



**FEMA**

***Let's get Earthquake Ready with Stronger Buildings!***

# City of West Hollywood



**WEHO SEISMIC RETROFIT**  
GRANT PROGRAM

## **Owner Workshop Presentation**

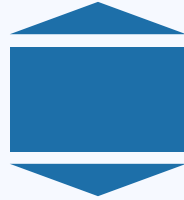
***July 20, 2022***

# AGENDA

*Additional details can be found in the Seismic Retrofit Grant Program Rules.*

PROGRAM HISTORY

1



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APPLY ONLINE:

- CITY GROWS APPLICATION PORTAL

ARE YOU ELIGIBLE?

2



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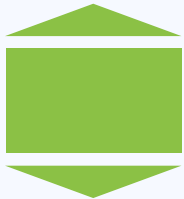
PROCESS

PHASE 1 – DESIGN GRANT

PHASE 2 – CONSTRUCTION GRANT

WHAT TYPES OF GRANTS ARE AVAILABLE?

3



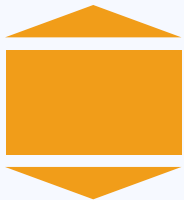
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PHASE 1 AND 2

LIST OF DOCUMENTS REQUIRED

LET'S GATHER YOUR INFORMATION.

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WHO CAN ASSIST ME?

# 1. PROGRAM HISTORY

**WHAT:** The City of West Hollywood Building and Safety Division received a Hazard Mitigation Grant for seismic retrofitting of 3 types of buildings:

- 1 - Wood framed buildings with soft, weak or open front wall lines (SWOF),
- 2 - Non-ductile concrete (NDC) buildings
- 3 - Pre-Northridge Steel Moment Frame Buildings (PNSMF).

**FROM WHO:** Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES).

**WHY:** *Grants are available for new retrofit projects for buildings that are subject to the City's Mandatory Seismic Retrofit Ordinances.*

[ORDINANCE 17-1004](#)

[ORDINANCE 17-1011](#)

## 2. ARE YOU ELIGIBLE?



**Wood frame buildings with Soft ,Weak, or Open Front walls (SWOF)** with a permit application submitted prior to Jan 1, 1978 subject to [Ordinance 17-1004](#) provisions and [SWOF Retrofit Design Guidelines](#)



**Non-Ductile Concrete (NDC) buildings** subject to [Ordinance 17-1011](#) provisions and the [NDC/PNSMF Seismic Design Guidelines](#)



**Pre-Northridge Steel Moment Frame Buildings (PNSMF)** subject to [Ordinance 17-1011](#) provisions and the [NDC/PNSMF Seismic Design Guidelines](#)



**Other buildings** that are either pre-Northridge steel moment frame or non-ductile concrete buildings that could not be determined without further investigation, subject to [Ordinance 17-1011](#) provisions and the [NDC/PNSMF Seismic Design Guidelines](#)

**A survey list of buildings subject to the City's Seismic Retrofit Ordinances can be found at [www.weho.org/seismic](http://www.weho.org/seismic)**

### 3. WHAT TYPES OF GRANTS ARE AVAILABLE?

#### DESIGN GRANTS

BUILDING TYPE	DESIGN GRANT
<i>Soft, Weak, or Open Front (SWOF)</i>	75% of the cost up to \$2000
<i>Non-Ductile Concrete</i>	75% of the cost up to \$5,000
<i>Pre-Northridge Steel Moment Frame</i>	75% of the cost up to \$5,000

Design Grants may not exceed 75% of actual documented design expenditures related to the seismic retrofit of the building.

#### EXAMPLE

If the design cost for a ***Soft, Weak, or Open Front (SWOF)*** building is

**\$10,000**

**YOUR GRANT FUNDS WOULD BE**

**\$2,000**

*(As compared to 75% of the cost or \$7,500).*

# WHAT IS ELIGIBLE FOR PHASE 1 DESIGN?

## **ELIGIBLE expenditures that qualify for reimbursement.**

- Costs paid to California licensed professionals (Engineers/Architects)
- 

## **INELIGIBLE expenditures that NOT qualify for reimbursement.**

- Amounts paid to entities that are not California licensed design professionals
  - Costs unrelated to the seismic retrofit design or that are outside the scope of the technical Guidelines
  - Design costs incurred prior to May 18, 2021
  - Design costs for projects that have not completed the building permit plan check process and have not obtained a building permit
- 

***Applicants must meet all Program requirements and deadlines to retain eligibility for grant funding.  
Reimbursements for the grant will be issued in two phases: Design and Construction***

### 3. WHAT TYPES OF GRANTS ARE AVAILABLE?

#### CONSTRUCTION GRANTS

BUILDING TYPE	DESIGN GRANT
<i>Soft, Weak, or Open Front (SWOF)</i>	40% of the cost up to \$15,000
<i>Non-Ductile Concrete</i>	75% of the cost up to \$20,000
<i>Pre-Northridge Steel Moment Frame</i>	75% of the cost up to \$20,000
<i>Other Buildings</i>	75% of the cost up to \$20,000

Grants cannot exceed 75% (40% for SWOF) of the permit valuation or actual retrofit costs, whichever is lower.

#### EXAMPLE

If the design cost for a **SWOF Building** is **\$40,000**

**YOUR GRANT FUNDS WOULD BE**

**\$15,000**

*(As compared to 40% of the cost or \$16,000)*

## WHAT IS ELIGIBLE FOR PHASE 2 CONSTRUCTION?

### **ELIGIBLE** expenditures that qualify for reimbursement.

- Cost paid to a Licensed Contractor. (Owner-builder retrofits do not meet the program requirements)
  - Special inspections and structural observations
- 

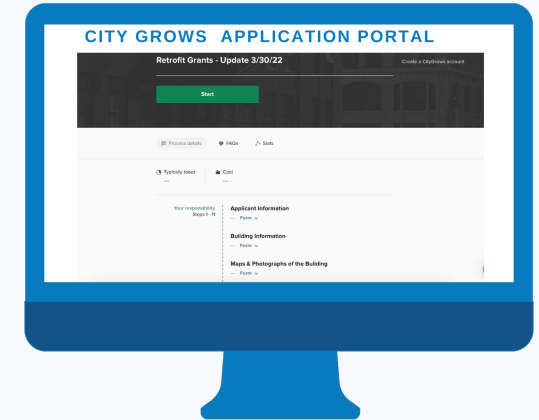
### **INELIGIBLE** expenditures that NOT qualify for reimbursement.

- Amounts paid to unlicensed contractors
  - Costs unrelated to the seismic retrofit
  - Projects that begin construction prior to FEMA review and approval
  - Permit fees
  - Projects that have received FEMA funding under another program
-

## 4. APPLICATION - LET'S GATHER YOUR INFORMATION.

### APPLICATION PROCESS

- All submitted applications will be reviewed for completeness and program eligibility
- Applicants will be notified of the status of the application
- Grants will be awarded to completed applications on a first come-first served basis



### Information needed to get your account started

- 1 Applicant Information:** Provide Property owner information or a designated legal representative to manage the application process.
- 2 Building Information:** Building Address, Parcel number, type of retrofit, etc
- 3 Maps:** Provide vicinity and site maps. See the Program Website for additional information.
- 4 Photographs:** Submit at least three photographs from all publicly visible sides of the building at the time of application. See the Program Website for additional information.

## 5. HOW TO APPLY ONLINE

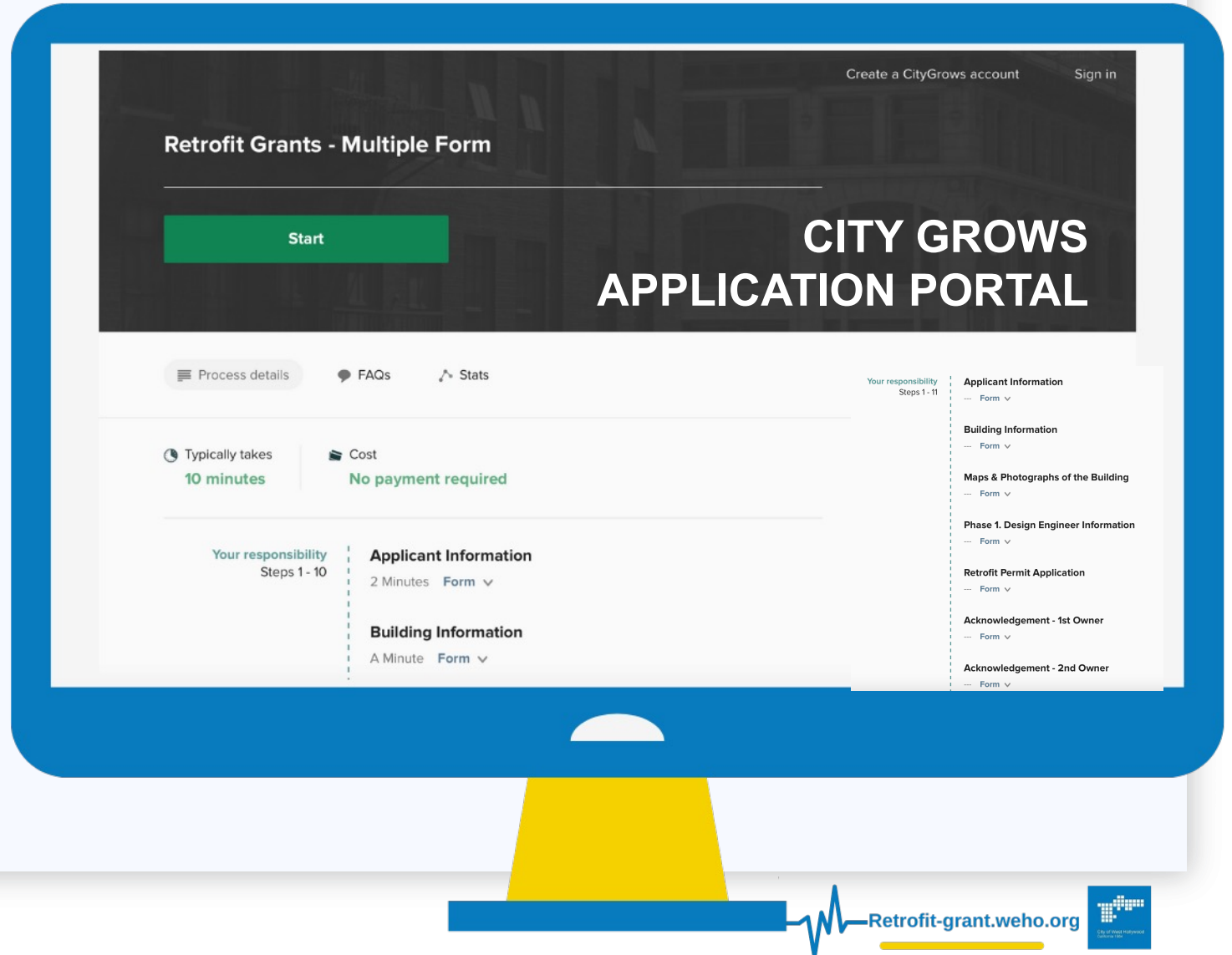
*Application available at:*  
[retrofit-grant.weho.org](https://retrofit-grant.weho.org)

Building Information will be used for both application phases, unless there is a change in ownership which will require the start of a new application.

### STEP BY STEP PORTAL

**EACH** section identifies the following:

- Typical time it should take for input
- Information required
- Required Signatures
- Documents to be uploaded
- Images required

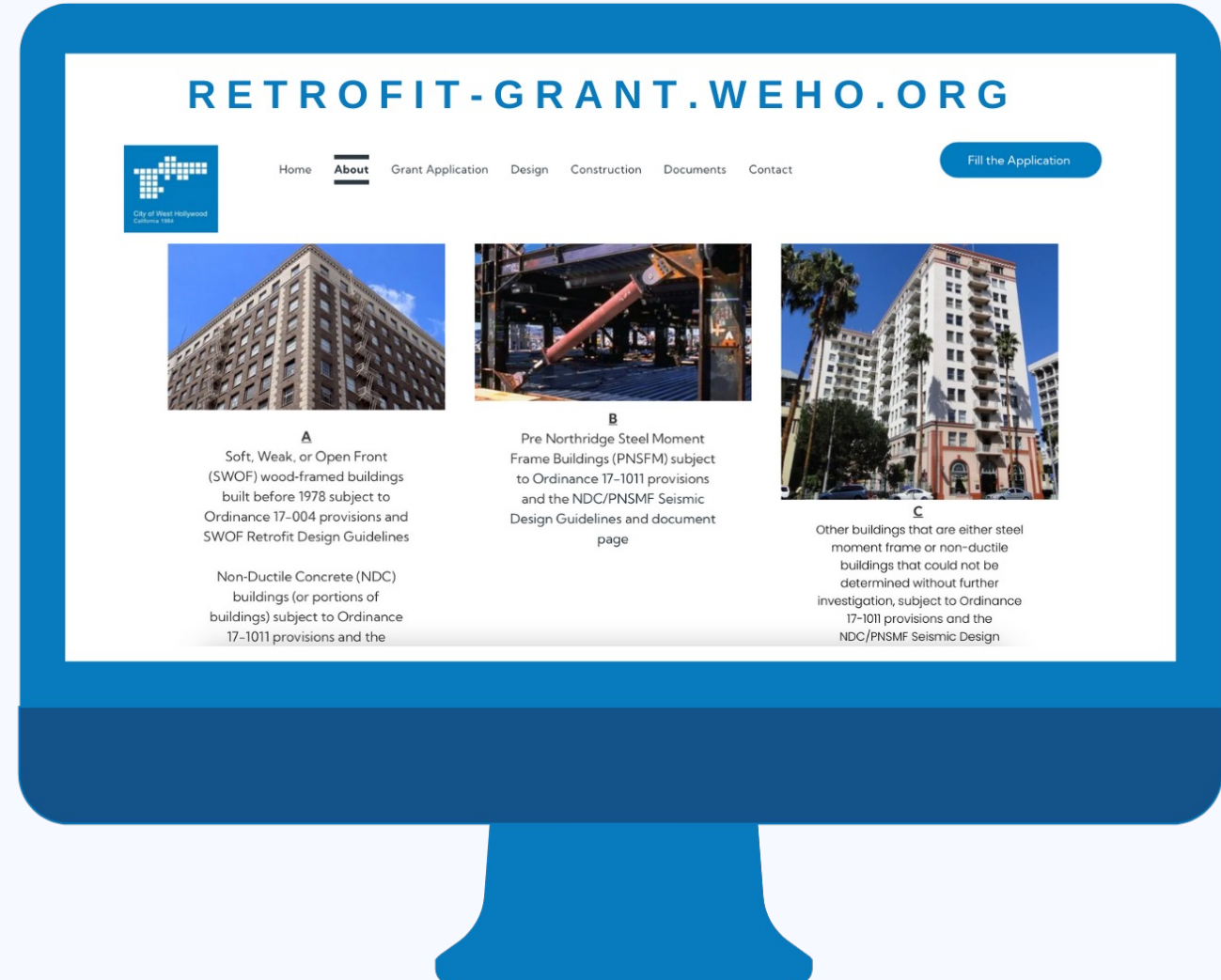


# PROGRAM INFORMATION

**Dedicated Website**  
*retrofit-grant.weho.org*

## Website

1. Find all grant program information and resources.
2. You can send the team an email with questions.
3. Link to online application



## 6. PHASE 1 – Design Grant

### PHASE 1 DESIGN GRANT PROCESS SNAPSHOT

#### 1 Select a Design Engineer/Architect

- See design professional selection compliance and requirements.
- At least 3 proposals are required.
- Provide estimated project timelines and cost.
- Provide a brief description of the proposed work is required.
- Provide copies of proposals and a signed contract including FEMA provisions.
- To verify an engineers license, visit <https://search.dca.ca.gov/>.
- ▶ *Go to the online portal and submit required engineer information and begin design.*

#### 2 Internal Application Review

- Applications will be reviewed within 10 business days from submittal and owners will be notified of your status.
- Applicant may apply for a building permit once the building owner has selected the design professional and the grant application has been approved.

#### 3 Apply for a Building Permit - Additional Process

- Submit permit application for Screening Report.
- After approval of Screening Report, submit retrofit plans for review with the Building and Safety Division.

**FEMA/CalOES Environmental and Historic Preservation (EHP) review.** Review and approval will be required. Please note that to be eligible for a Construction Grant, applicants must wait for notification that the EHP review process has been completed and FEMA has approved the project.

#### 4 Design Approval

- Upon building permit approval, the applicant will be invited to move on to construction.
- Reimbursement for Design Phase 1 may be requested once the retrofit permit application has been approved by the City and plans have been reviewed and approved by FEMA.

## 6. PHASE 2 – Construction Grant

### PHASE 2 CONSTRUCTION GRANT PROCESS SNAPSHOT

#### 1 Select a Contractor

- See the Contractor Selection Compliance, document requirements and contractor information.
- Copies of at least 3 construction bids.
- Copy of signed contract including FEMA provisions.
- For construction contracts exceeding \$250,000 -

**Additional documentation will be required.**

- To verify a contractor's license, visit <http://www.cslb.ca.gov>.
- *Go to the online portal and submit your required documents for each bid.*

#### 2 Internal Bid Review

- A review of the final construction bid will be conducted and approved.

#### 3 Obtain a Building Permit

- Selected Contractor to pull a building permit for the approved retrofit plans.
- Provide and verify permit valuation.
- Retrofit work may only begin after building permit has been obtained

#### 4 Construction

- Start construction after obtaining the building permit for the retrofit.
- Call for required inspections during construction.
- Complete retrofit construction.
- Request and receive Final Inspection and Certificate of Compliance.
- Reimbursement for Construction Phase 2 may be requested once the Certificate of Compliance has been issued and all required documents have been submitted.

## 7. REQUIRED DOCUMENTS

### PHASE 1 DESIGN

1. Copies of consultant proposal – 3 sets with required documentation.
2. Copies of attempts made to contact consultants if owner does not receive three proposals.
3. A signed copy of contract
4. A signed copy of Design Agreement Addendum for grant provisions.
5. A copy of a permit application.
6. A copy of approved plans by Building and Safety Division.
7. Submit a Reimbursement Request Form and required invoices.

### PHASE 2 CONSTRUCTION

1. Copies of each bid – 3 sets with required documentation.
2. Copies of attempts made to contact contractors if owner does not receive three bids.
3. A signed copy of contract
4. A signed copy of the Construction Contract Addendum for grant provisions.
5. A copy of a permit application.
6. A copy of a Certificate of Compliance.
7. Submit a Reimbursement Request Form and required invoices.

# Grant Program Rules

City of West Hollywood

# Seismic Retrofit Grant Program Rules

**GREAT NEWS!**  
Grant Opportunities  
are Available for  
Property Owners!

Receive up to  
\$5,000 in **Design Grants**  
and \$20,000 in  
**Construction Grants**



**WEHO SEISMIC RETROFIT  
GRANT PROGRAM**

West Hollywood's Building and Safety Division received a Hazard Mitigation Grant Program (HMGP) grant from the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES). This Grant will facilitate seismic retrofitting of wood framed buildings with soft, weak or open front wall lines (SWOFL), non-ductile concrete (NDC) and Pre-Northridge Steel Moment Frame Buildings (PNMF) within the City. **Grant funds are available for new retrofit projects for buildings that are subject to the City's Mandatory Seismic Retrofit Ordinances.**

## Why apply?

This grant was received to assist property owners to comply with the City's ordinances for mandatory seismic retrofitting. There are two (2) types of grants available:

**Design grants for up to \$5,000 per application**

**Construction grants for up to \$20,000 per application.**

The following sections define the West Seismic Retrofit Grant Program Rules that are in compliance with the FEMA/CalOES HMGP Grant. The Rules must be reviewed and adhered to by the Applicant in order to be eligible for funding under the Program.

Specialized staff will be available to assist you during the application process and answer any questions that you may have and may be contacted at: 310.548.6329 or [retrofit\\_grants@weho.org](mailto:retrofit_grants@weho.org)

## Program Process & Timeline Summary

Applications for each phase will be accepted on a rolling basis and through the deadlines noted below. Funding will be awarded for projects based on completed applications and on a first come, first served basis.

Applicants must meet all Program deadlines to retain eligibility for grant funding. Reimbursements for the grant will be issued in two (2) phases: the first phase after the completion of design and the second after the completion of construction.

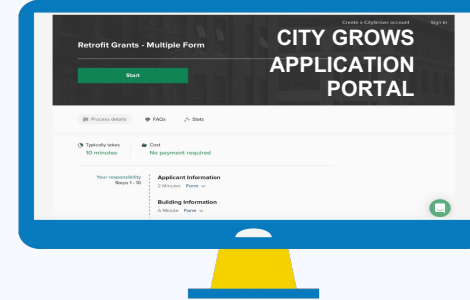


Phase I - Design Grant Program Milestones	Timeline	Phase II - Construction Grant Program Milestones	Timeline
Submit Seismic Retrofit Grant Program Design Application	Applications are open to property owner's incurring design cost on or after May 18, 2021.	Invitation to Apply for Construction Grant	Upon completion of Phase I for the Design Grant, the applicant will be invited to apply for the Construction Grant.
Application Review	Applicant will be notified by email of their design grant status. A review of the initial applications will take place within ten (10) business days from submittal and owners will be notified of their status.	Application Review	Applicant must submit all required grant application documents for review and approval. Applicant will be notified of their construction grant status.
Apply for a Building Permit	Applicant will be instructed to apply for a Building Permit once the building owner has selected the design consultant.	Start Construction	After receiving approval for the selected contractor, the contractor may pull building permits and begin construction.
Submit Retrofit Plans and All Required Information	Submittal of retrofit plans and all required information such as elevations. Drawings will be reviewed for both compliance with City and FEMA requirements. Qualifying applications will be submitted to FEMA/CalOES for Environmental and Historic Preservation (EHP) review.	Construction Completion and Certificate of Compliance	Complete the retrofit project and obtain a Certificate of Compliance.
Application Selection and Applicant Notification	Applicants will be notified if their application has been approved by FEMA/CalOES. Applicant must also complete the plancheck process and obtain approval of retrofit plans.	Phase II - Reimbursement Process	Eligible Applicants can request reimbursement for Construction Grants once they have received their Certificate of Compliance by providing contractor invoices and proof of payment.
Phase I - Reimbursement Process	Eligible Applicants can then request reimbursement for the Phase I - design grant by providing design consultant invoices and proof of payment.		

## 8. WHO CAN ASSIST ME?



**DEDICATED  
WEBSITE:**  
[retrofit-grant.weho.org](https://retrofit-grant.weho.org)



**ONLINE  
APPLICATION  
Available at:**  
[retrofit-grant.weho.org](https://retrofit-grant.weho.org)



**HELPLINE: 323-848-6309**

The helpline will be answered during regular business hours. A voicemail message will be available for calls during afterhours.



**EMAIL: [retrofit-grant@weho.org](mailto:retrofit-grant@weho.org)**

***Questions?***