington safer.

Safety Reminder for Summer 2021: What's in Your Plan?!?

Does your family have an emergency plan in the case of a wildfire evacuation? Does your plan include a designated family meeting location outside the danger zone? Do you have a Plan B? Plan for your pets? Does your family have a pre-packed go-bag(s)? Do you have a communication plan that includes a check-in with a relative or close friend out of the affected area (text messages may be the most reliable way to communicate)? What about your neighbors with mobility or health issues - does your neighborhood have a plan to assist them?

Have a plan and stay prepared!

Paul Moss

Public Safety Building Renovation

On April 14th, 2021, the Board of Directors approved a plan to address seismic safety, space deficiencies, and accessibility requirements of the 50+ year old Public Safety Building that are long overdue. The administrations of the KFPD and the KPPCSD are working together to make sure that the current and future needs of both the Fire Department and the Police Department are met. We have posted an extensive Fact Sheet at:

www.kensingtonfire.org/public-safety-building

to address all of your questions on the history and details of the renovation process. We will post regular updates as needed to keep you informed of these much-needed improvements to our firefighters' home!

Register for Contra Costa County Community Warning System & Local Nixle Alerts



Our Police and Fire Chiefs, and our Fire Board, ask you to take a moment to register your cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you of life-threatening incidents such as wildfire and power shutdowns, occur.

STEP ONE: Register at www.cwsalerts.com.

STEP TWO: Text your ZIPCODE to "888777" with your mobile phone and you will be registered with Kensington Police and Kensington Fire, who can provide even more local alerts.

We're Already Into The 2021 Fire Season

To learn how to improve the defensible space around your house, by hardening your buildings and managing your plants and other fuel loads, go to the Vegetation Management page of our website at:

www.kensingtonfire.org/vegetation-management.

Resources are also available at:

www.livingwithfire.com,

www.firesafemarin.org,

www.oaklandfiresafecouncil.org

KFPD BOARD OF DIRECTORS

Larry Nagel *President*

lnagel@kensingtonfire.org

Kevin Padian *Vice-President*

kpadian@kensingtonfire.org

Don Dommer *Director*

ddommer@kensingtonfire.org

Janice Kosel *Director*

jkosel@kensingtonfire.org

Julie Stein *Director*

jstein@kensingtonfire.org

KFPD STAFF & CONSULTANTS

Bill Hansell *General Manager*

bhansell@kensingtonfire.org

Michael Pigoni *Fire Chief*

MPigoni@ci.el-cerrito.ca.us

Johnny Valenzuela

Emergency Preparedness Coordinator

jvalenzuela@kensingtonfire.org



KENSINGTON
FIRE PROTECTION DISTRICT
217 ARLINGTON AVE KENSINGTON CA 94707

<<< SAFETY NOTICE >>>

KENSINGTON NOW HAS



ZONEHAVEN

Learn more about Kensington's new automated evacuation assistance system, and how it will help our community during an emergency.

1. **Find your zone.** Visit online: community.zonehaven.com
2. **Register for alerts.** Subscribe to: [Contra Costa Community Warning System](#), [Nixle](#), [Nextdoor](#) , and follow [Kensington Fire Protection District on Facebook](#).
3. **Prepare.** Visit online: readyforwildfire.org

KENSINGTON
FIRE PROTECTION DISTRICT
Know your path to **safety.**



Kensington Fire Protection District



Proposal for the Position of Grant Writer

June 17, 2021

Submitted By:



Engineering Solutions Services
23232 Peralta Drive, Suite 112
Laguna Hills, CA 92653
(949) 797-6055



Table of Contents

<i>Cover Letter</i>	1
<i>Qualifications</i>	3
<i>Project Approach</i>	7
<i>Prior Project Examples</i>	40
<i>References</i>	42
<i>Fee Proposal</i>	43



Cover Letter

Mr. Bill Hansell
General Manager
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Re: Proposal for the Position of Grant Writer for the Kensington Fire Protection District

Dear Mr. Hansell,

Engineering Solutions Services (ESS) welcomes the opportunity to submit this proposal for the position of Grant Writer to the Kensington Fire Protection District (KFPD or the District). As it is demonstrated in our proposal, we have an unmatched experience in preparation of successful applications for California Office of Emergency Services (CalOES)/ Federal Emergency Management Agency (FEMA) and other funding agency grants. Our ESS team is very familiar with funding opportunities offered by FEMA and its complex requirements that have allowed us to receive awards for various types of projects for our clients.

What sets ESS apart is:

- **ESS has a proven track record in successful award of over \$450 million in a variety of federal, state, local and private funding sources.**
- **ESS team is comprised of former emergency, municipal, and California Department of Forestry and Fire Protection (CAL FIRE) managers that bring their extensive technical and funding expertise to prepare winning applications.**
- **ESS technical experts have been responsible for preparation of credible documents gaining the respect of the grant evaluators.**
- **Respecting County resources, ESS will provide a preliminary evaluation of the project ranking for award to help determine a go/no go decision on a grant pursuit.**
- **ESS is a one-stop-shop for grant identification, writing and management services providing the full spectrum of the grant requirements for our clients.**

As it is demonstrated in our proposal, we have a proven track record in identification and preparation of the winning applications for projects that are comparable to those listed in the Scope of Work for the KFPD Grant Writer Request for Proposals (RFP). We will leverage our knowledge and relationships to identify additional grant opportunities and work with KFPD staff to prepare successful applications. In addition to grant writing services, Gary Sturdivan is a certified trainer and has an in-depth experience to provide the required training for KFPD.

ESS comprised this proposal according to RFP instructions and the proposal shall remain valid for 90 days upon its receipt by KFPD. As the Principal, I am authorized to bind ESS in an agreement and will be the point of contact during the period of evaluation. Additionally, I will



Kensington Fire Protection District
Proposal for the Position of Grant Writer

serve as the Project Manager for this contract, and I am available to answer any questions you may have about our proposal. I can be reached on my cell at (949)-637-1405 or by email at Sudi@engineeringsolutionservices.net.

My project team and I look forward to working with you and all relevant KFPD staff on this project.

Sincerely,

A handwritten signature in black ink that reads "S. Shoja".

Sudi Shoja, PE, F. ASCE
Principal



Qualifications

Engineering Solutions Services (ESS) was founded by Sudi Shoja, PE, in 2012 as a S- Corporation. Sudi, a former City Engineer, founded ESS with the goal of assisting local entities in achieving their funding goals by providing compliance, program management, quality assurance/quality control (QA/QC), and project delivery services. She leverages her successful experience in transforming the agencies where she worked from previously losing funding to securing the maximum grant funding possible, meeting the various funding agency requirements, and serving as an example for successful audit processes. She has more than 30 years of experience in managing CIPs and Water and Sewer programs of over \$100 Million. As a result, she has earned a reputation that gained us our impressive repeat client list in a short timeframe. Included below are a few examples of our team member’s efforts:

- **Timely identification of COVID-19 Relief funds and preparation of reimbursements for several agencies**
- **Successful submittal of several grant applications and managed awarded grants from FEMA Building Resilient Infrastructure and Communities (BRIC), Hazard Mitigation Assistance (HMA), Flood Mitigation Assistance (FMA), Public Safety Power Shutoffs (PSPS), National Exercise Program (NEP), and Emergency Management Grant Program (EMGP) for seismic retrofit, fire and flood related projects.**
- **Established working relationships with CalOES and FEMA personnel in various departments, gaining valuable information for our clients**
- **Successful funding compliance and reporting for a \$280M project with 11 types of federal and state funding sources including FEMA/CalOES funding**
- **Team members have been responsible for approval of over 64 LHMP’s in California & over 50 million of FEMA compliance agreements**
- **Presenter at the Disaster Preparedness Academy for American Red Cross for Orange and San Bernardino Counties**
- **Publishing of various monographs and articles for statewide and national publications**
- **Southern California Post-Disaster Coordinator, working directly with CalOES to provide Safety Assessment Program (SAP) support with response experience to [recent wild fires](#)**
- **Successful construction management and grant compliance including**

- Partial list of Clients**
Serving as Prime or Sub-Consultant
- City of Sacramento
 - City of Richmond
 - Turlock Irrigation District
 - City of Belvedere
 - City of Redwood City
 - County of Mendocino
 - City of Petaluma
 - County of Orange
 - San Bernardino County
 - Transportation Authority
 - Port of Long Beach
 - City of Long Beach
 - City of Redondo Beach
 - San Diego County
 - Association of Governments
 - Orange County
 - Transportation Authority
 - City of Carlsbad
 - City of Seal Beach
 - City of Villa Park
 - Orchard Dale Water District
 - Santa Clarita Valley Water Agency
 - NCTD
 - SBMWD
 - Desert Water Agency
 - Hi-Desert Water District
 - Valley Sanitary District
 - Elsinore Valley MWD
 - City of Banning
 - City of Wildomar
 - LA Metro
 - City of Santa Ana
 - Long Beach Water Department
 - City of Encinitas
 - City of Richmond



FEMA/CalOES funding & monitoring of Disadvantaged Business Enterprise (DBE), American Iron and Steel (AIS), labor compliance, reporting and reimbursements

We have secured and maintained more than \$450 M for various agencies in the past seven years.

ESS is comprised of **former agency personnel** who are thoroughly familiar with the intricate details of various funding requirements and excel at strategic planning for clients to maximize the potential for securing grants, successful management for meeting the grant requirements, obtaining proper authorization and reimbursements and positive feedback regarding the audit process of all projects managed. Additionally, ESS a S-Corporation who is certified as a

Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE). ESS has 12 employees and is based in Laguna Hills, CA with a satellite office in San Francisco.

ESS fully understands the inner workings of the regional and municipal government processes. Comprised of former government engineering and traffic managers, we have been confronted with many of the same design, budget, schedule and project-delivery challenges that face our client governments. This understanding allows our people **to think like public agencies** and address the challenges they are facing with proactive, well-planned, cost-efficient, and innovative solutions tailored to your compliance needs. We approach every project strategically and scale our resources to fit the agency and scope of work as noted in this proposal.

ESS specializes in various funding resources, such as: FEMA/CalOES grants including HGMP, BRIC, FMA, HMA, EMPG, Economic Development and Disaster Recovery (EDA), NEP, Emergency Operations Planning Grants (EOPG), Community Power Resiliency Allocation, CAL FIRE, Security Grant Program, Department of Water Resources (DWR), Community Development Block Grant (CDBG), Economic Development Administration (EDA)'s Disaster Supplemental, Propositions 1, 13, 50, 68, 84, Department of Parks and Recreation, Division of Boating and Waterways (DBW), State Water Resources Control Board (SWRCB) for Green Project Reserve (GPR) and State Revolving Funds (SRF), US Bureau of Reclamation (BOR), California Natural Resources (CNR), Water Infrastructure Finance & Innovation Act (WIFIA), Commerce-Economic Development Administration, funding for brownfields and remedial services, environmental Bicycle Transportation Account (BTA), Cap and Trade, Transportation community and System Preservation (TCSP), and numerous other grants from public agencies.

Our services include: **Grant Research & Fund Strategy Development, Grant Writing & Compliance Services.**

THIS IS WHAT OUR CLIENTS SAY ABOUT US:

“ESS really wants to help our City. Very organized and follow up is incredible. If you work with Sudi you will see that she makes every effort to be a huge support and not a burden. She takes care of her clients and you can tell she is passionate about what she does. ESS works to collect the information themselves instead of asking you for it and are very responsive when we have questions. ESS would be an asset to you.”

Kris Jensen, Public Works Director, City of Hemet



Kensington Fire Protection District
Proposal for the Position of Grant Writer

“You couldn’t pick anyone better to help you get and find grant funding. A great resource that won’t leave you hanging once the grant comes in and would guide you through the process and be happy to answer any of your questions after the fact.”

Doug Erdman, Principal Civil Engineer, City of Lake Forest

“She has been very responsive and has tried to keep all staff on track by checking in and urging us to keep the ball moving. From a customer service prospective ESS has been great, and their services are pretty affordable. ESS has a good relationship and direct contact with the project managers with the Green Project Reserve. They are really on top of the timeline and has been helping to keep us all motivated.”

Erik Brown, Novato Sanitary District

“Sudi with ESS is an expert and is extremely knowledgeable on what pieces of the process will need to be put where, and in what order, carefully orchestrated.”

Betty Burnett, General Manager, SOCWA

“We had a wish list of the things we wanted to accomplish and ESS found the funding which matched our goals most. ESS made it clear what we could actually apply for. ESS knows all of the ins and outs of the application process. The rules change all of the time, and ESS is quite knowledgeable. ESS is also very thorough in their follow through. Finding ESS has been a big plus for the City. ESS was highly recommended to us.”

Rick Moreno, Facility Manager, City of San Bernardino

Accountability

Simply put, we take ownership of our work. The ESS team is built on the principles of performing high quality work where the Principals are directly involved and accountable for the projects we submit. Working together, with transparency and cooperation between ESS and our clients, this overall approach to grant management has helped ensure our clients’ success.

We are committed to being accountable and sharing ownership of the product and service. We believe that successful projects are a result of a well-managed and motivated team. Our team members possess a proven ability to establish and implement best practices, maintain continuity and flexibility, and deliver timely **responses**. We offer accessibility to a network of experts to address unique needs.

We believe in doing the job right the first time. Our commitment to providing excellent customer service has gained us repeated clients and contracts. We understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with California cities, including Emergency Managers, Grant Managers, Public Works Directors, City Engineers, Capital Project Managers, and Construction Managers. This background and experience are important because document preparation will require a high level of interaction with FEMA/CalOES and other funding agency Project Managers, knowledge of agency processes and technical expertise.



Proprietary tools, such as our Work Plan Structure (WPS) (described in the Project Approach section of our proposal), in conjunction with our team's extensive experience and relationships with CalOES, FEMA and other funding agencies, make this process easy.

Financial Stability and Growth: ESS remains financially stable and our client list has been growing steadily to over 60 government and private agencies in the past eight years. ESS does not have any impediments that would disable us from providing all of the services listed in the Scope of Work.

Our Core Business is Funding



Project Approach

The ESS team believes in a full-circle approach to obtaining grant funding. This approach and the underlying methodology will encompass all of the areas of KFPD's Scope of Work for this contract. In addition, ESS is fully capable of providing grant compliance after a grant funding has been successfully awarded to KFPD. The three main components of this process are outlined in the three steps and discussed further below: Develop a Funding Strategy, Assist KFPD in Applying for Successful Grants, and Grant Compliance Management and Support Services. Additional services may be required depending on the type of funding pursued. ESS will inform KFPD about the additional services we can provide before they are performed.

1. Develop Funding Strategy:

- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies, as well as private foundation funding opportunities that meet KFPD's strategic and budgetary goals
- Provide a summary of funding opportunities relevant to KFPD's needs on a regular basis
- Assist KFPD in identifying project strengths and gaps and to prepare projects for highest ranking possible in a timely manner prior to grant announcements

2. Assist KFPD in Applying for Successful Grants:

- Advise KFPD in order to determine when and how to proceed in a funding pursuit
- Work with KFPD to obtain and organize all facts, statistics, data, and relevant project documents for funding opportunities pursued
- Develop timelines and checklists to ensure timely grant completion and submission
- Prepare resolutions and staff reports as-needed following KFPD's preferred style
- Facilitate public presentations as well as internal and external stakeholders meetings to build consensus and document the views and information needed
- Compose draft grant proposals on behalf of KFPD, including all technical narratives, budget, schedule, exhibits, graphs and schematics, and compile relevant organizing facts, statistics, data and other necessary items for grant applications
- Submit draft and final application packages to KFPD for review
- Submittal of all funding applications according to the grant guidelines

3. Grant Compliance Management and Support Services:

- Review the draft award agreements to identify all the general and specific requirements
- Assist KFPD with the preparation and submittal of post-award reports and reimbursements that are required under the terms of the grant
- Track Disadvantaged Business Enterprise (DBE) requirements, perform American Iron and Steel (AIS) certification process, monitor Davis-Bacon Labor compliance requirements
- Participation in regulatory audit sessions
- Prepare specification sections to meet the terms of grant agreement and guidelines
- Assist in preparation of required California Environmental Quality Act (CEQA)



- Prepare technical documents to support the grant applications and/or prepare RFPs for technical services needed

Our accomplished technical staff regularly prepare successful grant applications for local, state, federal, and private/foundational programs, from the initial development of a program to completion of a grant application. We have the unique ability to distill and convey complex project information into funding agencies' specific formats for grant applications. Similarly, our experience with grant administration has enabled us to see another side of grant acquisition.

1. *Develop Funding Strategy*

The complex and elaborate process of obtaining funding can delay KFPD's ability to act. Our comprehensive knowledge of the funding process helps us conceptualize and develop an appropriate action plan, thereby maximizing success. We will identify eligibility requirements, likely availability of funding, terms, conditions, evaluation criteria and other key parameters and assist KFPD in meeting the required qualification.

Established Relationship with Funding Agencies

We understand that truly **successful grant funding consists of two-thirds planning and one-third writing**. With that in mind, we pride ourselves in our close relationships with CalOES, FEMA, CAL FIRE and other funding agencies. Those relationships, plus appropriate and meticulous planning, allow us to obtain key information about the successful awarding of grant funds. One of the tactics used to ensure this strategy's success is to identify opportunities for in-person meetings with the funding agency when creating the WPS.

- ESS has been able to receive responses to questions on CalOES/FEMA BRIC grant from CalOES consultants based on our established relationship. These responses provided invaluable information resulting in a successful application.
- When applying for EPA stormwater grants for Coachella Valley Water District (CVWD), ESS arranged a conference call to discuss the priority projects for CVWD and received key input from grant funding project managers.

As the following areas of the Project Approach section outline, our work style and the strategies we use position our clients for maximum funding awards while ensuring the efficiency of grant writing and related services. This contributes to our repeated business with our clients.

Identification of Funding Sources

ESS team members keep up to date with the funding propositions, attend webinars and review guidelines for federal, state and local funding opportunities for many types of grants, including disaster mitigation, disaster relief, water and sewer projects, street improvements, facility improvements, parks projects, sustainability projects, active transportation projects, energy savings and climate change projects.

The ESS team is well positioned to provide assistance in receiving funding from FEMA grants. As an approved Safety Assessment Program Trainer for CalOES and a national presenter for FEMA, Sudi has deep relationships with FEMA personnel.



- ESS identified projects for the City of Belvedere that qualified for the FEMA BRIC grant and was approved by CalOES for over \$15.5 million in 2021.
- ESS was able to match the seismic retrofit of steel reservoirs for the San Bernardino Municipal Water District with an HMGP funding that were approved by CalOES and recommended to FEMA for funding.
- ESS was able to identify over 18 private foundation funding sources for a special project for the City of Carlsbad Fire Department.
- ESS identified the Bureau of Reclamation grant for a qualified project in the City of Sacramento which awarded \$1.5 millions of grant funds.

We utilize our extensive experience to match KFPD's projects with the potential funding options. ESS will create a matrix of all potential funding alternatives **specifically to match KFPD's projects** and will provide key information about the grant. This will serve as a tool for KFPD staff to use for strategizing on which funding opportunities to pursue.

Deliverable(s):

- Funding Matrix identifying all available funding for the Project Priority List
- Updated Funding Matrix on monthly basis or as directed by KFPD

Identification of Appropriate KFPD Projects for Funding

Once a Notice to Proceed has been identified, Sudi will arrange a kick-off meeting with KFPD General Manager, and appropriate members of ESS team. We have already reviewed the RFP in detail and have preliminarily identified a variety of potential funding sources. We will request for a comprehensive list of projects if available and review them to prepare for our meeting. Sudi will serve as the Project Director and point of contact for this contract. She will assign task managers and grant writers as needed (during simultaneous pursuits) to best meet the funding application deadlines.

The ESS team has been responsible for budgeting, scheduling and implementation of annual Capital Improvement Projects (CIP) programs and emergency management departments for the agencies they have served. We will work with KFPD personnel to review and discuss the current status of projects, available funding, established priorities, KFPD strategic goals and policies, project planning and design status, management preferences and regulatory requirements. With our thorough knowledge of available and historical funding opportunities and our technical expertise in managing similar programs, we will be able to recommend a strategy and ranking of projects for funding pursuits.

- ESS is currently evaluating a project for the City of Petaluma for the CAL FIRE Urban and Community Forestry Grant to assure maximum ranking of the project.
- ESS facilitated a meeting with the State Water Resources Control Board funding for the City of Carlsbad Fire Department for water main pipelines and fire hydrants

Deliverable(s):

- Recommendation for project priority list with financial breakdown and timeline with pertinent information for funding pursuits



Presentation of Projects to Funding Agencies

One of the strategies we may wish to explore is for KFPD to consider presenting the priority projects to various government and private foundation funding agencies. Using this approach allows us to learn about the priorities of the funding agencies, obtain tips regarding the application and ask focused questions to help write our grant proposal. This also offers the funding managers the opportunity to speak directly with KFPD staff and learning more about the project. This approach has allowed ESS to learn of the funding agency recommendations and draft the applications for successful results.

ESS will also be able to assist with preparation and/or prepare presentations as needed. This will allow the funding project managers and evaluators to learn about the projects and recommend feedback for successful award of grants.

- ESS arranged for a Zoom meeting with CalOES representatives for presentation of a renewable energy/sustainability project that resulted in approval of a Notice of Intent and an invitation to apply for a FEMA HMGP opportunity.
- ESS organized a conference call with EPA that allowed CVWD to learn more about the details of the grant funding and providing the additional information needed. CVWD was selected in November 2018 to receive over \$50 million in funding.
- Presentations on behalf of South Coast Water District (SCWD) in Sacramento resulted in a close collaboration to fund over \$103 million for the project.
- ESS facilitated a meeting for the City of Palm Spring projects that received firsthand information about funding obligations for its \$29 million project.

2. Assist KFPD in Applying for Successful Grants

ESS understands that grant writing service needs will vary over the course of this contract depending on the type of grant and the number of simultaneous pursuits and the ideal schedule for improvement projects. The ESS project team is committed and has the capacity to work quickly on urgent, high-priority matters, and can add additional personnel as needed to fulfill KFPD's needs.

In addition to our emergency expert staff, ESS has highly technical staff members with extensive experience in preparation of credible and accurate reports that gain the respect of the funding agency reviewers, resulting in our repeated success and award of grants to our clients. We will propose to utilize these staff members to work on applications as the need for these expertise arise.

Implementation Plan and Detailed Project Schedule

Once a funding source and a pursuit have been identified, the Funding Support Team led by James (our San Francisco Bay Area contact), will arrange for a meeting and will come prepared with a WPS. ESS prepares a WPS for all funding pursuits based on our detailed analysis of the Notice of Funding Opportunity (NOFO). The WPS will be in the form of a matrix and will serve as a tool for both KFPD staff and ESS team members in order to track the project progress and alignment with the funding requirements. The WPS identifies and requests relevant documents and resources from KFPD, assigns roles and responsibilities between ESS team members and KFPD, and identifies the funding pursuit timeline.



When developing the WPS, **ESS will also note the implementation constraints** that may have an impact on selection of the project elements. For example, **most funding sources require that a grant agreement be in place prior to the start of construction.** ESS will work with the KFPD Project Manager to identify solutions and/or assist with reprioritization of the grant applications to meet the requirements. As shown below, WPS is organized for clarity and is an invaluable reference tool that is used throughout every project. Topics commonly found in the WPS include:

- Eligibility criteria
- Budget needs
- Project programming requirements
- Submittal requirements
- Resolutions and Approval Letters from KFPD’s Board of Directors
- Technical reports: Benefit Cost Analysis, Environmental Reports, Life Cycle Analysis
- Project readiness: CEQA status, Feasibility studies, Project design reports
- Support documentations: certifications, forms, project reports
- Submittal checklist: all forms and other requirements of the funding source
- Matching funds
- Maps and pictures
- KFPD’s prior grant management record
- Evaluation criteria

ItemA2:H3		Requirements	BY	Schedule
1.0 Introduction				
3.0 General Reporting				
3.2	<i>Project Description Template</i>	Project sponsors must provide descriptive information on the proposed Small Starts project and the regional public transportation system. FTA uses the information in the Project Description Template to understand the project and to establish a database of project characteristics and local contact information. All Small Starts project sponsors must submit	ESS	Week 1
3.3.1	Project Identification	2-3 sentences on the essential characteristics of the proposed project (location, length, termini, number of stations, hours of service and frequency by time period)		Week 1
3.3.5	Purpose of the Project	Succinctly describe the specific ways that the proposed major transit investment will address the problems identified in the corridor.		Week 1
3.3.6	Merits of the Project	Describe how the project addresses the Purpose for the Project more effectively compared to other alternatives		week 1 -2
3.4	<i>Project Maps</i>	Electronic maps must be submitted for inclusion in Annual Report on Funding Recommendations and/or posting on FTA website. Maps should be 8.5x11 and be able to be copied in grey scale. Typical orientation for N/S is portrait and E/W is landscape.		Week 1
3.4.3	Map Details: Stations	Stations included in the project, marked in a distinguishable manner from existing transit stations and labeled. Stations with park & ride facilities should be further distinguished from others, either via markings or labels.	ESS	Week 1
3.4.9	Map Details: Legend	A legend, scale and compass.	ESS	Week 1

Using WPS for all required items will allow ESS to take the lead in scheduling meetings and facilitating stakeholder meetings to obtain the required information. ESS will take the responsibility for documentation of the views of internal and external stakeholders and any impacts on the process will be reflected in the WPS.

Deliverable(s):

- Work Plan Structure for the identified grant pursuit including items needed from KFPD



Targeted Approach for Maximum Scoring on Evaluation Criteria

The first step for our targeted approach is to develop a full understanding of the project elements, project milestones, and available project reports. We will also study the previously awarded projects from the funding agency and learn about the key points that may be overlooked due to their simplicity. In developing the WPS, we will identify the primary and secondary evaluation criteria to help highlight the project strengths. We will work closely with KFPD's Project Manager to identify the potential gaps, analyze alternatives, and recommend resolutions to minimize their impact. With this approach, ESS has added value for our clients:

- ESS recommended re-strategizing of funding pursuits for four projects for the City of Santa Ana resulted in identification of additional \$10 million in grants.
- Revisions to the scope of work of City of Commerce project resulted in a successful award of over \$1 million
- Detailed evaluation of the grants has enabled us to advise the agencies if the project is not competitive and therefore resulted in cost savings by not preparing grant applications.

Quantitative Analysis and Technical Reports

Depending on the grant requirements, ESS will work with KFPD Project Manager to receive and review the available technical studies, environmental documents and plans and specifications. We will then use our highly experienced team members to complete the technical write-up sections of the grants. As needed, and upon the KFPD's direction, we will be prepared to either perform additional technical research and analysis or supplement the effort.

The ESS engineering team has been directly responsible for implementation of various CIPs including transportation and street improvements, water and sewer projects and facility management. The ESS engineering team will bring their expertise to articulate the technical information of the grants. Our expert grant writers will review the project documents to highlight the project's strengths matching the grant goals to achieve maximum ranking of the application.

- ESS has been very successful in the submittal of FEMA grant applications which require a high level of technical credibility and are considered very complex including a flood control project with detailed hydrological justifications
- ESS in-house structural and FEMA experts were able to provide detailed information about seismic recurrence and community impact resulting a high benefit cost ratio and CalOES approval and recommendation for funding

Budget Analysis and Construction Planning

The ESS team will assist KFPD in identifying qualifying information to meet grant requirements for budgeting and construction planning. Budgets demonstrate project flexibility and budget scalability to make the grant applications more attractive **and create opportunities to apply again even after a successful application's award.** Some areas of focus will include:



- Budget Scalability
- Scheduling Details
- Qualifying Matching Funds
- Implementation Requirements for Allocation Purposes

Support Letters

Often, this aspect of a grant application is given only cursory attention and proves to be invaluable. At ESS, these potentially undervalued areas are key endorsements that ESS crafts in close cooperation with clients. ESS will recommend stakeholders to contact and will draft focus points that align with key ideas in the narrative and grant criteria so that support letters send strong, targeted messages.

Public Involvement

ESS will also assist in building consensus, drafting public presentations and organizing stakeholder meetings to meet grant requirements.

- ESS helped organize and host a stakeholder meeting for the City of Seal Beach in the Proposition 68 funding pursuit. This involved creating a meeting announcement flyer, setting up a virtual webinar for the stakeholder meeting, creating a presentation of the project and the funding opportunity being pursued, and hosting/recording the meeting for the City of Seal Beach.

WRITING-TO-WIN Approach

What sets us apart is that our **grant writers are licensed technical experts** in this industry and therefore have the ability to **convey complex project information** into the specific format of a grant application.

Using a targeted approach to analyze objectives and match goals to opportunities provides us with the details we need for our writing-to-win approach. Once a funding strategy is in place, the next challenge is to create a winning application. ESS brings its proven track record in creating an application package that will stand out among dozens, highlighting the project's merit in full compliance with the instructions and limitations.

This approach uses a high degree of expertise and creativity. ESS believes that impactful illustrations transform well-researched information into powerful persuasion. ESS utilizes graphics and schematic drawings to show grant evaluators the client's expertise and vision.

- ESS was complimented by CalOES consultant on its illustration of funding impacts on a FEMA BRIC application for mitigation of sea level rise
- For a cap-and-trade grant to reduce GHG emissions, ESS replaced the executive summary with graphics highlighting projects features matching the grant focus. This resulted in an award of more than \$9 million.
- For another project, ESS used an AQMD pollution map as a base and plotted all of the appropriate, completed energy-efficiency projects.

3. Grant Compliance Management and Support Services

ESS will work with KFPD project manager and finance departments to determine the grant compliance requirements early on so that we will be prepared for stress-free audit sessions. ESS will also complete our in-house pre-audit check lists and prepare handouts and folders for agency reviews. The following are a few examples of ESS's success in grant compliance work:



- ESS has been providing successful grant compliance on a \$280 million SBCTA project that consists of more than 11 different funding sources.
- ESS was complimented by the auditors for its efforts on the compliance-monitoring and reimbursement services for City of Palm Springs' \$29 million federally funded project.
- ESS has been providing grant management and reporting services for the Cities of Richmond, Santa Ana, Hemet, Wildomar, and Long Beach, CA

- Listing of over 30 private foundations to consider for the Siren Study & Cameras
- Identification of applicable Department of Housing and Urban Development (HUD) programs for affordable housing elements
- State Water Resources Control Board for water main pipelines and fire hydrants
- Bureau of Reclamation for water storage

4. Additional Scope of Work

As former agency personnel, ESS team members are fully prepared to support the KFPD Project Manager with all required analysis, reports, design review and specification sections, cost estimating, preparation of staff reports, and resolutions as needed. The following are some examples of additional work that the ESS team provides:

- Prepare resolutions and staff reports following the KFPD's preferred style
- Prepare specification sections and provide design review to meet the terms of grant guidelines prior to advertisement
- Assist in preparation of required CEQA process
- Prepare RFPs for technical services needed
- Preparation of educational material

5. Cost Recovery

ESS will be able to recover the cost of grant compliance and oversight on several grants such as those by FEMA and EPA.

Project Management

With a team that has been responsible for budgeting, scheduling, and implementation of annual funds and projects for programs in municipal agencies, the ESS team will leverage their expertise in every area to ensure solid strategies, clear communication, and creativity that results in not just the most possible funding awarded, but also an enjoyable working relationship with KFPD. Included in this commitment is our pledge to solicit feedback regularly from KFPD staff:

1. ESS expects KFPD will make staff roles clear during the meetings and inform ESS of any preferences of contact method when reaching out to KFPD staff.
2. As demonstrated in the Grant Application Preparation Section, we will use the following methods to ensure we have solicited and utilized all relevant information from our clients:
 - a. Progress meetings and issuance of meeting minutes
 - b. Clear and concise list of items needed, and date received from KFPD
 - c. Established process for review and final approval of grants with ample time for KFPD.



Kensington Fire Protection District
Proposal for the Position of Grant Writer

- d. Early engagement of external stakeholders, including funding agencies, partnering agencies, and agencies providing support letters. ESS will assist in identifying key stakeholders and facilitate meetings as needed.
- e. Status report for the activities in the month that will include updates on grant applications submitted, grant opportunities that are on the near horizon, and those in process of preparation.

ESS utilizes its established processes and templates along with the latest technical programs and software for calculations, along with graphics and charts as needed for a grant application. ESS collects and organizes information from a variety of sources while creating a grant application and will share all appropriate and non-proprietary information with KFPD for future use.

We at ESS have experience in building not only infrastructure, but also building relationships with our clients. We believe that clear and concise communication between our team and the KFPD is the foundation in making the funding procurement process as efficient and effective as possible. We look forward to being a partner to the KFPD in pursuing grant for KFPD's projects.

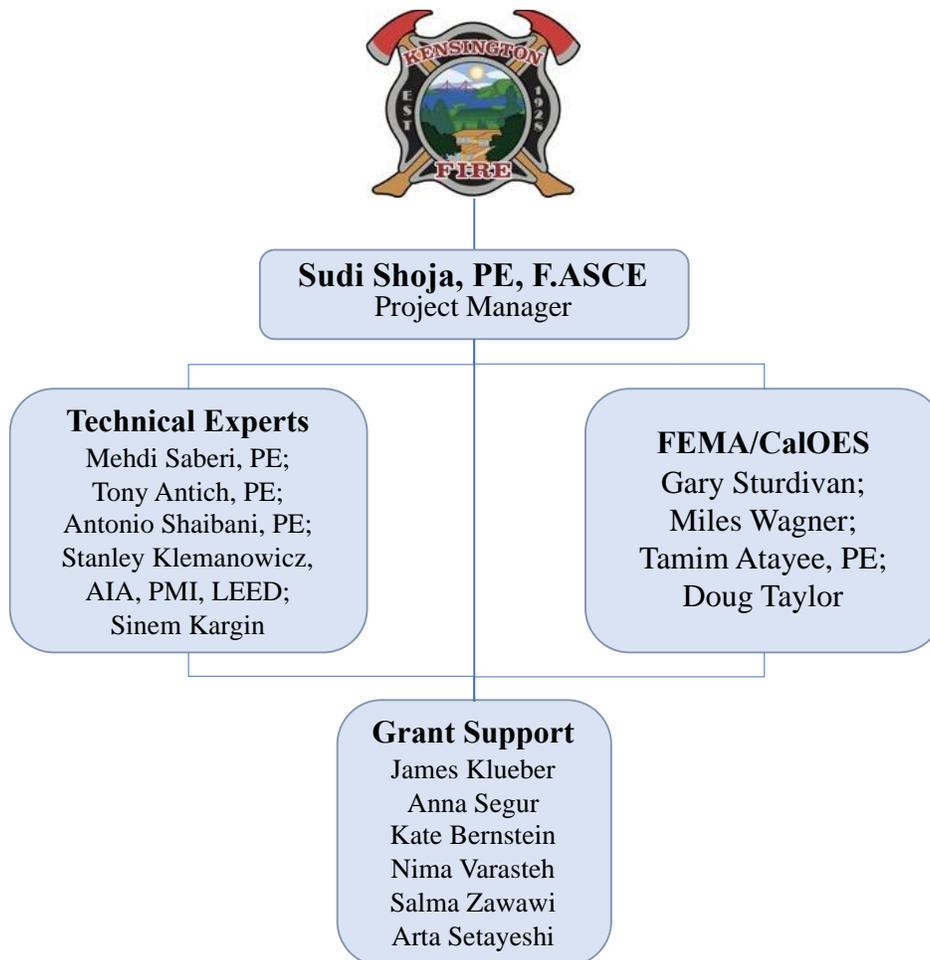
Deliverable(s):

- Comprehensive Reports for a status of grant writing services at a glance
- Agendas, PowerPoint Presentations, and meetings minutes



Proposed Staffing

As the Project Manager, Sudi will assign the appropriate staff as detailed in the organizational chart below based on the work required. Changes to the designated project team shall not be made without the prior written approval of KFPD.



As it is demonstrated here, ESS brings its team of technical experts to provide the complex technical support information that is the key to successful grant applications.



Sudi Shoja, PE, F. ASCE, Project Manager

As a former City Engineer, Sudi brings over 25 years of experience in both public and private sectors where part of her career involved partnership in a seismic retrofit design and construction company. She has worked with local agencies to prepare successful grant applications and manage them to completion, develop crisis management and disaster recovery plans including Local Hazard Mitigation Plan, Business Continuity Plan, Emergency Operation Plan, Evacuation and Reunification plans and other required mitigation plans and is a participant in local emergency preparedness efforts by Orange County Sheriff and local school districts. Sudi Shoja has completed the FEMA Emergency Management Institute and is a certified Safety Assessment Program (SAP) Trainer with the CA office of State Emergency. She conducts SAP Evaluator and Coordinator classes for organizations such as American Public Works Association (APWA) and American Society of Civil Engineers (ASCE). Sudi serves as the Southern California SAP response coordinator for Cal OES. She has also served as trainer on national panels and is invited for speaking engagements for organizations such as Red Cross and American Public Works Association.

She has been serving as a volunteer responder in the major earthquakes in CA to assist in evaluation of public and private buildings and various infrastructures immediately after the earthquakes.

Sudi is a member of Post-Earthquake Investigation Committee and travelled to Indonesia as part of a team to assess the life-line damages of the September 30, 2009 earthquake in Sumatra Island and is a co-author of the monograph for the event. She has designed successful programs for care of children and reunification with families after earthquakes. She was part of an expert team traveling to Turkey to research and provide training and inspection of earthquake sites after the 2003 earthquake. Sudi Shoja is the Emergency Management Committee chair for American Society of Civil Engineers (ASCE) in Orange County and has served as a member of Safety Council for Capistrano Unified School District with 52 schools and a representative to the California Emergency Services Association (CESA).

Sudi Shoja is the recipient of the 2005 Hoover Medal for her humanitarian efforts that also included help to various earthquake and Hurricane Katrina victims. In 2010, she was invited to be a Fellow member of ASCE among the top 5% of the society members.

Following are some of her success stories:

Education: BS, Civil Engineering, Purdue, 1979

MS, Civil Engineering, Purdue, 1983

Registration:

Professional Engineer CA, 42958, 1986

Years of Experience: 29

Engineering Solutions Services

(2012 – Present)

City of Vista - City Engineer

(2004-2012)

City of Huntington Beach

(2001-2004)

City of Santa Ana

(1990-2001)

DECOMA Industries

(1986 – 1990)

J.A. Martin & Associates

(1984 – 1986)



- Preparation of several FEMA application grants for BRIC/PDM/FMA/HMGP/PSPS that were all approved by CalOES and recommended to FEMA for funding.
- Successful management of a \$280 million project with 11 types of federal & state & local funding including a FEMA/CalOES grant
- Successful final audit of a \$30 million federal grant project with full responsibility for all compliance, reporting and reimbursement requirements
- Responsible for preparation of successful grants and reporting for a variety of federal and state grants.
- The \$102ML application package to State EPA has been approved in record times and received no revisions

Relevant Work Experience

Redlands Passengers Rail Program, San Bernardino, CA

Responsible for fund & grant management for the \$280ML project with 11 funding sources. ESS was also responsible for preparation of several grant applications and award of over \$39. Prepared multiple other grants for FEMA, DOT, FRA and FTA and managed all of the required reporting. Project management for compliance, process of all funding documents to meet the funding source regulations, review of project's contract and invoicing procedures and development of guidelines.

Seismic Retrofit of Water Reservoirs, San Bernardino Municipal Water Department, CA

Responsible for review of agency documents and preparation of successful applications for FEMA HMGP funding opportunities for \$7.5 Million Seismic Retrofit of Water Reservoirs Project. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules. Responsible for compliance of the project and all communication/coordination and all submittals to FEMA/CalOES.

Seismic Retrofit of Water Storage Tank, Orchard Dale Water District, Whittier, CA

Responsible for preparation of successful applications for FEMA HMGP funding opportunities. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules. Supports the compliance for the project.

Hydrological Remediations of Sea Level Rise, City of Belvedere and Port of Long Beach, CA

Responsible for preparation of successful applications for FEMA BRIC & HMGP funding opportunities. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules.

Flood Control and Hydrologic Remediation Grant Applications, Coachella Valley Water District, City of Wildomar, CA

Responsible for review of agency documents and preparation of successful FEMA grants applications for PDM/FMA/HMGP funding opportunities. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules. Continues to communicate with FEMA/CalOES regarding environmental and technical requirements, responsible for compliance of projects with final approval.



Fund Management Assistance- Lake Forest, Villa Park, Laguna Woods, Commerce, Irvine, Newport Beach, CA

As a consultant, Sudi has been responsible for various fund and program management services to process the documents for various federal and state and local funding measures and prepare grant application packages for FEMA, HSIP, ATP, RAC and MPAH.

CalOES Public Safety Power Shutoff (PSPS) Resiliency grant, Twenty-nine Palms Water District, Long Beach Water Department, Santa Clarita Valley Water Agency, City of Santa Ana, CA

Responsible for preparation of successful CalOES grant applications on behalf of the agencies. Responsible for compliance of all funding requirements.

Seismic Retrofit, Cities of San Bernardino and San Fernando, CA

Responsible for preparation of successful FEMA applications for seismic retrofit of City Hall for the City of San Bernardino and a water tank for the City of San Fernando. These agencies determined not to continue with the approved applications due to project timelines and political decisions. ESS was able to recommend other grant funding for these agencies.

FEMA Grant Application and Emergency Operation Plan (EOP) - City of Laguna Niguel, CA

Prepared FEMA grant applications on behalf of the city and was responsible for development of EOP for the City by evaluation of current City practices and the coordinating with the County Emergency Response Guidelines.

Local Hazard Mitigation Plans (LHMP) – Santa Clarita Valley Water Agency, Cities of Vista and Villa Park, CA

As a former City Engineer, Sudi was a key member for development of LHMP and FEMA grant applications on behalf of the Cities. She also participated in response to several incidents including 2007 fires in San Diego County.

Asset Management, Multiple Agencies, CA

Responsible for development of asset management systems for budget tracking, financial reporting, grant funding and resource control and reporting for various agencies. Supervised the staff effort that led to the recovery of millions of dollars of City funds and earned an Exceptional Quality Service Award.



Gary Sturdivan, Emergency Management, CalOES/FEMA Grant Expert

Gary has a vast knowledge in Emergency Management, Emergency Preparedness, Hazard Mitigation Planning, Vulnerability Assessment Planning, as well as Federal Emergency Management Agency (FEMA) documentation, FEMA reimbursement and has an extensive background with various FEMA, and Department of Homeland Security (DHS) Funding Programs.

Gary is thoroughly familiar with various FEMA funding requirements and assists the agencies he is responsible for through successful completion of the grants.

Gary was a member of the U.S. Geological Survey (USGS) planning team for Golden Guardian 2008 and is one of the signers of the document and California, Shake Out. Gary has served as the Region 6 Chair of CalWARN and was the Vice-Chair of the CalWARN State Steering Committee for 6 years. Gary was also the editor of the American Water Works Association G-440 Emergency Planning Standard that was adopted by the National Institute of Standards and Technology and was the first Editor of the AWWA M-19 rewrite committee, which was released in 2016. Gary was a Beta Tester for the AWWA J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP), On-line training Module and Manual. The J-100 RAMCAP was later adopted by the U.S.E.P.A and FEMA as the tool for Risk Analysis and Management for critical Asset Protection. Gary has participated in the Southern Operation Center on various occasions and in the State Operations Center on two occasions. Gary used the FEMA HSEEP tools to organize the water/wastewater agencies in Riverside and San Bernardino Counties during the Statewide Golden Guardian exercise's starting in 2008. Gary is a speaker at various conferences throughout the nation on emergency issues, including speaking in front of the Department of Interior, with Secretary Kenneth Salazar and department heads at USGS headquarters in Washington D.C.

As part of his position with CalWARN, Gary supported the City of Paradise on their recovery efforts. Gary also serves on an EPA committee for Covid recovery and lessons learned efforts.

Relevant Work Experience

Covid Related Efforts, City of Colton, Orchard Dale and Mission Spring Water Districts, CA
Gary has been responsible for preparation of several Covid Response Plans and preparation of Care Act reimbursement for Covid related grants.

Education: B.S., Business Management and Business Administration, University of Phoenix – 2001

Certifications:

- FEMA ICS 100, 200, 700 and 800, Trainer
- FEMA ICS 300 and 400 Certified Trainer
- FEMA EOC Position Specific Certified Trainer
- California, Water Treatment Operator T-1
- California Water Distribution Operator D-1
- California Certified Trainer in G-611, "Water Desk Training"
- AWWA J-100 RAMCAP Certified
- ANSI/AWWA Standard G-440

Years of Experience: 24



Director of Safety/Regulatory Affairs/Emergency Management and Grants, East Valley Water District, Highland, CA

- Managed and directed CalOSHA Safety Programs to ensure District's compliance with all Federal, State, local laws and regulations.
- Secured and managed compliance for 42 FEMA Hazard Mitigation Grants totaling \$38,000,000 in FEMA grant funding's, over an 8-year period.
- Secured 4 State Revolving Grant and low-cost loans totaling \$190,000,00 to enlarge a surface water treatment plant,
- Managed incorporation of three water agencies into East Valley Water Districts service area.

Hazard Mitigation Grant, Compliance, and Training, Yucaipa, CA

- Hazard Mitigation and PDM grant application and compliance management
- Hazard Mitigation Plans, American Water Infrastructure Act (AWIA)
- FEMA Training ICS- 100, 700, 300, 400, 200, 800. Emergency Response Planning

FEMA Grant Writing/Compliance/Training, Bighorn Desert View Water Agency, CA

- Responsible for successful preparation and compliance management of a Hazard Mitigation Successful grant application for \$ 2.5 ml to capture flood run-off to recharge the aquifer
- Secured and managed a Hazard Mitigation Grant that allowed the Agency to write and obtain an approved Hazard Mitigation Plan
- Responsible for award and compliance of funding to Mitigate freezing and flooding to water wells and booster stations in the amount of \$100,000.

FEMA Grant Writing and Compliance/Training, Hi-Desert Water District, Yucca Valley, CA

- Secured Hazard Mitigation Grant for Hi-Desert Water that allowed the Agency to write and obtain an approved Hazard Mitigation Plan
- Prepared the Hazard Mitigation Plan for District
- Prepared Emergency Response Plan for agency that received the Board of Directors approval

Local Hazard Mitigation Plans/Grant Writing/Training, Multiple Agencies: Twentynine Palms Water District, Contra Costa Water District, Cucamonga Valley Water District, Yucca Valley, CA, Orchard Dale Water District, Whittier, Ca, La Habra Heights County Water District, La Habra Heights, Ca, City of Colton Water Department, Colton, CA and San Bernardino Municipal Water Department, San Bernardino, CA

- Successful preparation of Hazard Mitigation Plan that received CalOES and FEMA approval
- Prepared Emergency Response Plan (ERP) that received Board of Directors approval
- Trained District staff on the use of the ERP. Conducted FEMA 100, 700, 300 and 400 certification training and conducted an Emergency Response Table-Top exercise.
- Conducted FEMA Training classes and Table-Top Emergency Response Exercises



Miles Wagner, Emergency Management, CalOES/FEMA Grants Expert

Miles has over 40 years of emergency management experience in law enforcement, emergency management, Red Cross services, and geological investigations. Miles has served at several key positions such as the Emergency Services Officer of San Bernardino County, the Sergeant Deputy Sheriff at the Washoe County Sheriff's Department, as the Support Services Supervisor at the City of Colton Police Department, and as a member of the Board of Directors for American Red Cross of the High Desert Chapter. He has complimented these experiences by also becoming a Certified Emergency Management Specialist, a Geographic Information Services Specialist, an instructor with the California Specialized Training Institute, an Operations SOG/ConOps Developer, and HSEEP Developer. Miles has led numerous emergency response campaigns as the Emergency Services Officer including the 2003 Bark Beetle Emergency, the 2003, 2005, 2007, 2009, and 2016 Fire storms, 2003-2020 winter weather events, and 119 additional real-world emergency operations since 2003 with each event lasting an average of eight days. Miles has been responsible for successful reimbursement of FEMA/CalOES funding for numerous projects and provides a valuable insight into the required documentation to meet the federal/state requirements.

Education: B.A. Business Administration, Trinity College and University - 1991, A.A. Geology and Criminal Justice – Pasadena City College, 1972

Registrations:

- Certified EOC Responder
- Federal MIT Member
- ESRI Conference Presenter

Years of Experience: 40+

Relevant Work Experience

Emergency Services GIS Specialist

Miles has been responsible for creation and development of the Geographic Information System (GIS) Unit within the Office of Emergency Services. This program provides GIS services during normal operations as well as OES activations within the County. The GIS Unit also provides GIS support to federal Incident Management Teams upon request outside the County. Systems to allow rapid and comprehensive damaged structures and infrastructure are under development and in the field-testing stage. Among many, his experience includes mapping the San Fernando Earthquake and the Salt Wells Valley/Paxton Ranch Earthquake Sequence surface rupture, field exploration in the Calabasas and west Los Angeles areas, and threat and hazard analysis for Washoe County, Nevada and San Bernardino County, CA.

Plans and Guidelines Development

- The original Family Disaster Guide in 2005 for the Bark Beetle Emergency in San Bernardino County. This guide is updated and republished as needed by San Bernardino County and received \$2.5 million grant for tree removal and hazardous fuel removal and recycling option.



Kensington Fire Protection District
Proposal for the Position of Grant Writer

- Prepare the BCA for the Post Disaster Mitigation Grants for the Bark Beetle that provided another \$70 million over a period of 8 years for dealing with fire hazards, insect kill trees and dead brush removal and recycling options. – Also worked on the grant compliance and reimbursement efforts
- Big Bear Valley and forest falls Siren projects: received funding for Emergency Alert System from local community and EMPG.
- County General Plan – Safety Element was prepared and approved by the Board of Directors.
- Master and Shelter trailers – Applied for the combination of PDM and EMPG – Prepared all the reimbursement and close out reports
- Training and exercise drilling: Updated multi year training and exercise plans. Applied and received funding for EPMG, NEP, or community based funding.
- Prepared successful Fire Management Assistance Grants application that provide for active fire suppression. This SOG guides the completion and submission for a FMAG grant in the early stages of a potentially significant wildland fire. Approved FMAG resulted in reimbursement to the County Fire for 75% of fire suppression costs. This is a very rapid application that contains complex details.
- Miles also has over 50 years for experience as a first responder in emergency management, law enforcement, and fire services. His experience includes 119 Real world EOC activations or incidents since May 2003 and many exercises. Incidents worked include Fire, Controlled Burn, EQ, Flooding, High Winds, Hospital Evacuation – Hazmat, Insects/Drought, Pandemic, Power Outage - Excessive Heat, Pre-Planned Event, Satellite Reentry, Terrorist Attack, Traffic Incident, Train Derailment Virulent Bird Disease, and Water Contamination,
- The FEMA required Multijurisdictional Hazard Mitigation Plan (Updated and approved by FEMA every five years) requiring coordination between five separate jurisdictions during the planning and writing process. Additional coordination was conducted with other political jurisdictions within the County to ensure their MJHMP's are updated every five years.
Department Emergency Operations Plan (DEO) development and implementation. This program requires all County departments to develop a Department Emergency Operations Plan, train and maintain key personnel to operate within the DEOP during emergencies, and conduct other activities related to the DEOP. Development requires coordination between key Department personnel and OES during the year to ensure plans are maintained and updated. Training materials are developed and training of participating staff is performed. Programs, policies, laws and regulations are reviewed and recommendations for changes are made.
- The Flood Area Safety Taskforce Standard Operating Guidelines (FAST). FAST is updated at least twice a year. This program ensures key County Departments and other cooperating state and federal agencies are prepared to respond to and assist the residents of the County during potential flood incidents.



Tamim Atayee, PE, F. ASCE, FEMA Grant Technical Expert

Tamim is a registered professional engineer with 31 years of experience. He works as a technical expert for grant applications that involve expertise in stormwater, water resource engineering, flood hazard mitigation, scour, sediment transport, hydrology and hydraulics. He is a skilled designer and a capable manager and has written many technical papers.

Tamim is experienced in both numerical and physical modeling of hydraulic problems and has, amongst other things, developed hydrology and hydraulics software used as standards in the industry. As a subcontractor to the Western US Technical Evaluation Contractor to FEMA, he reviewed several map revision processes, such as Letters of Map Revisions, for projects that impacted flood hazard areas. On the other end of the process, as the technical representative for applicants, he successfully secured approval of several map revisions for land developers, public agencies and mine property owners. Tamim's expertise and knowledge assist ESS in preparation of high-quality technical reports for grant applications that result in minimal comments and expedited review of applications. The following are Tamim's experiences and skills:

- Extensive experience in preparation of FEMA BRIC, HMGP and FMA applications and preparation of Finance Innovation Act (WIFIA) applications.
- Technical expertise that lends to writing highly qualified and credible reports for grant applications
- Trusted expert working with various Caltrans districts GPR application

Education: M.S. Civil Engineering – Water Resources, The George Washington University

B.S. Civil Engineering, Old Dominion University

Registrations:

- Registered Professional Engineer – California, Colorado, Virginia

Years of Experience: 31

Memberships:

Instructor of Excellence (2009, 2010, 2011, 2012), National Highway Institute Fellow (F. ASCE), American Society of Civil Engineers (ASCE) Distinguished Engineering Educator, Lifelong Learning Award, American Society of Civil Engineers, Orange County Branch Outstanding Engineering Merit Award

Relevant Work Experience

CalOES/FEMA BRIC Program and CA DWB Erosion Control Grant; Sea Level Rise Mitigation Project, City of Belvedere, CA

Responsible conducting the Benefit-Cost Analysis and coordinating with CalOES on the BCA requirements for the City of Belvedere's Levee Enhancement Project grant applications. The City applied for CalOES/FEMA's BRIC program and DBW's Erosion Control program for the same project. CalOES approved the City's application and forwarded it to FEMA for review.

FEMA & Stormwater Grant Applications, Coachella Valley Water District, Coachella Valley, CA

Responsible for review of agency documents for the two regional storm drain projects and preparation of successful grant applications. Preparation of technical sections and interpretations to



match the funding. Development of required technical documents for the Benefit Cost analysis. Technical expert in development of successful intent letters and grant applications on two top priority projects for the district. Review of District documents and recommendations and preparation of hydrological narratives and other technical grant sections to meet the funding goals.

Orchard Dale Water District, Whittier, CA

Tamim serves as the technical expert in response to all CalOES & FEMA requirements and has been responsible for providing a qualifying Benefit Cost Analysis and all supporting technical documents for a FEMA application. This application was approved by CalOES for funding by FEMA for seismic retrofitting of a water reservoir. Prepared a benefit cost analysis and participated in coordination meetings with CalOES consultants and personnel.

Sustainability Grants, City of Long Beach, Long Beach, CA

Responsible for preparation of technical documents and all the necessary justifications for a sustainability grant funded by Homeland Security. Review of agency documents, preparation of cost estimates, back up documents, exhibits and other information as needed.

FEMA Storm Water Grant Program, City of Wildomar, Wildomar, CA

Prepared Benefit Cost Analysis (BCA), technical reports, cost estimate and all back up documentation for a phased project for over \$2.6 Million

Otay River Bridge, San Diego, CA

Provided hydrologic, hydraulic and scour engineering services to assist with the design of the new State Route 125 Toll Road Bridge over the Otay River. The objective of the project was to characterize the hydraulics and scour potential and develop countermeasures to sustain the erosive forces to which the bridge substructure would be subjected.

Alta La Jolla Restoration, San Diego, CA

Responsible for independent assessment of the hydrologic, hydraulic and channel stability of outlet channel of a storm drain system in a private development, Alta La Jolla, in San Diego, California. The objective of the project was to characterize the drainage and develop a concept to stabilize the eroded outlet channel.

SR-138 Environmental Document Support, Los Angeles County, CA

Responsible for conducting conceptual and preliminary engineering, technical assessments and project report preparation including preparation of the preliminary drainage report and defanging the existing drainage patterns and flows. This task includes the Caltrans Location Hydraulic Studies, Floodplain Analysis Report and Storm Water Data Report.

Caltrans Drainage Law & floodplain Issues Course Development & Delivery, CA

Responsible for development of two one-day courses and delivery to various Caltrans Districts in the state. Class material was developed for highway designers to discuss hydrology and hydraulic and identify issues pertaining to floodplains and effective discharge, minimize liability to public agencies short courses for FHWA, and Caltrans.



Douglas Taylor, P.E. CAL FIRE Specialist

Doug is a recent retiree from CAL FIRE with over 12 years of experience. Doug has been the Disaster Preparedness Committee Chair for the State of California on behalf of the American Society of Civil Engineer. In this role he works directly with CalOES and is responsible for coordinating response to a variety of disaster events in the past few years. Doug has extensive experience in preparation of operational documents, fire preventions, EIR process, and permitting process. He has also been responsible for projects ranging from demolition and clean up to design and construction of key project.

Education: B.A. Engineering
Syracuse University- 1978, B.S.

Registrations:

- Registered Engineer
- Certified CalOES SAP Trainer
- Certified EOC Responder

Years of Experience: 30+

He is keenly interested in emergency preparedness and as a certified trainer with CalOES, he has been leading regional efforts in facilitating Safety Assessment Program (SAP) training for response to disaster events ranging from fire, earthquake, flood, landslides, and others. Through his efforts, Doug is responsible for coordination efforts of over 600 volunteers during any given disaster response event.

Doug is a community leader and has held numerous leadership position within professional organizations. He is a consensus builder and brings regional visions to solve local situations. His expertise in engineering and experience with CalFire is a perfect match for handling local emergency concerns and preparation of prevention solutions.

Relevant Work Experience

- **California Department of Forestry and Fire Protection (CAL FIRE)**
Doug has been responsible for all the planning, design and construction projects in the Fresno, Tulare, San Benito and Monterey counties as well as the Region HQ in Fresno. He has also been preparing guidelines for design and fire prevention recommendations.
- **U.S. Army Corps of Engineers**
Responsible for over \$60 million of projects, actively engaged in managing projects in sensitive environmental areas.
- **Material Engineering, Multiple Companies, CA**
Provided leadership and management and developed and managed quality control processes, produce design submittals, troubleshoot performance issues. In his role, Doug provided systematic report processing, applying software solutions and technology, and improving and led public relations efforts.



Mehdi Saberi, PE, Structural Engineer

Mehdi has over 32 years of structural engineering design, seismic retrofit, and construction observation experience involving rail and transit facilities, municipal, military, commercial, and entertainment, educational, industrial, and residential buildings. He is a very well respected engineer by his peers and many building officials and is well known for his innovation in design and practical solutions while holding to highest level of integrity.

He has personally trained many contractors, plan checkers and other stakeholders in the building industry. He has been one of the pioneering engineers in the City of Los Angeles in retrofit of seismic buildings and has been responsible for design and construction observation of many high profile and complex projects. He has extensive amount of experience in dealing with various building departments throughout the state of California. He has developed technical reports, training material, templates and presentation and for public and private stakeholders in the building industry and government officials.

Mehdi is a registered responder with the State of California and has performed extensive design and analysis of post-earthquake conditions in California. In January 2000, he was invited to participate in a training seminar in Istanbul Turkey. The “Turkish Earthquake Mitigation Program” sponsored by the Turkish-American Business Association and the Turkish American Chamber of Commerce was presented to academic faculty, government officials, and design consultants in Istanbul. His area of emphasis for this seminar was titled, “Retrofit of Existing Buildings”.

Mehdi has a reputation for providing technically sound and practical solutions to help resolve contentious construction issues. His services have been retained by many large design engineering, insurance and legal counsel firms.

Relevant Work Experience

Levee Extension for Sea Level Rise, FEMA BRIC Grant Application, Belvedere, CA

Responsible for all technical narratives related to the structural performance of the levee extension for the BRIC grant application.

Structural Support, FEMA HMGP Seismic Retrofit Grant, San Bernardino Municipal Water District, CA

Responsible for technical support on all FEMA HMGP application for seismic retrofit of four steel reservoirs. Prepared the necessary information needed for the Benefit Cost Analysis.

Structural Support, FEMA HMGP Seismic Retrofit Grant, Orchard Dale Water District,

Education: M.S., Civil Engineering, California State Polytechnic University, Pomona

B.S., Civil Engineering, California State Polytechnic University, Pomona

Registration: Professional Engineer, California, 35397, 1982
Structural Engineer, California, 5528, 2011

Years of Experience: 39

Memberships:

American Society of Civil Engineers (ASCE), Structural Engineers Association of California (SEAOC)



Responsible for technical support on all FEMA HMGP application for seismic retrofit of a water storage tank. Prepared the necessary information needed for the Benefit Cost Analysis.

Seismic Retrofit of Water Reservoir, City of San Fernando, CA

Responsible for technical support on all FEMA HMGP application for seismic retrofit of a concrete storage tank. Prepared the necessary information needed for the Benefit Cost Analysis.

Universal Studios – Harry Potter Theme Park – Hollywood, CA

Responsible for successful design modifications to secure building permit, structural observation, submittal and RFI process of the \$400ML, technically complex and politically sensitive project. Responsibilities include continuous coordination of design with owner representatives, building department, contractor, architects, manufacturers and internal staff members.

Structural Assessment & Evaluation – Various Cities, CA

Led many engineering and inspection teams in a wide variety of municipal, commercial and residential forensic investigations representing owners, developers, general contractors, framers, other sub-contractors and insurance companies. As a lead expert he was able to establish new processes in building evaluations and forensic investigations that have led to successful retrofit and design of buildings. His clients have relied on his expert opinion on handling projects including the following:

Municipality Projects:

City of Commerce: Evaluation and seismic assessment of City facilities. Provided design and construction management for several projects.

Fire Station 44 Storage Tank Facility, City of San Diego CA: Structural engineer for a new hydrogen peroxide tank at Fire station 44 in the City of San Diego.

Sewer Lift Station, City of Bullhead, AZ: Responsible for design and construction documents of a submerged pump station with over 40' depth

City of Santa Ana- Various projects, Santa Ana, CA: Provided design engineering, and seismic assessment of existing buildings and construction observation for several City facilities.

City of Vista – Various projects, Vista, CA: Structural engineering for various elements of the renovation project in the Brengle Terrace Park, culverts, channels and sewer maintenance facility support structures.

Bicycle Casino, City of Bell Gardens

Responsible for Building and Safety plan review for architectural, structural, Title 24 ADA regulations, mechanical, plumbing, electrical, energy codes and local city procedures and ordinances for Extension of Bicycle Casino with an valuation of over \$20ML, including construction of a 7 story hotel building and casino with over 118,000 sq ft.

Aviation Projects:

LAX and San Diego Airport, CA: Responsible for evaluation of existing facilities for structural stability and/or for re-purposing, and design of new facilities

Rail Project: Amtrack Maintenance Facility: Responsible for completion of a preliminary design that resulted in an accurate cost estimate and approval of the project for the next phase



South Bay Transit Center, Redondo Beach, CA

Responsible engineer for design and construction support of a new building to replace the existing transit center

Highway Project: I-5 Improvement Project from Oso to Alicia Parkway- Laguna Hills, CA

Independent check for the retaining wall design for the freeway widening

CA Earthquake Authority - Residential Seismic Retrofit Program – Sacramento, CA

Leading a team of engineers for evaluation of the pilot phase of the seismic retrofit incentive program for the State of CA with startup locations in Los Angeles and Oakland. Responsibilities include evaluation of the guidelines, procedures, trainings, funding criteria, contractual and engineering issues and providing recommendations for a successful roll out of program in late 2014.



Tony Antich, PE, PMP, Senior Civil Engineer

As the former City Engineer, Tony has gained extensive experience by working for five different government agencies. In his tenor, Tony has been responsible for establishing a funding strategy for the City, and award of various grants to assist with the City's projects. He has been responsible for implementing quality assurance and quality control (QA/QC) measures resulting in successful audits on many municipal programs such as Traffic Engineering and Capital Improvement Programs. He has worked closely various Federal, State and local agencies and various city departments such as police, fire, airport, beach, water production and treatment, sanitary sewer, and solid waste. He is a team player and consensus builder, delivering over \$350 Million of new public improvements in just six years.

Relevant Work Experience

Low Income Housing, W. Los Angeles, CA

Responsible for identification and grant writing on West LA Veterans Collective. This project involves development of 388 acres and construction of 1200 units of veteran housing. Prepared a comprehensive funding strategy for allocation of funding to various project elements.

One San Pedro Collaborative, San Pedro, CA

Responsible for developing a funding strategy and identification of grant for low-income housing and identifying funding for various elements of the project such as construction of affordable accommodations for disadvantage communities, access and proximity to public transportation and schools, creation of recreational areas and green spaces, and walking and biking trails. Site specific elements such as waterfront issues will also be examined for grant funding.

As-Needed Rail & Transit Consulting, Riverside Transportation Authority, Riverside, CA

Responsible for fund management, development of grant application packages and Monitoring funding agency requirements for a variety of projects in the Rail and Transit Departments.

Program & Fund Management – City of Commerce

Program and fund management of complex CIP projects with various state and federal funding including representing the City and dealing with impacts of Freeway -5 widening on the City, meeting with Caltrans departments to resolve issues. Development of funding strategy and applications. Also overseeing development engineering and handling special projects for the City.

Street Improvement Projects – Cities of Santa Monica, Lomita, and Hermosa Beach

Responsible for various phases of street improvement projects including design, construction, traffic control, accessibility compliance, fund and schedule adherence.

Education: B.S., Civil Engineering,
California State Long Beach

M.S., Civil Engineering, California
State Long Beach,

Registration:

California Professional
Civil Engineer, CA 34293

Years of Experience: 29

Memberships:

American Public Works
Association, Director
American Society of Civil
Engineers, Outstanding
Civil Engineer in
Government



Freeway 10 Ramps, Sound wall & Landscaping Project, City of Santa Monica, CA

Successful completion of several on and off ramp and sound wall construction that required close coordination with Caltrans, and city forces and community outreach. Implemented extensive planning efforts to consider traffic impacts and implementation of effective traffic control plans.

Pacific Coast Highway (PCH), Caltrans and City of Santa Monica, CA.

Led the effort for approval of plans, permitting, and construction of a sewer trunk line across PCH working closely with Caltrans to minimize road closures and road pavement for final approval. Responsible for development and implementation of a successful traffic control plan to manage the heavy demand on the area.

Traffic Engineering – City of Hermosa Beach

Responsible for performing traffic engineering responsibilities including:

- Investigation of accidents and preparation of plan to resolve safety issues,
- Evaluation of intersections for stop signs and traffic signal warrant studies,
- Review of traffic studies and trip generation projections
- Speed study reports, pedestrian safety, truck routing, no-parking ordinance matters
- Coordination with Caltrans

Public Buildings & Facilities - City of Santa Monica, CA

Responsible for design and construction of libraries, police station, maintenance facilities, community buildings, theaters, restrooms, parking structures and solid waste facilities.

Responsible for design and construction of transportation, airport facilities, bridges, and bus Facilities such as the \$80 Million bus maintenance and administration facility, \$15 Million downtown transit mall, and a \$15 Million LNG bus fueling facility winning an impressive list of awards for each project.



Antonio Shaibani, PE, Civil Engineer

Antonio has more than 30 years of experience in a wide range of municipal public works projects and has worked on a variety of capital substructure improvement projects; municipal infrastructure and development projects; coordination, plan review, and permitting of complex public and private developments.

- Extensive experience working as city plan check engineer for review and processing of all private development and ROW Engineering
- Hands on experience working as a consultant engineer specializing in preparation and processing of Parcel Maps; grading drainage and SUSMP/LID plans; sump pump design; and off-site improvement plans for new development projects.
- Proven track record in delivery and management of various complex projects.

Education: B.S., Civil Engineering,
Bolton Institute of Technology, U.K.

Certification: 1992, Engineering
Management for Construction, UCLA

Registration: Professional Engineer
CA, 60904

Years of Experience: 30

Relevant Work Experience

Grant Applications, Multiple Agencies: City of Wildomar, City of Carlsbad, City of Seal Beach, City of Belvedere, City of Hemet, CA

Responsible for preparation of multiple successful grants involving street improvement, stormwater solutions, sidewalk repair, bridge improvement projects. Prepared the narratives required for the grant applications including FEMA HMGP, LPP, HSIP, ATP, HBP, and many more.

Project Manager, Land Development and CIP, City of Redondo Beach, CA

Provided R/W engineering services including review and process of subdivision maps, easement grants/dedications, quitclaim/grant deeds, lot-line adjustments, street vacations, certificates of compliance, land swap and license/purchase agreements. Prepared RFPs for city's CIP projects, covenant and agreements, and various standard forms, templates, logs, checklists, guidelines for land development process. Provided technical support and project management services on various public and private development projects.

Lead Development Engineer, Exposition Light Rail Transit Project - Phase II, City of Santa Monica, CA

Responsible for coordination, design reviews, and permit activities on this second phase of the Expo Light Rail project; coordination between various city-departments and Metro's Exposition Authority, Expo's Design-Builder, and public utility companies; betterment negotiations for relocation and upgrade of all impacted city-owned utilities along a highly-congested corridor. Impacted utilities included: potable and recycled water mains, sanitary sewer and storm drain lines, traffic signal and street lighting - including conversion of high-voltage to multiple-circuit systems, gas mains, high- and low-voltage electric, and telecom infrastructures.



Supervising Civil Engineer, Land Development and Technical Support (LTDS), City of Santa Monica, CA

In charge of all activities and functions of “Land Development and Technical Support” (LDTs) team of the Civil Engineering Division. LDTs provided customer service at the public works’ counter; performed plan check services for all private development projects and related offsite improvements; and processed utility excavation and wireless facility permits. Antonio was solely responsible for review and processing of all tentative and final subdivision maps; ROW engineering including all street vacations, easement dedications, lot-line adjustments, review and approval of legal descriptions; and monitoring of numerous Development Agreements for compliance with the Public Works’ Conditions of Approvals. Antonio was also the City’s coordinator on a complex “SCE Rule-20A” Utility Undergrounding District project.

Project Manager, City of Santa Monica, Santa Monica, CA

Developed “Green Street Improvement Program” with an annual budget of \$5-7M. Introduced a seven-year Neighborhood-Zone approach (deviating from strict application of Pavement Management System) to address city’s annual maintenance needs for street pavement, sidewalk, curb-gutter and tree maintenance; city-owned and public utility upgrades within each zone. The program’s success relied heavily on a close collaboration between a number of city departments and public utility companies’ annual maintenance needs. Prepared PS&E package for this annual program and through innovations embarked on a “Green Street Improvement Program” that incorporated use of Asphalt Recycled Hot Mix (ARHM) for street pavement overlays, Rubberized Emulsion Aggregate Slurry (REAS) for street and parking lot slurry seals, High-Volume Fly-Ash in construction of PCC intersections, application of Portland Cement Pervious Pavement (PCPP) in construction of new street gutter plates and use of “rubber” sidewalk panels around street trees with aggressive root systems. This program was recognized by the American Public Works Association and received the “Project of the Year” award in 2003. Furthermore, Antonio was responsible for design and construction of a federally funded (STPL) street improvement project, and a record number of ADA curb ramps throughout the city.

Design Engineer and Construction Manager, City of Santa Monica, CA

Antonio worked on numerous underground utility projects over span of a decade. He has been directly responsible for design, construction management and inspection of utility improvement projects, including:

- Water Main Replacement Projects with an annual budget of \$1.5-3M for replacement of deteriorated and under capacity water mains throughout the city.
- Storm Drain Installation and Sewer Main Replacement Projects with a varying annual budget of up to \$3M.

Field Engineer, City of Santa Monica, CA

Performed field engineer duties for city’s Water Treatment Expansion Project with a budget of \$7M. This expansion project increased capacity of existing water treatment plant by lowering trichloroethylene (TCE) in city’s water well supply to EPA acceptable levels. The project’s main components consisted of installation of new baffle walls and aerators within the existing reservoir, construction of new GAC vessels, water softening and SCADA systems. Antonio provided construction observation and monitored project schedule, processed submittals and change order requests, maintained project files and record drawings.



Stanley Klemanowicz AIA, PMI, LEED, Energy and Sustainability Expert

Stanley brings more than 23 years of hands on experience in architectural design and project delivery within time and budget on many public and private projects. As a LEED Professional, he has directed sustainability and led project teams in exceeding desired green building accreditation levels. He has been responsible for completion and approvals of ongoing design and value-engineering, preparation of construction documents, permitting, and funding details. Stanley's extensive experience in the design field has allowed him to be a technical expert for all energy-related grant pursuits. Stanley has been dealing with various utility providers and AQMD and other funding agencies directly and has first-hand knowledge of the available grants and their requirements. The following are a sample of Stanley's experiences and skills:

- Expertise in evaluation of facility design improvements to meet funding requirements.
- Responsible for design and renovation of facilities to obtain LEED Platinum and Gold
- Proven track record in providing Construction Management and funding

Education: B.S., Architecture, The City University of New York

Registration: Licensed Architect, CA, NY, NJ

Years of Experience: 23

Memberships:

American Institute of Architects (AIA); National Council of Architectural Boards (NCAB); National Institute of Building Sciences (NIBS); United States Green Building Council (USGBC); Commissioner: City of Redondo Beach, Uniform Codes Commission (UCC); Project Management Institute (PMI)

Relevant Work Experience

Renewable Energy Grant, Santa Clarita Valley Water Agency, Santa Clarita, CA

Responsible for identification of FEMA HMGP grant for renewable energy and sustainable battery storage option for managing Agency's energy production during disaster. The Notice of Intent was approved by CalOES and Agency has been invited to submit an application.

City of San Bernardino, Facility Improvement Grants, San Bernardino, CA

Responsible for review of various facility elements and investigation of applicable grants. Also, provided direction for funding of the vehicle charging stations.

City of Commerce, Facility Improvement Grant, Commerce, CA

Review of project details that included ADA, HVAC and lighting improvements, and recommendations for funding eligibility and ranking to meet the grant funding sources.

Metrolink Station Improvements Grant Recommendations, Commerce, CA

Review of recommended improvements and recommendation of funding opportunities to meet the project elements. All funding opportunity recommendations were approved by staff and LA Metro for implementation.

Port of Los Angeles — Pier 400, Los Angeles, CA

On-Site Project Manager, responsible for oversight of the design-build process for the design and construction of 18 office and gate facilities at the largest proprietary marine cargo terminal in America. Facilities included corporate offices, operations, and maintenance buildings. Cost of



facilities exceeded \$60 million. Total cost of project - \$900 million.

Los Angeles Community College, Los Angeles, CA

Responsible for design and management of architect/engineer teams for three significant new LEED Platinum and Gold facilities for Los Angeles Community College (LACCD) campuses with a total value of more than \$130 million.

Construction Administration, LEED Silver Project, Hollywood, CA

Senior Construction Administrator for the Hollywood W Hotel and Residences, the largest LEED Silver project in Los Angeles County, a luxury hotel and residential development valued at more than \$360,000,000. Managed and directed the architectural design team of over fifteen consultants. Responsible for completion and approvals of ongoing design and value-engineering, preparation of construction documents, permitting, submittal reviews, requests for information, change orders, field observation, and project closeout.

Capital Improvement Program, City of Santa Monica, California

Project Manager responsible for design and delivery of multiple capital improvement and major maintenance projects that all embraced City sustainability guidelines, including:

- Police/Fire headquarters,
- City Hall renovations
- Civic Auditorium City pool
- Senior housing
- Parks facilities
- Animal Shelter

Business Technology Center, County of Los Angeles Community Development Corporation, Altadena, CA

Project Manager for programming, planning, and preparation of bridging documents for 70,000 square foot design/build technology incubator.

Modernization Project — Los Angeles Unified School District (LAUSD)

Responsible for design development and validation of project scopes and budgets, design and construction documents, DSA submittals, and project delivery methodology. Directed pre-construction efforts for 300 Measure K and BB Bond modernization projects of existing facilities with an aggregate value of projects exceeding \$50 million. Developed project delivery system for JOCS (Job Order Contract System), where more than 100 projects were initiated in less than a year. Managed architect/engineer teams.

Master Planning Project — California Task Force on Court Facilities, Los Angeles County

Directed on-site surveys and evaluations of 30 courthouses in Los Angeles County for physical condition, life-safety, code compliance, functionality, security, accessibility, and space requirements as prerequisite for development of capital construction budget for master planning and new construction.



Sinem Kargin, Environmental Expert

Sinem is an Environmental Expert who has been working in the environmental field for 9 years. She has a wide array of knowledge in terms of environmental planning and permitting. Her technical environmental knowledge will be utilized by helping ESS provide credible reports for environmental related projects.

Education: Environmental Science - Masters of Conservation and Restoration Science, Ankara University (Turkey)
BS, Biology, Hacettepe University (Turkey)

Years of Experience: 9

Relevant Work Experience

1. Technical Experiences:

- Preparation of various environmental reports/technical writing based on evaluation of existing information
- Assisted in Riparian Habitat Restoration Project at Upper Newport Bay Restoration Project (technical support)
- Assisted in scientific research on restoration methods for Sentenac Cienega wetlands in San Diego County.
 - Also assisted in technical methods e.g. Point-intercept analysis, Relevé, Rapid Vegetation Assessments
- Conducted sample California Rapid Assessment Method of depressional wetlands.
 - Sample assessment as a class within the UC-NRS San Joaquin Marsh Reserve
- Mapped habitat suitability for species with QGIS software
- Habitat classification analysis for top predators in coastal Orange County via ArcGIS
- Preparing and Setting up Traps for Western Pond Turtle in Irvine's Arboretum UCI
- Camera Monitoring of Large Mammal Species at the Wildland-Urban Interface:
 - Evaluating the effectiveness established habitat corridors and wildlife activity at potential crossing structures (i.e. culverts and underpasses) for large carnivores in highly urbanized coastal Orange County.
 - Recommendations for the enhancement of the habitat connectivity linkages between Upper Newport Bay and Shady Canyon.
- Conducted sample Relevé and Rapid Assessment vegetation sampling techniques in San Joaquin Marsh Reserve
 - Sample assessment as a class within the UCI Ecological Preserve

2. Associated Previous Projects:

- Preparing the Project Management Plan for Wildlife movement in coastal Orange County (>2 articles will be published)
- Oak Borer invasion management project at Irvine Ranch Conservancy and UCI Center for Environmental Biology



3. Collaboration Skills:

- Partnered with Cal Trans, OC Flood Control, Irvine Ranch Conservancy, UCI-Nature, UC Irvine-MCRS, Irvine Ranch Water District (IRWD), California Roadkill Observation System (CROS)-UC Davis (Dr. Shilling), Local Animal Control (Irvine) , City of Irvine and Newport Beach, Greenbelt Inc., UC Davis (Winston Vicker), Ted Stankowich/Max Amaya (CSLB) and many others for my thesis project.
- Supervised >15 interns for the data processing purposes during my thesis project at UC Irvine.

4. Software Skills

- *Spatial Analysis Software, **QGIS, and ArcGIS***
- *Statistical Analysis, **RStudio***
- *Managing and processing large amounts of digital camera trap data, **WildID Software***
- *Image Processing Software for cellular-level research, **ImageJ***
- ***MS Office** (Word, PowerPoint, Excel)*



James Klueber, Grant Support Lead

James started his career as an analyst specializing in various water resource investments and is very familiar with Californian water law, water systems, federal/state/local management plans, and water infrastructure. He is a team player and brings his can-do attitude to work every day. Currently, his primary role at ESS is to provide grant compliance monitoring, QA/QC support for all grant applications and funding opportunities. His work ethics coupled with his passion for helping build stronger communities is demonstrated in his work and aligns with our ideals and qualities at ESS.

James is highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

James has been responsible for successful completion of reimbursement reports for a variety of federal and state funded projects.

Education: BS, Environmental Economics & Policy, U.C. Berkeley, CA

Years of Experience: 3

Relevant Work Experience

CalOES/FEMA Power Resiliency Grant; Elsinore Valley Municipal Water District (EVMWD), LBWD, SCVWA, Twentynine Palms Water District (TPWD), Cities of Carlsbad, and Richmond, CA

Responsible for writing and submitting applications for the 7 agencies stated above seeking funding under the CalOES Community Power Resiliency Allocation Program. This program grants support to California cities and special districts in preparing for and responding to power outage events. The turnaround time for these grant applications was approximately 1-week and we successfully submitted all 7 applications. We are currently awaiting the results of our pursuit from CalOES.

CalOES/FEMA Building Resilient Infrastructure and Communities (BRIC) Program and CA Division of Boating and Waterways (DBW) Erosion Control Grant; City of Belvedere, CA

Responsible for creating valuations of home replacements in the event of a flood, creating project maps, tracking miscellaneous data for the Benefit-Cost Analysis, and final QA/QC of the City of Belvedere's Levee Enhancement Project grant applications. The City of Belvedere applied to CalOES/FEMA's BRIC program and DBW's Erosion Control program for the same project. CalOES approved the City's application and forwarded it to FEMA for review. We are currently awaiting the results of our DBW application.

Grant Compliance – City of Santa Ana, CA

Responsible for compliance of multiple projects with multiple sources of funding, preparation of progress reports and reimbursement forms including a CalOES funded project.

Clean Water State Revolving Fund – Cities of Sacramento and Carlsbad, Valley Sanitary District, CA

James has been working on submitting CWSRF applications to upgrade various components of wastewater treatment systems ranging from \$4.5 to \$35 million projects.



BOR WaterSMART Drought Resiliency Grant, Long Beach Water Department, Santa Clarita Valley Water Agency, Cities of Santa Ana and Sacramento, CA

Responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.

BOR WaterSMART Water Energy and Efficiency, Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District

Responsible for final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application either applied for \$500,000 federal grant funding.

Local Partnership Program (LPP) Grant, City of Carlsbad and Long Beach, CA

Responsible for final QA/QC during the LPP grant writing process and assisted with various research, mapping, and other tasks in order to submit the application fully and promptly that resulted in a \$2.88 million award.



Prior Project Examples

FEMA BRIC Grant Application for Sea Level Rise Mitigation, City of Belvedere, CA

ESS applied for \$21 million levee enhancement project to the FEMA BRIC opportunity that was selected by CalOES and recommended to FEMA for funding. ESS's services included organizing meetings between CalOES and the City representatives, requesting and organizing received information from City, performing a benefit-cost analysis as specified by FEMA guidelines, and writing/submitting the BRIC application.



ESS also identified other grant opportunities for the City.

Grant Writing, Hazard Mitigation Grant Program, Orchard Dale Water District, Whittier, CA



involved to obtain full approval of the analysis provided that resulted in selection of the project by CalOES for funding.

ESS served as a sub-consultant and was responsible for successful preparation of Benefit Cost Estimate, coordination with CalOES consultants, District and emergency managers

As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA

ESS was responsible for providing funding strategy and grant writing services for various types of projects including new technology demonstration projects and storm water grant applications. ESS provided the District with successful grant application packages including two FEMA applications for storm water projects for over \$13 million that were recommended by CalOES to FEMA for funding, successful submittal of AMI demonstration project to Bureau of Reclamation and Letters of Interest for WIFIA funding for over \$50 million for two Projects.



FEMA Flood Mitigation Grant Assistance, City of Wildomar, CA



ESS prepared a successful FEMA FMA grant application package for a new road with extensive hydrological analysis. ESS was able to provide credible supporting information for the benefit cost analysis for the project that is a widening of a rural roadway inundated by stormwater.



As-Needed Grant Writing Support Services, City of Santa Ana, Santa Ana CA (2016-Present)

ESS was selected to provide needs assessment, grant identification, grant writing and compliance services for the City’s Public Works Department. ESS started by reviewing the City’s CIP and unfunded projects and developed a funding plan by identifying grants. To date, ESS has prepared several successful applications of over \$30 million including an award from CalOES. ESS is also responsible for the compliance measures that include agreement negotiations with funding agencies, project reports, identification of eligible costs and reimbursement requests, preparation of specifications to meet funding agency requirements, and time extensions.



Hazard Mitigation Plan and Grant Management, City of Villa Park, CA (2019-Present)



ESS has been responsible for preparation of the LHMP for the City and the grant application compliance measures that made it possible.

This report received very minor comments from CalOES and FEMA and is in its final stages of completion.

Grant Identification, Writing & Compliance Services, San Bernardino Municipal Water Department, San Bernardino, CA

ESS has been providing grant identification and writing services. ESS has been participating in several meetings with various departments to identify fundable elements of a project and provide a funding strategy. ESS prepared a successful application for the seismic retrofit of four steel tanks. ESS has prepared successful application for a total of \$26.9 Million in funding that include: FEMA’s Hazard Mitigation Program (\$5.5 Million), SWRCB DWSRF (\$7.6 Million & \$3.4 Million for 2 separate projects), SWRCB CWSRF (\$9.9 Million), and BOR WaterSMART Program (\$500k).



Recently Awarded Contracts:

City of Petaluma: Grant Writing and Administration Services

County of Mendocino: Grant Research & Writing Services For Disaster Prevention, Recovery, Resiliency & Mitigation Projects



References

Agency	Contact Name	Title	Phone	Email
City of Sacramento - Department of Utilities	Tyler Stratton	Capital Finance and Grants Manager	916-808-1284	TStratton@cityofsacramento.org
San Bernardino Municipal Water Department	Devin Arciniega	Water Conservation / Public Affairs Coordinator	909-453-6052	Devin.Arciniega@sbmwd.org
City of Santa Ana	Nabil Saba	Executive Director of Public Works	714-647-3378	nsaba@santa-ana.org
Long Beach Water Department	Dean Wang	Project Manager	562-570-2311	Dean.wang@LBWater.org
City of Long Beach	Keith Hoey	Project Manager	Project Manager	Keith.Hoey@longbeach.gov



Fee Proposal

- ESS team members track their time on project in 15-minute increments to make sure that we provide accurate records of our effort.
- ESS is prepared to provide not to exceed amounts before starting any part of the work. The flat fees are based on estimate of effort needed and on our past experience with the grant.
- Transportation cost may be from our satellite office in San Francisco for trips requested by KFPD.
- As per the RFP, the costs stated below will remain valid for a period of 90 days upon the receipt of this proposal.

Fee Schedule	
Discipline	Hourly Rate
Project Manager/Senior Emergency Manager	\$150
Grant Writer/Project Engineer/Emergency Manager Specialist	\$140
Project Engineer/Support Lead/Environmental Specialist	\$120
CADD Operator/Grant Support	\$100
Clerical	\$63
Technical Experts/FEMA-CalOES	\$160-\$175
Reimbursable	Cost
Transportation	0.57 per mile
Travel: actual cost	TBD