

# CRMP

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## California Residential Mitigation Program A Joint Powers Authority

Date of Notice: Friday, November 30, 2018

### PUBLIC NOTICE

**A PUBLIC MEETING  
OF THE GOVERNING BOARD OF THE  
CALIFORNIA RESIDENTIAL MITIGATION PROGRAM**

**NOTICE IS HEREBY GIVEN** that the Governing Board of the **California Residential Mitigation Program (CRMP)** will meet in Sacramento, California. The Bagley-Keene Open Meeting Act applies generally to meetings of the board, and the meeting is open to the public—public participation, comments, and questions will be welcome for each agenda item. All items are appropriate for action if the governing board wishes to take action. Agenda items may be taken out of order.

**LOCATION:** California Earthquake Authority  
801 K Street  
10<sup>th</sup> Floor, Suite 1000  
Sacramento, CA 95814

**DATE:** Tuesday, December 11, 2018

**TIME:** 1:00 p.m.

**AGENDA:**

1. Call to order and member roll call:

Mitch Ziemer – Chair, Insurance and Claim Director, CEA  
Grace Koch, Chief Deputy Director, Cal OES  
Christina Curry – Vice Chair, Deputy Director, California Office of Emergency Services  
Dan Dyce – Consultant, CEA

*Establishment of a quorum*

2. Consideration and approval of the minutes of the August 21, 2018 CRMP Governing Board meeting.
3. CRMP Executive Director Janiele Maffei will present her executive report.

4. CEA Financial Lead Anthony Tassone will review the CRMP financial statements as of October 31, 2018.
5. CRMP Managing Director Annde Ewertzen will present the CRMP Mitigation (Earthquake Brace + Bolt) update.
6. CRMP Managing Director Annde Ewertzen will present the CRMP request to increase the number of retrofit grants available for the 2018 program, for approval.
7. CEA Financial Lead Anthony Tassone will present the 2019 CRMP Proposed Budget, for approval.
8. CRMP Managing Director Annde Ewertzen will present the CRMP Business Plan Update, for approval.
9. CRMP Managing Director Annde Ewertzen will present the CRMP Governing Board Officer Appointments, for approval.
10. CRMP Managing Director Annde Ewertzen will present the Proposed Governing Board 2019 Meeting Dates, for approval.
11. Public comment on items that do not appear on this agenda and public requests that those matters be placed on a future agenda.
12. Adjournment.

**Inquiries/General Information:**

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**To view this notice on the CRMP website, please visit  
[www.CaliforniaResidentialMitigationProgram.com](http://www.CaliforniaResidentialMitigationProgram.com)**

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**Persons with disabilities may request special accommodations at this or any future CRMP governing board meeting or may request the accommodation necessary to receive agendas or materials prepared for its board meetings.**

**Please contact Jacqueline Ball by telephone at (916) 661-5607 or by email at [jball@calquake.com](mailto:jball@calquake.com). We would appreciate hearing from you at least five days before the meeting date to best allow us to meet your needs.**

**NOTE: You might have received this notice because your name, or that of your organization, appears on a public-notice list maintained by the California Earthquake Authority. If in the future you do not wish to receive public notices pertaining to the California Residential Mitigation Program, please send your request by email to [info@californiarresidentialmitigationprogram.com](mailto:info@californiarresidentialmitigationprogram.com).**



Draft Meeting Minutes  
are not available.

Please see CRMP Governing  
Board Meeting  
Approved Minutes.

## **CRMP Governing Board Memorandum**

December 11, 2018

Agenda Item 3: Executive Report by Executive Director Janiele Maffei

Recommended Action: No Action Necessary

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### **Background:**

Executive Director Janiele Maffei will provide an update on the CRMP and CEA mitigation interests and projects.

### **Recommendation:**

No action necessary.

## Governing Board Memorandum

December 11, 2018

Agenda Item #4: Treasurer's Financial Update

Recommended Action: No Action Necessary

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### Background:

Anthony Tassone, CEA Financial Lead, will review the CRMP financial statements as of October 31, 2018.

### Recommendation:

No action is necessary.

California Residential Mitigation Program  
(CRMP)

FINANCIAL  
REPORT

BOARD MEETING  
December 11, 2018

**California Residential Mitigation Program  
Balance Sheet  
As of October 31, 2018**

**Assets**

Cash and cash equivalents	\$ (127,841)
Accounts receivable	<u>14,121</u>
Total assets	<u><u>\$ (113,720)</u></u>

**Liabilities and Fund Balance**

Liabilities:

Accounts payable and accrued expenses	<u>\$ 350,135</u>
Total liabilities	<u>350,135</u>

Fund Balance:

Unassigned	<u>(463,855)</u>
Total fund balance	<u>(463,855)</u>
Total liabilities and fund balance	<u><u>\$ (113,720)</u></u>

**California Residential Mitigation Program  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Year-to-Date Ended October 31, 2018**

Revenues:	
Contributions from members	\$ 6,100,000
	<hr/>
Total revenues	6,100,000
	<hr/>
Expenditures:	
Administration and office expenses	\$ 34,849
Audit services	41,000
Board services	1,213
Grants to homeowners	7,739,357
Inspection services	37,957
Insurance	39,546
IT administrative support	14,456
Legal services	54,663
Marketing services	278,511
Program education	32,492
Program support	95,307
Travel	6,959
	<hr/>
Total expenditures	8,376,310
	<hr/>
Net change in fund balance	(2,276,310)
Fund balance, beginning of year	1,812,455
	<hr/>
Fund balance, end of year to date	\$ (463,855)
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**California Residential Mitigation Program  
Budgeted Expenditures and Actual Expenditures  
2018 Budget Year  
as of October 31, 2018**

	Approved 2018 Budget 1/1/2018	Adjustments	Augmentations	2018 Budget after Augmentations and Adjustments	Actual Expenditures	Augmented & Adjusted Approved Budget vs. Actual Expenditures	Percentage used of Augmented & Adjusted 2018 Budget
<b>Revenue</b>							
Contribution from Members <sup>2</sup>	\$ -	\$ -	\$ 8,900,000	\$ 8,900,000	\$ 6,100,000	\$ 2,800,000	68.54%
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>8,900,000</b>	<b>8,900,000</b>	<b>6,100,000</b>	<b>2,800,000</b>	<b>68.54%</b>
<b>CRMP Administration Expenses</b>							
Travel	32,000			32,000	6,959	25,041	21.75%
Professional Dues and Memberships	800			800	-	800	0.00%
Board Services	2,300			2,300	1,213	1,087	52.74%
Administration & Office	79,050			79,050	34,849	44,201	44.08%
Insurance	38,000			38,000	39,546	(1,546)	104.07%
Financial Audit	50,000			50,000	41,000	9,000	82.00%
Legal Services	100,000			100,000	54,663	45,337	54.66%
<b>Total Administration Expenses</b>	<b>302,150</b>	<b>-</b>	<b>-</b>	<b>302,150</b>	<b>178,230</b>	<b>123,920</b>	<b>58.99%</b>
<b>EBB Program Expenses</b>							
Software/Information Technology	25,250			25,250	14,456	10,794	57.25%
Call Center	120,000			120,000	95,307	24,693	79.42%
Home Inspection Services	95,000			95,000	37,957	57,043	39.95%
EBB Marketing	325,000			325,000	278,511	46,489	85.70%
EBB Program Education	75,000			75,000	32,492	42,508	43.32%
Grants to Homeowners <sup>1</sup>	6,000,000		3,300,000	9,300,000	7,739,357	1,560,643	83.22%
<b>Total EBB Program Expenses</b>	<b>6,640,250</b>	<b>-</b>	<b>3,300,000</b>	<b>9,940,250</b>	<b>8,198,080</b>	<b>1,742,170</b>	<b>82.47%</b>
<b>Total Administrative and Program Expenses</b>	<b>\$ 6,942,400</b>	<b>\$ -</b>	<b>\$ 3,300,000</b>	<b>\$ 10,242,400</b>	<b>\$ 8,376,310</b>	<b>\$ 1,866,090</b>	<b>81.78%</b>

<sup>1</sup> Augmentation approved at special July 16, 2018 board meeting for additional retrofits grants.

<sup>2</sup> California Earthquake Authority board has approved max funding of \$8,900,000 for 2018 as of the CEA board meeting on July 19, 2018.

**California Residential Mitigation Program  
Budgeted Expenditures and Actual Expenditures  
Main Program  
as of October 31, 2018**

	Approved 2018 Budget 1/1/2018	Adjustments	Augmentations	2018 Budget after Augmentations and Adjustments	Actual Expenditures	Augmented & Adjusted Approved Budget vs. Actual Expenditures	Percentage used of Augmented & Adjusted 2018 Budget
<b>Revenue</b>							
Contribution from Members <sup>2</sup>	\$ -	\$ -	\$ 8,900,000	\$ 8,900,000	\$ 3,100,000	\$ 5,800,000	34.83%
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>8,900,000</b>	<b>8,900,000</b>	<b>3,100,000</b>	<b>5,800,000</b>	<b>34.83%</b>
<b>CRMP Administration Expenses</b>							
Travel	32,000			32,000	6,959	25,041	21.75%
Professional Dues and Memberships	800			800	-	800	0.00%
Board Services	2,300			2,300	1,213	1,087	52.74%
Administration & Office	79,050			79,050	34,849	44,201	44.08%
Insurance	38,000			38,000	39,546	(1,546)	104.07%
Financial Audit	50,000			50,000	41,000	9,000	82.00%
Legal Services	100,000			100,000	54,663	45,337	54.66%
<b>Total Administration Expenses</b>	<b>302,150</b>	<b>-</b>	<b>-</b>	<b>302,150</b>	<b>178,230</b>	<b>123,920</b>	<b>58.99%</b>
<b>EBB Program Expenses</b>							
Software/Information Technology	25,250			25,250	14,456	10,794	57.25%
Call Center	120,000			120,000	95,268	24,732	79.39%
Home Inspection Services	95,000			95,000	37,957	57,043	39.95%
EBB Marketing	325,000			325,000	278,511	46,489	85.70%
EBB Program Education	75,000			75,000	32,492	42,508	43.32%
Grants to Homeowners <sup>1</sup>	6,000,000		3,300,000	9,300,000	7,739,355	1,560,645	83.22%
<b>Total EBB Program Expenses</b>	<b>6,640,250</b>	<b>-</b>	<b>3,300,000</b>	<b>9,940,250</b>	<b>8,198,039</b>	<b>1,742,211</b>	<b>82.47%</b>
<b>Total Administrative and Program Expenses</b>	<b>\$ 6,942,400</b>	<b>\$ -</b>	<b>\$ 3,300,000</b>	<b>\$ 10,242,400</b>	<b>\$ 8,376,269</b>	<b>\$ 1,866,131</b>	<b>81.78%</b>

<sup>1</sup> Augmentation approved at special July 16, 2018 board meeting for additional retrofits grants.

<sup>2</sup> California Earthquake Authority board has approved max funding of \$8,900,000 for 2018 as of the CEA board meeting on July 19, 2018.

**California Residential Mitigation Program  
Project Budget Expenditures  
Napa EBB  
as of October 31, 2018**

	<u>Project Budget</u>	<u>Used Budget Thru 12/31/17</u>	<u>2018 Used Budget</u>	<u>Total Used Budget</u>	<u>Remaining Budget \$</u>	<u>Used of Budget %</u>
<b>Revenue:</b>						
FEMA Reimbursement Grant	\$ 300,000	\$ 155,142	\$ 4,050	\$ 159,192	\$ 140,808	53.06%
CEA Matching Contribution <sup>1</sup>	100,000	100,249	-	100,249	(249)	100.25%
<b>Total Revenue</b>	<b>\$ 400,000</b>	<b>\$ 255,391</b>	<b>\$ 4,050</b>	<b>\$ 259,441</b>	<b>\$ 140,559</b>	<b>64.86%</b>
<b>Expenses:</b>						
<b>CEA Matching Expenses:</b>						
Staff Time <sup>1</sup>	\$ 36,500	\$ 40,233	\$ -	\$ 40,233	\$ (3,733)	110.23%
Website <sup>1</sup>	3,000	60,016	-	60,016	(57,016)	2000.53%
	<u>39,500</u>	<u>100,249</u>	<u>-</u>	<u>\$ 100,249</u>	<u>\$ (60,749)</u>	<u>253.79%</u>
<b>CRMP Expenses:</b>						
Legal Services	12,500	30,735	-	30,735	(18,235)	245.88%
Call Center	9,000	889	39	928	8,072	10.31%
Marketing	28,000	27,734	-	27,734	266	99.05%
Insurance	1,000	-	-	-	1,000	0.00%
Photos of each house	10,000	-	-	-	10,000	0.00%
	<u>60,500</u>	<u>59,358</u>	<u>39</u>	<u>59,397</u>	<u>1,103</u>	<u>98.18%</u>
<b>Homeowner Incentives:</b>						
Grants to homeowners	300,000	251,142	-	251,142	48,858	83.71%
<b>Total Expenses</b>	<b>\$ 400,000</b>	<b>\$ 410,749</b>	<b>\$ 39</b>	<b>\$ 410,788</b>	<b>\$ (10,788)</b>	<b>102.70%</b>

<sup>1</sup> FEMA matching requirements for revenue and expenses are only shown on project budget, they are not part of CRMP overall budget. Amounts are as of last reimbursement request which was 12/31/17.

**Note: Closeout documents for this program were submitted to CalOES in July 2018.**

## Governing Board Memorandum

December 11, 2018

Agenda Item 5: California Residential Mitigation Program incentive program  
(CRMP Earthquake Brace + Bolt)

Recommended Actions: No action required—information only

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### CRMP Earthquake Brace + Bolt Programs

Background:

Homeowners in *Earthquake Brace + Bolt* (EBB) program ZIP Codes are eligible for an incentive payment of up to \$3,000 to help pay costs associated with seismically retrofitting their houses. EBB is operated by the California Residential Mitigation Program, a joint powers authority whose members are the CEA and California Governor’s Office of Emergency Services (Cal OES).

CRMP’s pace continues at a record rate, with more than 2,576 retrofits completed for the 2018 program and more than 7,000 for all programs, with more than 2,943 retrofits paid in 2018.

Registration for the 2019 program, which closed on November 13<sup>th</sup>, set a new record with 8,688 homeowners applying—an increase of 15% over the 2018 registration. Los Angeles was responsible for almost 14% of the registrations while San Jose, new to the program this year, had the second largest percentage with almost 12% of the total registrations. In 2019, for the first time in program history, EBB will be in more Northern California ZIP Codes than Southern California, 134 and 121 respectively.

<b>Earthquake Brace + Bolt Programs (11/26/18): CRMP and CEA</b>			
<b>Program</b>	<b>Completed</b>	<b>In Progress</b>	<b>Status</b>
2013-14 EBB Pilot	9	N/A	Closed
2015 EBB	528	N/A	Closed
2016 EBB	1,555	N/A	Closed
2017 EBB	2,185	0	Closed
2018 EBB	2,576	810	7,546 registered 107 extensions
2019 EBB	N/A	N/A	8,688 registered
Napa EBB	84	0	Closed
CEA BB	96	2	Open
Total	7,033	812	n/a

As of November 20, 2018 (COB), there were 1,059 FEMA-trained contractors in the EBB directory an increase of 6.3% since the August board meeting.

Previously, only 2 contractors had completed more than 400 retrofits and now there are 5. The number of contractors that have completed at least one retrofit remains constant at 26% with a little more than 3% having completed more than 20 retrofits. Six more contractors have completed one retrofit during this period.

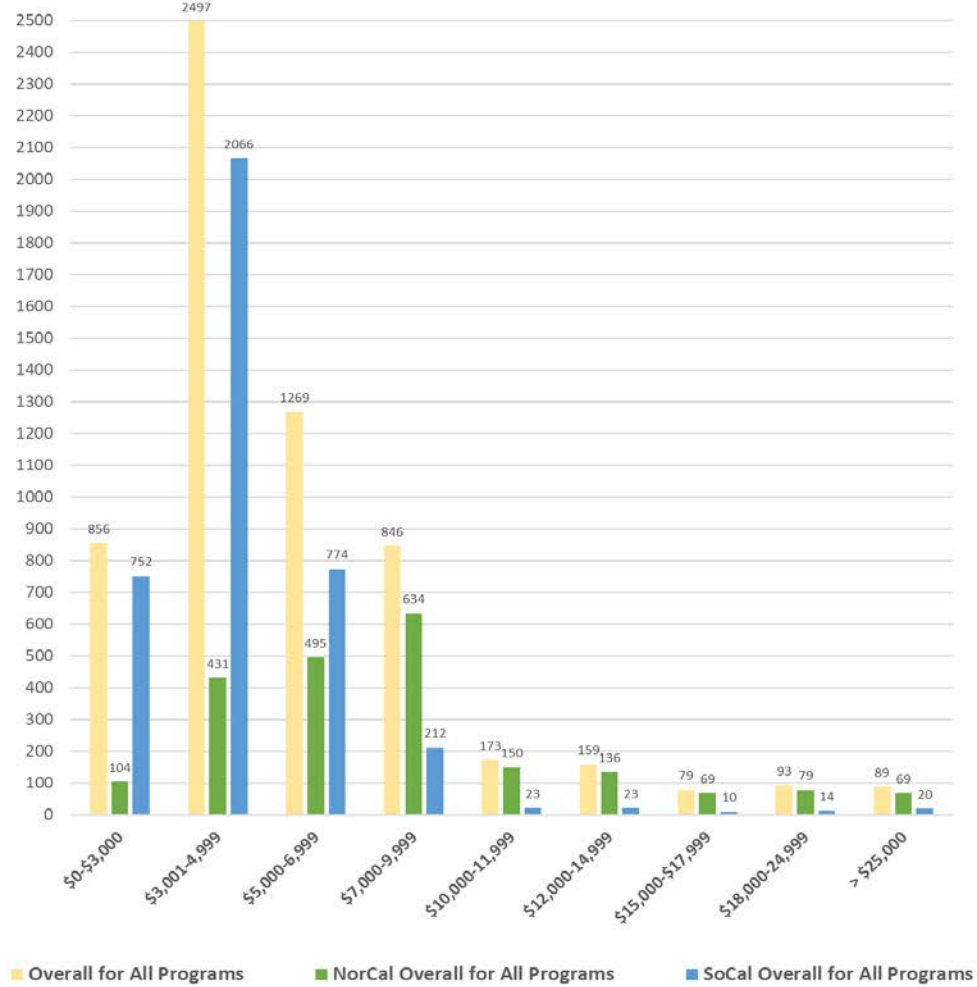
<b>Contractors in EBB Directory—range of retrofits paid (as of 11/20/2018 COB)</b>										
Completed retrofits	0	1	2-5	6-10	11-20	21-49	50-99	100-399	400+	Total
6,469	786	106	83	26	16	17	10	10	5	1,059

EBB communicated with all contractors that have completed a retrofit and/or are on the directory during the recent 2019 EBB registration period. EBB encouraged all contractors that had completed a retrofit, but were not on the directory, to register. In addition, EBB will be conducting targeted outreach to the contractor community in all of the new cities that the 2019 EBB program will be available.

### **EBB Northern and Southern Regional Differences**

Analyses of 2016, 2017, and 2018 completed retrofits continue to highlight regional differences. The average and median cost continue to remain relatively stable while across program years, some costs went down slightly in 2017 and 2018. Retrofits in Northern California continue to be more expensive than in Southern California, with median and average costs almost double. This can be attributed to the type of retrofit completed and labor costs. In Southern California, more bolt-only retrofits are completed, while Northern California has more engineered retrofits, the need for repair/replacement of foundations and brace-and-bolt retrofits. To date, the average cost for a retrofit has decreased in both Northern and Southern California.

**Regional Cost Overall for All Programs**  
 ('16, '17, '18, CEABB, Napa FEMA) (as of 10/31/2018 COB)



<b>Northern CA Retrofits (as of 10/31/2018 COB)</b>			
Program Year:	2016	2017	2018
Total # of Retrofits:	585	828	638
Average Cost:	\$ 9,167.34	\$ 8,899.33	\$ 7,961.59
Median Cost:	\$ 7,500.00	\$ 7,360.95	\$ 6,690.78
Min Cost:	\$ 928.27	\$ 1,142.99	\$ 1,295.95
Max Cost:	\$ 75,464.63	\$ 54,362.00	\$ 60,844.00

\*only includes EBB 2016, EBB 2017, and EBB 2018

<b>Southern CA Retrofits (as of 10/31/2018 COB)</b>			
Program Year:	2016	2017	2018
Total # of Retrofits:	970	1357	1504
Average Cost:	\$ 4,596.95	\$ 4,726.47	\$ 4,608.97
Median Cost:	\$ 3,950.00	\$ 3,934.48	\$ 4,009.00
Min Cost:	\$ 562.01	\$ 1,196.68	\$ 913.37
Max Cost:	\$ 46,663.94	\$ 45,390.30	\$ 44,819.16

\*only includes EBB 2016, EBB 2017, and EBB 2018

### Engineered and Non-Engineered Retrofits

For the 2017 EBB program, more than 90% of retrofits were non-engineered and that number has climbed to 95% for 2018 program retrofits completed by 10/31/18. It is likely the number of engineered retrofits will increase as the program continues because engineered retrofits often take longer to complete than non-engineered. Costs, as expected, continue to be substantially more for engineered retrofits, while the costs for non-engineered retrofits have dropped slightly compared to the 2017 program. The minimum costs for engineered and non-engineered retrofits were similar because the engineered retrofit was completed by a homeowner that also was an engineer. For the 2018 EBB program, the maximum cost for non-engineered retrofits has so far exceeded the cost of an engineered retrofit because the non-engineered retrofit included a foundation replacement. Across both program years, most cost indicators are lower in 2018.

<b>Retrofits by Type (as of 10/31/18)</b>				
	<b>2017 Program</b>		<b>2018 Program</b>	
<b>Type of Retrofit</b>	<b>Engineered</b>	<b>Non-Engineered</b>	<b>Engineered</b>	<b>Non-Engineered</b>
Total # of Retrofits:	227	1,958	110	2,032
Average Cost:	\$15,335	\$5,263	\$14,611	\$5,119
Median Cost:	\$28,876	\$4,500	\$12,317	\$4,438
Min Cost:	\$1,887	\$1,143	\$3,000	\$913
Max Cost:	\$54,362	\$40,200	\$37,894	\$60,844

### Withdrawn Applications

During each program cycle, a significant number of applicants withdraw from the program. During the 2016 and 2017 program cycle, a higher percentage of applicants withdrew from their respective programs in Northern California, which is likely attributable to the cost of a retrofit being higher than anticipated. To-date, in the 2018 program cycle, the trend is reversed with a larger percentage of withdrawals in Southern California, but the percentage has decreased by 1 percentage since the last report and may continue to normalize once additional retrofits are completed.

<b>Withdrawn Homeowners (as of 11/20/2018 COB)</b>								
<b>Program</b>	<b>Bay and LA 2016</b>		<b>Bay and LA 2017</b>		<b>Bay and LA 2018</b>		<b>Total</b>	
<b>Southern California</b>	1,110	39%	1,435	40%	2,108	52%	4,653	44%
<b>Northern California</b>	1,772	61%	2,153	60%	1,908	48%	5,833	56%
<b>Total</b>	2,882	100%	3,588	100%	4,016	100%	10,486	100%

## **2018 CRMP EBB program**

The 2018 EBB program continues its speedy pace, with homeowners completing retrofits at a more rapid rate than in previous years. With more than 2,576 retrofits completed, the 2018 has surpassed the total number completed in the 2017 program. With the acceptance of the wait-listed applicants into the program on August 1, 2018, staff anticipated the program would close with 3,100 retrofits. However, the percentage of applicants completing retrofits is higher than in past years and staff now anticipates as many as 3,400 retrofits may be completed for the 2018 program. In Agenda Item 6, staff will request approval to increase the number of retrofit grants available for the 2018 program. In Agenda Item 7, staff will present and request approval for the 2019 CRMP budget. The budget will include funding for the rollover of 500 retrofit grants from the 2018 program that will be completed in 2019.

## **Future Funding Opportunities**

More than 1.2 million houses in California’s high-seismic-hazard areas would qualify for an EBB retrofit, so the need far exceeds present funding. But because more funding means more incentive payments for more homeowners, CRMP continues to look beyond present funding sources—the primary source has been the CEA Earthquake Loss Mitigation Fund—to find additional EBB funding, including available FEMA HMGP grants.

CEA has been awarded a \$3 million grant, which will partially fund the 2019 program and is awaiting determination from Cal OES for FEMA-funding consideration on 13 additional applications.

## **CEA Brace + Bolt Program**

### Background:

CEA’s pilot program, CEA Brace + Bolt (“CEA BB”), grants each selected CEA policyholder up to \$3,000 toward a retrofit, to encourage them to strengthen their CEA-insured older houses in CEA-identified high-seismic-activity areas.

The program has been offered in 10 ZIP Codes. As of November 26, 2018, in progress or completed were:

- Retrofits completed            96
- Permits received                2

### Additional information and analysis:

To increase the number of retrofits completed, staff received Board approval in July to closeout the current program and open a new program:

- The new program will encourage retrofit-program participation by the more than 10,000 CEA policyholders who may experience upward premium impacts of 15 percent or more on account of the CEA’s recent rate and form filing (RFF), now pending with the Department of Insurance.



Basic program eligibility criteria will continue, and the program will be available to CEA policyholders who (1) have insured their house with CEA for at least three years, (2) own a pre-1940 house, (3) live in selected ZIP Codes where there will be an RFF-caused rate increase of 15 percent or greater, and (4) whose houses are within established criteria for a code-compliant EBB retrofit.

Staff expects the new program to include a phased-rollout sometime next year to align with implementation of RFF.

## Governing Board Memorandum

December 11, 2018

Agenda Item 6: Additional 2018 program retrofit grants

Recommended Actions: Approve the request for an additional 300 retrofit grants for 2018 program

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### **Background:**

The 2018 EBB program continues its speedy pace, with homeowners completing retrofits at a more rapid rate than in previous years. With more than 2,576 retrofits completed, the 2018 has surpassed the total number completed in the 2017 program.

With the acceptance of the wait-listed applicants into the program on August 1, 2018, staff anticipated the program would close with 3,100 retrofits—a completion rate around 41%, which was significantly higher than the completion rate of past years (35-38%). Staff now forecasts as many as 3,400 retrofits may be completed for the 2018 program—a completion rate around 45%.

In Agenda Item 7, staff will present and request approval for the 2019 CRMP budget. The budget will include funding for the rollover of 500 retrofit grants from the 2018 program that will be completed in 2019, which include the anticipated 300 additional retrofit grants needed to fund 3,400 retrofit grants in the 2018 program.

### **Recommendation:**

Staff recommends the Governing Board approve an additional 300 retrofit grants for the 2018 program, which will bring the total number of retrofit grants to 3,400.

## Governing Board Memorandum

December 11, 2018

Agenda Item #7: 2019 CRMP Proposed Budget

Recommended Action: Board Approval Needed

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### Background:

CRMP annually presents its program and operational budget for approval to the governing board.

### Analysis:

Staff has prepared attachment A to assist the board in reviewing the proposed 2019 budget for the Earthquake Brace and Bolt program. The first page is the proposed 2019 budget. The second page compares the 2018 budget to the proposed 2019 budget. The third page compares the 2018 projected results to the proposed 2019 budget.

### Conclusion:

CRMP staff recommends approval of the 2019 CRMP Budget as presented.

**California Residential Mitigation Program  
2019 Proposed Budget**

<b>Revenue<sup>1</sup></b>	
FEMA <sup>2</sup>	\$ 3,000,000
<b>Total Revenue</b>	<b><u>\$ 3,000,000</u></b>
<b>CRMP Administration Expenses</b>	
Travel	\$ 24,000
Professional Due and Memberships	800
Board Services	2,200
Administration & Office	25,100
Insurance	45,000
Financial Audit	50,000
Legal Services	150,000
<b>Total Administration Expenses</b>	<b><u>297,100</u></b>
<b>EBB Program Expenses</b>	
Software/Information Technology	27,650
Call Center	200,000
Home Inspection Services	95,000
EBB Marketing	325,000
EBB Program Education	75,000
Grants to Homeowners (2,500 payments at \$3,000)	7,500,000
<b>Total EBB Program Expenses</b>	<b><u>8,222,650</u></b>
<b>Total Administrative and Program Expenses</b>	<b><u>\$ 8,519,750</u></b>

<sup>1</sup> Contributions from the CEA Mitigation Fund expected to cover budgeted expenses, pending approval.

<sup>2</sup> FEMA 4308 grant awarded in 2018, and will be reimbursement based funding.

**California Residential Mitigation Program  
2018 Adjusted Budget vs 2019 Proposed Budget**

	<b>2018 Adjusted Budget</b>	<b>2019 Proposed Budget</b>	<b>Difference</b>
<b>Revenue</b>			
FEMA	\$ -	\$ 3,000,000	\$ 3,000,000
Contribution from Members <sup>2</sup>	8,900,000	-	(8,900,000)
<b>Total Revenue</b>	<b>\$ 8,900,000</b>	<b>\$ 3,000,000</b>	<b>\$ (5,900,000)</b>
<b>CRMP Administration Expenses</b>			
Travel	\$ 32,000	\$ 24,000	\$ 8,000
Professional Due and Memberships	800	800	-
Board Services	2,300	2,200	100
Administration & Office	79,050	25,100	53,950
Insurance	38,000	45,000	(7,000)
Financial Audit	50,000	50,000	-
Legal Services	100,000	150,000	(50,000)
<b>Total Administration Expenses</b>	<b>302,150</b>	<b>297,100</b>	<b>(2,950)</b>
<b>EBB Program Expenses</b>			
Software/Information Technology	25,250	27,650	(2,400)
Call Center	120,000	200,000	(80,000)
Home Inspection Services	95,000	95,000	-
EBB Marketing	325,000	325,000	-
EBB Program Education	75,000	75,000	-
Grants to Homeowners <sup>1</sup>	9,300,000	7,500,000	1,800,000
<b>Total EBB Program Expenses</b>	<b>9,940,250</b>	<b>8,222,650</b>	<b>1,717,600</b>
<b>Total Administrative and Program Expenses</b>	<b>\$ 10,242,400</b>	<b>\$ 8,519,750</b>	<b>\$ 1,714,650</b>

<sup>1</sup> \$3.3 million augmentation to grants to homeowners at July 16, 2018 board meeting.

<sup>2</sup> CEA board approved max funding of \$8.9 million at CEA July 19, 2018 board meeting.

**California Residential Mitigation Program  
2018 Projected Actual Expenses vs 2019 Proposed Budget**

	<b>2018 Projected Actual</b>	<b>2019 Proposed Budget</b>	<b>Difference</b>
<b>Revenue</b>			
Contribution from Members	\$ 8,900,000	\$ -	\$ (8,900,000)
FEMA	-	3,000,000	3,000,000
<b>Total Revenue</b>	<b>\$ 8,900,000</b>	<b>\$ 3,000,000</b>	<b>\$ (5,900,000)</b>
<b>CRMP Administration Expenses</b>			
Travel	\$ 10,000	\$ 24,000	\$ (14,000)
Professional Due and Memberships	800	800	-
Board Services	1,400	2,200	(800)
Administration & Office	60,000	25,100	34,900
Insurance	39,550	45,000	(5,450)
Financial Audit	41,000	50,000	(9,000)
Legal Services	65,000	150,000	(85,000)
<b>Total Administration Expenses</b>	<b>217,750</b>	<b>297,100</b>	<b>(65,350)</b>
<b>EBB Program Expenses</b>			
Software/Information Technology	23,650	27,650	(4,000)
Call Center	128,000	200,000	(72,000)
Home Inspection Services	95,000	95,000	-
EBB Marketing	325,000	325,000	-
EBB Program Education	58,000	75,000	(17,000)
Grants to Homeowners	9,300,000	7,500,000	1,800,000
<b>Total EBB Program Expenses</b>	<b>9,929,650</b>	<b>8,222,650</b>	<b>1,707,000</b>
<b>Total Administrative and Program Expenses</b>	<b>\$ 10,147,400</b>	<b>\$ 8,519,750</b>	<b>\$ 1,641,650</b>

## **CRMP Governing Board Memorandum**

December 11, 2018

Agenda Item 8: CRMP business plan updates

Recommended Action: Approve updated business plan

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### **Background:**

CRMP Managing Director Annde Ewertson will present updates and amendments to the CRMP Business Plan for Board Approval. The governing board is required by the CRMP Joint Exercise of Powers Agreement to review and update the CRMP business plan annually. The business plan was last updated in May 2017. Attached is a copy of the business plan that has been marked to show proposed updates, together with a clean copy incorporating all of those proposed changes, which are made subject to the approval of changes to the CRMP Joint Exercise of Powers Agreement.

### **Recommendation:**

Approve revised Business Plan, subject to the approval of changes to the CRMP Joint Exercise of Powers Agreement.

*adopted 10/4/11  
revised 6/11/12  
revised 7/30/13  
revised 7/15/14  
revised 12/1/15  
revised 5/16/17  
revised 12/11/18*

## **Business Plan**

### **California Residential Mitigation Program (CRMP)**

#### **1. Program Overview**

~~Both the~~ The California Office of Emergency Services (Cal OES) and the California Earthquake Authority (CEA) are, respectively, authorized to assist California dwelling owners who wish to retrofit their dwellings to protect against earthquake damage. The CEA and Cal OES entered into a joint exercise of powers agreement (“JPA”) to create the California Residential Mitigation Program (CRMP) to operate ~~carry out~~ a joint mitigation program.

The purpose of the CRMP program is to accept and disburse funds that will be used to provide grants and other types of assistance and incentives to the owners of single family of residential buildings (“buildings” or “dwellings”) ~~(one to four dwelling units)~~ consistent with the JPA in California who wish to retrofit those buildings, consistent with CRMP rules, their dwellings to protect against earthquake damage.

The program’s focus is paying or reimbursing dwelling-retrofit expenses that:

1. strengthen cripple walls to enable them to function as shear elements, significantly protecting the dwelling from collapsing;
2. bolt sill plates to the foundation, enabling the dwelling to remain in place, rather than sliding off the foundation during an earthquake;
3. ~~As~~ Strengthen soft, weak, or open front-building-story dwellings to enable to decrease the risk of dwelling collapse; and
- 2-4. address other seismic-related seismic vulnerabilities, consistent with CRMP program rules, which are promulgated from time to time.

#### **A. California Building Code for retrofitting existing residential buildings**



The retrofit work funded by CRMP ~~will is to~~ conform to California law and may also conform to other design guidance, as determined appropriate and approved by the CRMP governing board Board from time to time-, appropriate including, but not limited to, (Appendix Chapter A3 to the California Building Code, Title 24, Part 2, Chapter A4 of the 2012 edition of Internal Existing Building Code (IEBC)) and other design guidance as determined appropriate including ASCE 41-06 or ASCE 41-13,; FEMA P-807; and FEMA P-1100. The retrofit work will also be subject to any more restrictive local requirements and to the permitting and building-inspection processes of local jurisdictions.

## **B. Contractor training and requirements**

A critical element of the CRMP program is to encourage and support work performed by private-sector contractors that have received FEMA-supplied, specialized residential-seismic-retrofit training. Accordingly, the program includes the following features.

1. Online videos and related tests to illustrate and instruct how to properly perform residential seismic retrofits that meet all applicable residential-seismic-retrofit building codes.
2. A public list of contractors that have one or more employees, workers, or other associated persons who have successfully completed the contractor-training videos and tests, made available online to dwelling owners.
3. A requirement that each listed contractor perform all program retrofit work in accordance with design guidance promulgated pursuant to Chapter A3 or other design guidance Section 1(A), above, and ensure that an employee, worker, or other associated person who has taken and successfully completed the contractor-training videos and tests oversees and approves all program-supported retrofit work performed by the contractor.
4. A requirement that each listed contractor confirm that it is a licensed contractor in the State of California in good standing and that it will make available to CRMP, on request, evidence that it:
  - a. has in force a current California contractor's license in a field reasonably related to residential seismic-retrofit work ~~on single-family dwellings in California;~~
  - b. has in force a current construction bond that meets or exceeds the statutory requirement for such bonds;
  - c. retains evidence of current workers' compensation insurance for all employees of the contractor; and
  - d. demonstrates a commitment to work within ~~the local jurisdiction's~~ jurisdictions' respective building-construction permitting and inspection processes.
5. Removal of a contractor from the CRMP list of contractors, at the sole discretion of CRMP, in the event CRMP determines that the contractor has failed to meet any of the requirements listed in Section B(3) or B(4), above, or is using CRMP's

trademark or any other CRMP trade dress ~~anything~~ similar to it, or the phrase “Brace + Bolt” in a manner that implies to building or dwelling owners homeowners or the public that the contractor represents, is endorsed by, or is affiliated with CRMP in any manner beyond being a CRMP-registered contractor.

### C. Management team

CRMP is a legally separate entity from its members. It has a governing board consisting of two members appointed by CEA and two members appointed by Cal OES.

Overall responsibility for operations has been delegated by the governing board to the Executive Director in a governing board resolution authorizing the Executive Director, among other things, to take all necessary and appropriate actions to implement the business plan adopted by the governing board, as updated from time to time, with the following limitations:

1. obtain prior approval of the governing board for contracts that either (a) involve a cost or obligation to CRMP greater than \$100,000 annually (or if the contract is not for a set amount, where the obligation is likely to exceed \$100,000 annually); or (b) have a duration or likely duration greater than 12 months;
2. obtain prior approval of the governing board before commencing litigation or arbitration proceedings; and
3. obtain prior approval of the governing board for the annual budget of CRMP.

The Executive Director is authorized to operate CRMP within the framework established by law and the joint exercise of powers agreement that formed CRMP and in accordance with rules and policies adopted by the governing board, including the CRMP Procurement Guidelines and Contracting Manual and the CRMP Expenditures Procedures Manual.

The Executive Director is expected to:

1. endeavor continually to identify emerging legal, economic, political, social, technological, and marketplace trends that are likely to affect CRMP’s fulfillment of its mission, ~~its~~ operations, solvency, and management, and bring to the attention of the governing board all matters that are sensitive in nature or that may have a significant policy impact;
2. advise the governing board on all matters pertaining to CRMP;
3. cooperate with and act as liaison between and among the governing board, the CRMP staff, the members of CRMP and their staffs, departments and agencies of the State of California, the Legislature, the Governor, the State Treasurer, the Insurance Commissioner, and other state officers;

4. present to the governing board (with recommendations for) policies, rules, and proposed actions to carry out the provisions of laws that apply to CRMP programs;
5. submit to the governing board reports, resolutions, and procedures, and make recommendations for legislative action on changes in CRMP's programs and efforts in connection with the laws that govern the administration of CRMP;
6. maintain membership in and participate in the proceedings of state, national, and other organizations in the field of earthquake-loss mitigation ~~to for the purpose of keeping keep~~ abreast of developments in that field and any and all related fields or endeavors—membership and participation includes traveling to and attending meetings of those organizations, as appropriate, and the Executive Director may designate any staff members (or, as appropriate, a contracted CRMP vendor or consultant) to carry out these delegated duties;
7. in consultation with the governing board, as needed, act as the primary spokesperson for CRMP to the public and appear before and offer testimony to Legislative committees and address other groups to inform them of the operations, programs, and policies of CRMP as well as positions taken by the governing board (if any) on proposed laws and other issues;
8. prepare proposed updates to the CRMP business plan no less frequently than annually and submit the updates to the governing board for consideration and approval;
9. oversee, direct, and monitor the performance of services from all CRMP contractors, vendors, consultants, and advisors;
10. accept ~~(or appropriately delegate acceptance of)~~ service of summons and any other legal service of process for and on behalf of the governing board and CRMP; and
11. execute all documents and authorize the issuance of instructions to accomplish the Executive Director's authorized responsibilities and duties.

Under its overall authority and responsibility to administer CRMP, the governing board will retain the following powers:

1. deliberate on and adopt basic policy and policy initiatives of CRMP;
2. review and adopt the annual budget of CRMP and CRMP's cash-flow plan and approve significant budget and cash-flow-plan changes;
3. review and adopt the CRMP business plan, approve significant deviations from or actions not in the plan, and review and update the business plan no less frequently than annually;

4. approve the ZIP Codes in which dwelling owners will be invited to submit applications to participate in the CRMP program;

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5. approve marketing plans for the CRMP program;
6. evaluate CRMP program results from time to time and make changes in the program that the governing board decides are appropriate;
7. approve contracts that fall outside the scope of authority delegated to the Executive Director;
8. conduct, or delegate responsibility for, -annual performance reviews of key staff; and
9. review and approve the commencement of litigation and arbitration proceedings.

CRMP may employ or contract for staff and consultants as required to administer the program and may contract with private-sector and other organizations to provide goods and services. Management oversight of the program will be provided by the governing board of CRMP through the chief mitigation officer of the CEA, who serves ~~servi~~ng as CRMP Executive Director. Cal OES, through its seats on the governing board, will have input into the direction taken by CRMP. No staffing will be provided by Cal OES.

Under California law, the debts, liabilities, and obligations of CRMP will not be debts, liabilities, or obligations of either of its members. CRMP will purchase insurance, including tort-liability insurance and errors--and--omissions insurance for CRMP, its members, its officers and employees, and the officers and employees of the CEA who provide services to CRMP, and cyber insurance. CEA and Cal OES will be named in the tort liability insurance policy as additional insureds. The terms and cost of such insurance must be acceptable to the CEA and to Cal OES.

## 2. Program Funding

Funding for CRMP will be provided by voluntary advances, contributions, or grants. Funds from each funding source will be identified and tracked in a manner that permits CRMP to separately account for funds from each funding source. CRMP's

program rules will be modified as necessary to reflect restrictions and requirements relating to new funding sources.

#### **A. CEA contributions**

CEA plans to continue to contribute funds to CRMP in support of the CRMP program from CEA's Earthquake Loss Mitigation Fund. CEA also has contributed to CRMP the use of personnel, equipment and property. The amount and timing of CEA contributions is within the sole discretion of CEA. Funding provided by CEA may be used for CRMP administrative and operating expenses in addition to direct program expenses. The CEA contributions will be used for the programs described at [www.earthquakebracebolt.com](http://www.earthquakebracebolt.com).

#### **B. Multi-Hazard Mitigation Plan and FEMA grants**

Cal OES will continue to maintain the State of California Multi-Hazard Mitigation Plan, which is required by federal law ~~in order~~ for the State to receive federal funds for mitigation, disaster recovery, and fire suppression. Cal OES shall not contribute to the CRMP funds appropriated to Cal OES in the state budget. Cal OES, CEA, and CRMP plan to seek federal funding under FEMA's earthquake hazard mitigation grant program and other FEMA funding sources.

#### **C. ~~C.~~ Other third-party funding**

Funds for the CRMP program will be sought from state and other sources and will be accepted if the funding source and any accompanying restrictions and requirements are approved by the governing board of CRMP with the prior written consent of CEA and Cal OES.

### **3. ~~3.~~ Other Programs**

The CRMP program will not preclude Cal OES or CEA from establishing and operating other mitigation projects or programs.

*adopted 10/4/11  
revised 6/11/12  
revised 7/30/13  
revised 7/15/14  
revised 12/1/15  
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## **Business Plan**

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The program’s focus is paying or reimbursing dwelling-retrofit expenses that:

1. strengthen cripple walls to enable them to function as shear elements, significantly protecting the dwelling from collapsing;
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3. strengthen soft, weak, or open front-dwellings to decrease the risk of dwelling collapse; and
4. address other seismic-related seismic vulnerabilities, consistent with CRMP program rules, which are promulgated from time to time.

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The retrofit work funded by CRMP will conform to California law and may also conform to other design guidance, as determined appropriate and approved by the CRMP governing board from time to time, including, but not limited to, Chapter A3 to

the California Building Code, Title 24, Part 2, Chapter A4 of the 2012 edition of Internal Existing Building Code (IEBC) ASCE 41-06 or ASCE 41-13; FEMA P-807; and FEMA P-1100. The retrofit work will also be subject to any more restrictive local requirements and to the permitting and building-inspection processes of local jurisdictions.

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4. A requirement that each listed contractor confirm that it is a licensed contractor in the State of California in good standing and that it will make available to CRMP, on request, evidence that it:
  - a. has in force a current California contractor's license in a field reasonably related to residential seismic-retrofit work ;
  - b. has in force a current construction bond that meets or exceeds the statutory requirement for such bonds;
  - c. retains evidence of current workers' compensation insurance for all employees of the contractor; and
  - d. demonstrates a commitment to work within local jurisdictions' respective building-construction permitting and inspection processes.
5. Removal of a contractor from the CRMP list of contractors, at the sole discretion of CRMP, in the event CRMP determines that the contractor has failed to meet any of the requirements listed in Section B(3) or B(4), above, or is using CRMP's trademark or any other CRMP trade dress similar to it, or the phrase "Brace + Bolt" in a manner that implies to building or dwelling owners or the public that the contractor represents, is endorsed by, or is affiliated with CRMP in any manner beyond being a CRMP-registered contractor.

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2. obtain prior approval of the governing board before commencing litigation or arbitration proceedings; and
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The Executive Director is expected to:

1. endeavor continually to identify emerging legal, economic, political, social, technological, and marketplace trends that are likely to affect CRMP's fulfillment of its mission, operations, solvency, and management, and bring to the attention of the governing board all matters that are sensitive in nature or that may have a significant policy impact;
2. advise the governing board on all matters pertaining to CRMP;
3. cooperate with and act as liaison between and among the governing board, the CRMP staff, the members of CRMP and their staffs, departments and agencies of the State of California, the Legislature, the Governor, the State Treasurer, the Insurance Commissioner, and other state officers;
4. present to the governing board (with recommendations for) policies, rules, and proposed actions to carry out the provisions of laws that apply to CRMP programs;
5. submit to the governing board reports, resolutions, and procedures, and make recommendations for legislative action on changes in CRMP's programs and efforts in connection with the laws that govern the administration of CRMP;



6. maintain membership in and participate in the proceedings of state, national, and other organizations in the field of earthquake-loss mitigation to keep abreast of developments in that field and any and all related fields or endeavors— membership and participation includes traveling to and attending meetings of those organizations, as appropriate, and the Executive Director may designate any staff members (or, as appropriate, a contracted CRMP vendor or consultant) to carry out these delegated duties;
7. in consultation with the governing board, as needed, act as the primary spokesperson for CRMP to the public and appear before and offer testimony to Legislative committees and address other groups to inform them of the operations, programs, and policies of CRMP as well as positions taken by the governing board (if any) on proposed laws and other issues;
8. prepare proposed updates to the CRMP business plan no less frequently than annually and submit the updates to the governing board for consideration and approval;
9. oversee, direct, and monitor the performance of services from all CRMP contractors, vendors, consultants, and advisors;
10. accept (or appropriately delegate acceptance of) service of summons and any other legal service of process for and on behalf of the governing board and CRMP; and
11. execute all documents and authorize the issuance of instructions to accomplish the Executive Director’s authorized responsibilities and duties.

Under its overall authority and responsibility to administer CRMP, the governing board will retain the following powers:

1. deliberate on and adopt basic policy and policy initiatives of CRMP;
2. review and adopt the annual budget of CRMP and CRMP’s cash-flow plan and approve significant budget and cash-flow-plan changes;
3. review and adopt the CRMP business plan, approve significant deviations from or actions not in the plan, and review and update the business plan no less frequently than annually;
4. approve the ZIP Codes in which dwelling owners will be invited to submit applications to participate in the CRMP program;
5. approve marketing plans for the CRMP program;
6. evaluate CRMP program results from time to time and make changes in the program that the governing board decides are appropriate;
7. approve contracts that fall outside the scope of authority delegated to the Executive Director;

8. conduct, or delegate responsibility for, annual performance reviews of key staff;  
and
9. review and approve the commencement of litigation and arbitration proceedings.

CRMP may employ or contract for staff and consultants as required to administer the program and may contract with private-sector and other organizations to provide goods and services. Management oversight of the program will be provided by the governing board of CRMP through the chief mitigation officer of the CEA, who serves as CRMP Executive Director. Cal OES, through its seats on the governing board, will have input into the direction taken by CRMP. No staffing will be provided by Cal OES.

Under California law, the debts, liabilities, and obligations of CRMP will not be debts, liabilities, or obligations of either of its members. CRMP will purchase insurance, including tort-liability insurance and errors-and-omissions insurance for CRMP, its members, its officers and employees, and the officers and employees of the CEA who provide services to CRMP, and cyber insurance. CEA and Cal OES will be named in the tort liability insurance policy as additional insureds. The terms and cost of such insurance must be acceptable to the CEA and to Cal OES.

## **2. Program Funding**

Funding for CRMP will be provided by voluntary advances, contributions, or grants. Funds from each funding source will be identified and tracked in a manner that permits CRMP to separately account for funds from each funding source. CRMP's program rules will be modified as necessary to reflect restrictions and requirements relating to new funding sources.

### **A. CEA contributions**

CEA plans to continue to contribute funds to CRMP in support of the CRMP program from CEA's Earthquake Loss Mitigation Fund. CEA also has contributed to CRMP the use of personnel, equipment and property. The amount and timing of CEA contributions is within the sole discretion of CEA. Funding provided by CEA may be used for CRMP administrative and operating expenses in addition to direct program expenses. The CEA contributions will be used for the programs described at [www.earthquakebracebolt.com](http://www.earthquakebracebolt.com).

### **B. Multi-Hazard Mitigation Plan and FEMA grants**

Cal OES will continue to maintain the State of California Multi-Hazard Mitigation Plan, which is required by federal law for the State to receive federal

funds for mitigation, disaster recovery, and fire suppression. Cal OES shall not contribute to the CRMP funds appropriated to Cal OES in the state budget. Cal OES, CEA, and CRMP plan to seek federal funding under FEMA's earthquake hazard mitigation grant program and other FEMA funding sources.

### **C. Other third-party funding**

Funds for the CRMP program will be sought from state and other sources and will be accepted if the funding source and any accompanying restrictions and requirements are approved by the governing board of CRMP with the prior written consent of CEA and Cal OES.

## **3. Other Programs**

The CRMP program will not preclude Cal OES or CEA from establishing and operating other mitigation projects or programs.

## CRMP Governing Board Memorandum

December 11, 2018

Agenda Item 9: CRMP Officer's Appointments

Recommended Action: Approve recommended officers

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CRMP Managing Director, Annde Ewertsen, will present on CRMP Officer Appointments.

### **Background:**

The CRMP secretary, Danny Marshall, and treasurer, Tim Richison, will be retiring from state service at the end of 2018. CRMP wishes to thank them for the extraordinary insight and assistance they provided, not only during their tenure serving in these CRMP positions, but also for the valuable service they provided to CEA for more than 20 years.

The governing board is required by the CRMP Joint Exercise of Powers Agreement to appoint both positions. CEA has not yet hired replacements for Mr. Marshall and Mr. Richison. Staff recommend that whomever is acting general counsel for CEA serve as the secretary, until an appointment is made and for Ben Kirwan, CEA Controller, to serve as treasurer.

### **Recommendation:**

Approve acting general counsel to serve as CRMP secretary and Ben Kirwan to serve as Treasurer.

## **CRMP Governing Board Memorandum**

December 11, 2018

Agenda Item 10: CRMP Governing Board Proposed Meeting Dates 2019

Recommended Action: Approve proposed meeting dates

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CRMP Managing Director, Annde Ewertsen will present the proposed 2019 meeting dates for the CRMP Governing Board.

### **Recommendation:**

Approve proposed 2019 meeting dates.

# CALIFORNIA RESIDENTIAL MITIGATION PROGRAM

## 2019 MEETING DATES

MEETING DATE	LOCATION
MARCH 5 1:00pm	Governor's Office of Emergency Services ("Cal OES") 3650 Schriever Avenue MPR2 Mather, California 95655
JUNE 4 1:00pm	California Earthquake Authority 801 K Street, Suite 1000 Sacramento, CA 95814
<b>CHANGED</b> <del>AUGUST 20</del> <b>SEPTEMBER 10</b> 1:00pm	Governor's Office of Emergency Services ("Cal OES") 3650 Schriever Avenue MPR2 Mather, California 95655
DECEMBER 3 1:00pm	California Earthquake Authority 801 K Street, Suite 1000 Sacramento, CA 95814
<b>INQUIRIES &amp; GENERAL INFO:</b> Jacqueline Ball 916-661-5607 (Direct) jball@calquake.com	<b>MEDIA CONTACT:</b> D'Anne Ousley 916-661-5524 (Direct) dousley@calquake.com

*Persons with disabilities may request special accommodations at any CRMP governing board meeting or may request the accommodation necessary to receive agendas or materials prepared for its board meetings. Please contact Jacqueline Ball by email at [Jacqueline\\_ball@calquake.com](mailto:Jacqueline_ball@calquake.com). We would appreciate hearing from you at least five (5) days before the meeting date to best allow us to meet your needs.*