

CRMP

California Residential Mitigation Program A Joint Powers Authority

Date of Notice: Friday, May 6, 2016

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 (“CEA”)
801 K Street
10th Floor
Sacramento, California**

DATE: Tuesday, May 17, 2016

TIME: 1:00 p.m.

AGENDA:

1. Call to order and member roll call:

Mitch Ziemer – Chair, Insurance Director, CEA
Christina Curry – Vice Chair, Deputy Director, California Office of Emergency Services
Dan Dyce – Consultant, CEA
Nancy Ward - Chief Deputy, California Office of Emergency Services

Establishment of a quorum

2. Consideration and approval of the minutes of the March 22, 2016, CRMP Governing Board meeting.
3. CRMP Executive Director Janiele Maffei will present her executive report.
4. CRMP Treasurer Tim Richison will present a financial report.

5. CRMP Managing Director Sheri Aguirre will present an update on the Earthquake Brace + Bolt (EBB) program and the Napa Earthquake Brace + Bolt (Napa EBB) program.
6. Ms. Aguirre will request approval to contract with a marketing firm pursuant to the Request for Qualifications and Proposal for Marketing and Public Relations Services #08-09.
7. Ms. Aguirre will present for approval a proposed License Agreement between CRMP and the CEA licensing elements of the CRMP programs and CRMP intellectual-property rights to the CEA for the proposed CEA Brace + Bolt Program.
8. Public comment on items that do not appear on this agenda and public requests that those matters be placed on a future agenda.
9. Adjournment.

Inquiries/General Information:

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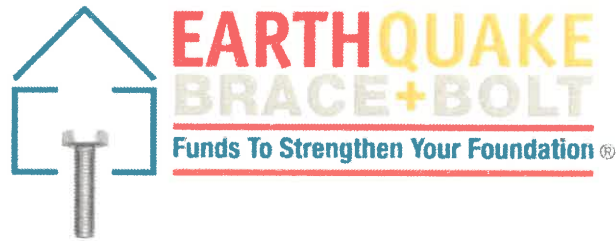
**To view this notice on the CRMP website, please visit
www.CaliforniaResidentialMitigationProgram.com**

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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. 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.



Draft Meeting Minutes
are not available.

Please see CRMP Governing
Board Meeting
Approved Minutes.

CRMP Governing Board Memorandum

May 17, 2016

Agenda Item 3: Executive Report by Executive Director Janiele Maffei

Recommended Action: No Action Necessary

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

Governing Board Memorandum

May 17, 2016

Agenda Item #4: Treasurer's Financial Update

Recommended Action: No Action Necessary

Background:

CRMP Treasurer, Tim Richison, will review the CRMP financial statements as of April 30, 2016.

Recommendation:

No action is necessary.

California Residential Mitigation Program
(CRMP)

FINANCIAL
REPORT

BOARD MEETING
Tuesday, May 17, 2016

California Residential Mitigation Program
Balance Sheet
As of April 30, 2016

Assets

Cash and cash equivalents	\$ 851,769
Prepaid expenses	<u>798</u>
Total assets	<u><u>\$ 852,567</u></u>

Liabilities and Fund Balance

Liabilities:

Accounts payable and accrued expenses	<u>\$ 150,311</u>
Total liabilities	<u>150,311</u>

Fund Balance:

Unassigned	<u>702,256</u>
Total fund balance	<u>702,256</u>
Total liabilities and fund balance	<u><u>\$ 852,567</u></u>

**California Residential Mitigation Program
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year-To-Date Ended April 30, 2016**

Revenues:	
Contributions from members	\$ -
Total revenues	<u>-</u>
Expenditures:	
Administration and office expenses	\$ 3,291
Board services	667
Grants to homeowners	356,034
IT administrative support	17,252
Legal services	31,275
Marketing services	135,175
Travel	<u>6,978</u>
Total expenditures	<u>550,672</u>
Net change in fund balance	(550,672)
Fund balance, beginning of year	<u>1,252,928</u>
Fund balance, end of year to date	<u><u>\$ 702,256</u></u>

California Residential Mitigation Program
2016 Budget Analysis Detail Report CRMP
For the Four Months Ending April 30, 2016

	Annual Budget 2016	Used Budget \$	Remaining Budget \$	Remaining Budget %
CRMP Administrative Expenses				
Human Resources				
Travel	\$26,500	\$6,978	\$19,522	73.7%
Total Human Resources	26,500	6,978	19,522	73.7%
General Office				
Board Services	3,900	667	3,233	82.9%
Administration & Office	17,000	3,291	13,709	80.6%
Insurance	55,065		55,065	100.0%
Financial Audit	50,000		50,000	100.0%
Legal Services	200,000	31,275	168,725	84.4%
Public Relations for CRMP	20,000		20,000	100.0%
Total General Office	345,965	35,233	310,732	89.8%
EBB Program Expenses				
Software/Information Technology	23,120	6,869	16,251	70.3%
Call Center Support	64,800	10,383	54,417	84.0%
Program Evaluations - Customer Service Satisfaction	50,000		50,000	100.0%
Home Inspection Services	87,300		87,300	100.0%
EBB Marketing	300,000	135,175	164,825	54.9%
EBB Program Education	40,000		40,000	100.0%
Grants to Homeowners (Consumer Incentives)	5,400,000	356,034	5,043,966	93.4%
Total EBB Program Expenses	5,965,220	508,461	5,456,759	91.5%
Total Budget Expenditures	6,337,685	550,672	5,787,013	91.3%

**California Residential Mitigation Program
Project Budget Expenditures
Napa EBB
as of April 30, 2016**

	Project Budget	Used Budget Thru 12/31/15	2016 Used Budget	Total Used Budget	Remaining Budget \$	Remaining Budget %
Revenue:						
FEMA Reimbursement Grant	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	100%
CEA Matching Contribution	100,000	40,138	52,048	92,186	7,814	8%
Total Revenue	\$ 400,000	\$ 40,138	\$ 52,048	\$ 92,186	\$ 307,814	77%
Expenses:						
CEA Matching Expenses:						
Staff Time	\$ 36,500	\$ 1,349	\$ 43,465	\$ 44,814	\$ (8,314)	0%
Website	3,000	38,789	8,583	47,372	(44,372)	0%
	39,500	40,138	52,048	\$ 92,186	\$ (52,686)	0%
CRMP Expenses:						
Legal Services	12,500	19,440	11,295	30,735	(18,235)	0%
Call Center	9,000	-	83	83	8,917	99%
Marketing	28,000	9,996	-	9,996	18,004	64%
Insurance	1,000	-	-	-	1,000	100%
Photos of each house	10,000	-	-	-	10,000	100%
	60,500	29,436	11,378	40,814	19,686	33%
Homeowner Incentives:						
Grants to homeowners (100 payments at \$3,000)	300,000	-	-	-	300,000	100%
Total Expenses	\$ 400,000	\$ 69,574	\$ 63,426	\$ 133,000	\$ 267,000	67%

**California Residential Mitigation Program
Project Budget Expenditures
State of California - Department of Insurance
as of April 30, 2016**

	<u>Project Budget</u>	<u>Used Budget Thru 12/31/15</u>	<u>2016 Used Budget</u>	<u>Total Used Budget</u>	<u>Remaining Budget \$</u>	<u>Remaining Budget %</u>
Revenue:						
Appropriation	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,000,000	100%
Total Revenue	<u>\$ 3,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000,000</u>	<u>100%</u>
Expenses:						
Grants to homeowners (1,000 payments at \$3,000)	\$ 3,000,000	\$ -	\$ 47,084	\$ 47,084	\$ 2,952,916	98%
Total Expenses	<u>\$ 3,000,000</u>	<u>\$ -</u>	<u>\$ 47,084</u>	<u>\$ 47,084</u>	<u>\$ 2,952,916</u>	<u>98%</u>

CRMP Governing Board Memorandum

May 17, 2016

Agenda Item 5: Earthquake Brace + Bolt Update

Recommended Action: No Action Necessary

The Earthquake Brace + Bolt (EBB) program offers homeowners in eligible ZIP Codes with qualifying house characteristics an incentive payment of up to \$3,000 to help pay costs associated with seismically retrofitting their houses.

2015 EBB Program

For the 2015 program, as of May 9, 514 retrofits have been completed. There are 16 retrofits still in-progress and final documentation is expected by June 1. This will close-out the 2015 EBB program.

2016 EBB Program

Homeowner registration for the 2016 Earthquake Brace + Bolt (EBB) program opened on January 20 in 18 cities and more than 100 ZIP Codes. EBB plans to do 1600 retrofits in 2016 and the first 1,000 will be funded by the \$3 million provided by the State of California via the Department of Insurance.

Approximately 3,200 applicants were accepted into EBB on March 15. All other applicants were notified that they are on the wait list. Homeowner Packets were mailed to every homeowner accepted that included:

- EBB Program Rules
- A Step by Step document outlining how to complete the retrofit and receive payment
- A packet, including the Program Rules, for homeowners to give their contractor to help ensure a proper retrofit

Homeowners have until May 15 to receive a permit. As of May 9, 441 permits have been received and 67 retrofits have been completed.

Training building department staff on Chapter A3 continues.

2016 Napa EBB Program (FEMA Hazard Mitigation Grant Program)

The Napa EBB program, funded by FEMA's Hazard Mitigation Grant Program, will retrofit 100 houses in 2 ZIP Codes. A total of 257 Napa homeowners registered for the program.

As required by the HMGP, EBB provided Cal OES the registrant information, including flood mapping. The list was approved by FEMA.

100 homeowners were accepted into Napa EBB on May 2 and they have until July 1 to receive a building permit for their project.

Additional Funding

We continue to look for additional funding for the EBB program to expand incentive payments to more homeowners. The number of homes in need of retrofits far exceeds the level of funding we have available at this time.

The CEA has been invited to submit an application for additional Hazard Mitigation Grant Program funds available following last year's wildfires. Due on June 16, CEA will request a federal grant of \$1.8 million to be combined with a CEA match of \$ \$600,000. This grant would fund 600 residential retrofits in Humboldt and Santa Barbara counties.

We do not know whether the State of California will continue its support for EBB funding in 2017.

CRMP Governing Board Memorandum

May 17, 2016

Agenda Item 6: Award of contract for marketing and public relations services

Recommended Action: Approve staff-recommended award

Interviews are being conducted on May 10, 2016, for the CRMP-issued Request for Qualifications and Proposals for marketing and public relations services (RFQ CRMP #08-09).

Staff will have a recommendation for Board consideration and approval on May 17.

CRMP Governing Board Memorandum

May 17, 2016

Agenda Item 7: Proposed License Agreement between CRMP and the CEA

Recommended Action: Approve proposed License Agreement between CRMP and the CEA

Ms. Aguirre will present for approval a proposed License Agreement between CRMP and the CEA licensing elements of the CRMP programs and CRMP intellectual-property rights to the CEA for the proposed CEA Brace + Bolt Program.