



### **BOARD OF SUPERVISORS**

Dwight Ceresola, Vice Chair 1<sup>st</sup> District  
Kevin Goss, Chair 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Greg Hagwood, 4<sup>th</sup> District  
Jeff Engel, 5<sup>th</sup> District

### **MEETING MINUTES**

### **ADJOURNED REGULAR MEETING OF COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON AUGUST 16, 2022**

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### **STANDING ORDERS**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commission, committees, boards, and council, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due Government Code section 54953(e), the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

#### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

#### **ZOOM Participation**

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

### 10:00 A.M. **CALL TO ORDER/ROLL CALL**

#### **Roll Call.**

**Present:** Supervisor Ceresola, Supervisor Engel, Supervisor Hagwood, Supervisor Thrall, Supervisor Goss

### **PLEDGE OF ALLEGIANCE**

Susan led the Pledge of Allegiance.

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Supervisor Hagwood requested that Item 2D2 be removed from the consent agenda to be brought back at a later date.

### **PUBLIC COMMENT OPPORTUNITY**

Pastor George Tarleton offers a prayer.

Supervisor Goss reported that there were an additional 3 emailed letters in support of the Tai Chi services in Portola, and that this matter would be brought back before the Board in the near future.

Joe Hoffman with USDA Forest Service, Mt. Huff Ranger District updated the Board on current and upcoming projects, and current vacancies within the Forest Service's local office.

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

Brief announcements by, or brief reports on their activities by County Department Heads

Interim Behavioral Health Director, Sharon Sousa gave a brief report regarding Therapist staffing and recruitment in her department.

Facility Services Director, JD Moore reported on issues at Ganser Airport.

## **ACTION AGENDA**

### 1. **UPDATES AND REPORTS**

#### A. **DISASTER RECOVERY OPERATIONS** – Tracey Ferguson

Information regarding the FEMA Direct Housing Sales and Donations program; discussion and possible direction to staff. **View Item**

- Direction to Planning Department staff to prepare a letter of intent to FEMA, requesting a sales and donations program by the County, for the Board Chairman to sign for submittal. (FEMA Packet and information and back up attached.)

#### B. **DIXIE FIRE COLLABORATIVE**

Report, update, and discussion on DFC recovery efforts.

- The Grand opening of the Pop-up Business District on Friday, August 19, 2022

## 2. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

**Motion:** Approve the following consent matters, as amended; removing Item 2D2 from the consent agenda, to be brought back to the Board at a later date; **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Hagwood.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

### A. **BEHAVIORAL HEALTH**

Approve and authorize the Chair to sign and ratify an Agreement between Plumas County Behavioral Health and Plumas Rural Services for Girl's Rite Youth Prevention Program Services; effective July 1, 2022; not to exceed \$19,058.00; approved as to form by County Counsel.

### B. **FACILITY SERVICES**

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Facility Services and Smith Tree Services for tree maintenance services on various county properties; not to exceed \$10,000.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to sign Agreement between Plumas County Facility Services and Silver State Elevator Company for elevator maintenance and repair; not to exceed \$27,000.00; approved as to form by County Counsel.

### C. **HUMAN RESOURCES**

Adopt **RESOLUTION No. 22-8723** to approve Plumas County pay schedule to reflect the new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory requirements for Publicly available pay Schedule.

### D. **PROBATION**

- 1) Approve and authorize the Chair to sign and ratify an Agreement between the Plumas County Department of Probation and Plumas Rural Services for the Mindful Nurturing Parent and Teen Relationship classes; effective July 1, 2022; not to exceed \$8,000.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to sign an Agreement between Plumas County Department of Probation and Environmental Alternatives, to provide housing and services to qualified probationers with SB6878, AB109, and pretrial; not to exceed \$126,000.00; approved as to form by County Counsel.
  - **Item 2D2 be removed from the consent agenda to be brought back at a later date.**
- 3) Approve and authorize the Chair to sign and ratify an Agreement between Plumas County Department of Probation and Plumas Rural Services for the Batterer's Treatment Program; effective July 1, 2022; not to exceed \$22,400.00; approved as to form by County Counsel.

### E. **PUBLIC HEALTH**

Approve and authorize the Chair to sign an Agreement between Plumas County Public Health and Colleen Bridger Consulting, LLC to provide continuing professional education Public Health Training; not to exceed \$17,000.00; approved as to form by County Counsel.

F. **PUBLIC WORKS**

Approve and authorize the Chair to sign an Agreement between Plumas County Public Works and iWorQ Systems for additional software module for permit management to assist with issuance of Encroachment Permits; initial setup fee not to exceed \$8,000.00, with an annual subscription fee not to exceed \$5,000.00; approved as to form by County Counsel.

G. **SHERIFF**

Approve and authorize the Chair to sign an Agreement between the Plumas County Sheriff's Department and Brian T. Phillips dba Lake Almanor Towing to provide services to the Sheriff's vehicle towing and recovery; not to exceed \$20,000.00; approved as to form by County Counsel.

H. **SOCIAL SERVICES**

- 1) Approve and authorize the Chair to sign and ratify an Agreement between the Plumas County Department of Social Services and the Plumas Crisis Intervention and Resource Center for the Housing and Disability Advocacy Program; effective July 1, 2022; not to exceed \$250,000.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to sign and ratify an Agreement between the Plumas County Department of Social Services and the Plumas Crisis Intervention and Resource Center for the Home Safe Program; effective July 1, 2022; not to exceed \$250,000.00; approved as to form by County Counsel.

3. **DEPARTMENTAL MATTERS**

A. **COUNTY COUNSEL** – Gretchen Stuhr

Adopt **RESOLUTION** suspending the participation of the Plumas-Sierra Department of Agriculture in the Integrated Wildlife Damage Management Program, pending completion of Environmental review under the California Environmental Quality Act; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt **RESOLUTION No. 22-8724** suspending the participation of the Plumas-Sierra Department of Agriculture in the Integrated Wildlife Damage Management Program, pending completion of Environmental review under the California Environmental Quality Act, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Ceresola.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

B. **HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** to amend Victim Witness Advocate, and Victim Witness Coordinator revised job descriptions for the transfer from the Sheriff's Office to the District Attorney's Office; effective January 1, 2023: discussion and possible action. **Roll call vote**

- **Supervisor Hagwood requested that Item 3B and Item 3D1 be addressed concurrently.**
- **Following a brief discussion Item 3B and Item 3D1 have both been tabled, to be continued at the next regularly scheduled Board of Supervisors meeting on 09/06/2022.**

C. **PUBLIC WORKS** – John Mannle

Authorize the Public Works/ Road Department to recruit and fill, funded, and allocated; (one) 1.0 FTE Public Works Maintenance Worker II position in the Beckwourth Maintenance District; discussion and possible action.

**Motion:** Authorize the Public Works/ Road Department to recruit and fill, funded, and allocated; (one) 1.0 FTE Public Works Maintenance Worker II position in the Beckwourth Maintenance District, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Engel.

**Vote:** Motion passed unanimously (**summary:** Yes = 5).

D. **SHERIFF** – Todd Johns

- 1) Adopt **RESOLUTION** approving the transfer of the Victim Witness Program and Certificate Compliance from the Sheriff's Office to the District Attorney's Office; Authorize the District Attorney's Office to administer the grants provided by Cal-OES, sign and approve any grant award agreements with Cal-OES, including extensions and/ or amendments; effective January 1, 2023; approved as to form by County Counsel; discussion and possible action. **Roll call vote**  
- **Following a brief discussion Item 3B and Item 3D1 have been tabled, to be continued at the next regularly scheduled Board of Supervisors meeting on 09/06/2022.**
- 2) Adopt and ratify **RESOLUTION** authorizing the Plumas County Sheriff to (1) Contract with the Bureau of Justice Assistance under Agreement No. 29338479, (2) execute Small Rural and Tribal Body-worn Camera Policy and implementation program and agreements, and (3) amend agreements as required; effective January 1, 2022; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

**Motion:** Adopt **RESOLUTION No. 22-8725** authorizing the Plumas County Sheriff to (1) Contract with the Bureau of Justice Assistance under Agreement No. 29338479, (2) execute Small Rural and Tribal Body-worn Camera Policy and implementation program and agreements, and (3) amend agreements as required; effective January 1, 2022, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Hagwood.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

- 3) Approve and authorize fixed asset purchase of a new engine, labor and expenses related to installation; to repower a law enforcement patrol boat, using state grant funds; to be included in FY 22/23 budget prior to adoption, from department 70350; not to exceed \$28,000.00; discussion and possible action. **Roll call vote**

**Motion:** Approve and authorize fixed asset purchase of a new engine, labor and expenses related to installation; to repower a law enforcement patrol boat, using state grant funds; to be included in FY 22/23 budget prior to adoption, from department 70350; not to exceed \$28,000.00, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Ceresola.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5; No = 0).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

E. **PLANNING** - Tracey Ferguson

- 1) Adopt **RESOLUTION** authorizing the 2021 Urban and Multi-benefit Drought Relief Grant Program application, acceptance, and execution for the Sierraville Public Utilities District Booster Station Replacement Project; discussion and possible action. **Roll call vote**

**Motion:** Adopt **RESOLUTION No. 22-8726** authorizing the 2021 Urban and Multi-benefit Drought Relief Grant Program application, acceptance, and execution for the Sierraville Public Utilities District Booster Station Replacement Project, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Thrall.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

- 2) Adopt **RESOLUTION** authorizing the Proposition 1 Round 2 Integrated Regional Water Management Implementation Grant application, acceptance, and execution for the Indian Valley Community Service District North Main Extension Water Use Efficiency and Reliability Project; discussion and possible action. **Roll call vote**

**Motion:** Adopt **RESOLUTION No. 22-8727** authorizing the Proposition 1 Round 2 Integrated Regional Water Management Implementation Grant application, acceptance, and execution for the Indian Valley Community Service District North Main Extension Water Use Efficiency and Reliability Project, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Engel.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

- 3) **PUBLIC HEARING:** 10am time certain.

Adopt **RESOLUTION** approving the submission of two CDBG applications for funding activities “Greenville Economic Development” and “Countywide Disaster Recovery Planning” and the execution of a grant agreement and any amendments thereto from the 2021-2022 Funding Year of the State CDBG Program. Discussion and possible action. **Roll call vote**

- 1) **Planning Director Ferguson delivered the staff report including public notice contents and background regarding the Community Development Block Grant (CDBG) Planning and Economic Development Application submissions.**

- 2) **Chairman Goss opened the Public Hearing to public comment. No comments were received.**

- **Hearing none, the Chairman closed the public hearing and brought the matter back to the Board for discussion.**
- **Following a Board of Supervisors discussion, Supervisor Ceresola made the following motion:**

**Motion:** Adopt **RESOLUTION No. 22-8728** approving the submission of two CDBG applications for funding activities “Greenville Economic Development” and “Countywide Disaster Recovery Planning” and the execution of a grant agreement and any amendments thereto from the 2021-2022 Funding Year of the State CDBG Program, **Action:** Approve, **Moved by** Supervisor Ceresola, **Seconded by** Supervisor Hagwood.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Ceresola, Supervisor Thrall, Supervisor Hagwood, Supervisor Engel, Supervisor Goss.

- 4) Chester Town Plaza Proposed Public/Private Partnership Presentation by Susan Bryner, representing The Almanor Foundation and Lake Almanor Area Chamber of Commerce.

- Discussion; Board of Supervisors interest in Chester Town Plaza Concept and Public/Private Partnership with The Almanor Foundation and Lake Almanor Area Chamber of Commerce; and direct County Counsel, Facility Service staff, and Planning Department staff to negotiate with The Almanor Foundation and the Lake Almanor Area Chamber of Commerce, as parties to a Public/Private Partnership Agreement
- Appoint one or two Board of Supervisor members to be involved in the negotiations; discussion, direction, and possible action.
- **Following discussion, the Board gave direction to County Counsel, Facility Services staff, and Planning Department staff to negotiate with The Almanor Foundation and the Lake Almanor Area Chamber of Commerce, as parties to a Public/Private Partnership Agreement**

**Motion:** Appoint Supervisor Thrall, and Supervisor Goss as members of the Board to be involved in the negotiations representing the Interests of Plumas County in Chester Town Plaza Concept and Public/Private Partnership with the Lake Almanor Foundation and Lake Almanor area Chamber of Commerce.

**Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Thrall.

**Vote:** Motion passed unanimously (**summary:** Yes = 5).

5) California Public Utility Commission (CPUC) Local Agency Technical Assistance (LATA) grant funding opportunity for broadband pre-development costs in cooperation with Golden State Connect Authority (GSCA). Informational update and discussion only

- **Planning Director delivered a staff report regarding the California Public Utility Commission (CPUC) Local Agency Technical Assistance (LATA) grant funding opportunity for broadband pre-development costs in cooperation with Golden State Connect Authority (GSCA).**
- **Board discussion followed**
- **Recommendation for Board direction to staff in cooperation with Golden State Connect Authority to submit application for LATA funding opportunity through the Chairman of the Board as the authorized agent, received Board consent.**

#### 4. **BOARD OF SUPERVISORS**

A. Review, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring back within 30 days, on September 13, 2022.

**Motion:** Ratify RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; approve recommendation to continue the emergency and bring back within 30 days, on September 13, 2022, **Action:** Approve, **Moved by** Supervisor Hagwood, **Seconded by** Supervisor Engel.

**Vote:** Motion passed unanimously (**summary:** Yes = 5).

#### B. **APPOINTMENTS**

1) Appoint Director and Alternate to the PRISM (CSAC-EIA) Board of Directors; discussion and possible action.

**Motion:** Appoint Travis Goins as Director, and Nancy Selvage as Alternate to the PRISM (CSAC-EIA) Board of Directors, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

**Vote:** Motion passed unanimously (**summary:** Yes = 5).

2) Appoint Nikki Hammerich to the Indian Valley Community Service District; discussion and possible action.

- **Item was tabled, to be revised – reflecting the appointment is for Indian Valley Park and Recreation District. Returning to the Board for action on September 9th, 2022**

#### C. **CORRESPONDENCE**

Supervisor Hagwood received correspondence regarding the support of the Tai Chi program in Portola; the Bucks Lake waste disposal; correspondence regarding Rural REC Economic Development opportunities; and conversations regarding the Lowry House.

Supervisor Thrall received correspondence that could have impact on Project 2105; and correspondence regarding the eyebeams located on County Property (on Airport Road).

Supervisor Engel received correspondence regarding speeding in Johnsville; correspondence supporting the Tai Chi program; and correspondence with Congressman Doug LaMalfa's office regarding cows outside of their fence lines.

Supervisor Ceresola received routine correspondence.

**D. INFORMATIONAL ANNOUNCEMENTS**

Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

Reported by Supervisor Hagwood regarding matters related to County Government and include attending the Community Development Commission meeting, and the Transportation Commission meeting.

Reported by Supervisor Thrall regarding matters related to County Government and include attending the Community Development Commission meeting, and the Transportation Commission meeting.

Reported by Supervisor Engel regarding matters related to County Government and include the Transportation Commission meeting.

Reported by Supervisor Ceresola regarding matters related to County Government and include Sierra Valley Groundwater meeting, and discussion with the Chilcoat Fire Department.

Reported by Supervisor Goss regarding matters related to County Government and include a meeting and a local visit with Patrick Blacklock, president of RCRC.

**5. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Personnel: Public employee performance evaluation; Dana Loomis, Director of Public Health
- B. Conference with Legal Counsel: Claim against the County filed by Kelly Riehm on August 2, 2022
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (1 case)

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

Chairman Goss reported action taken in closed session; Item 5B Claim against the County filed by Kelly Riehm on August 2, 2022, was denied.

Item 5C was not discussed.

There was no additional reportable action taken in the closed session.

**ADJOURNMENT**

Adjourned meeting to Tuesday, September 6, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California





Growing Healthy Communities

**Date:** August 16, 2022  
**RE:** COVID-19 Update

### California situation

Incidence rates have begun to drop statewide. Incidence rate (IR) 30.6 per 100,000 (about 12,265/day), death rate 0.1 per 100,000 (about 34/day), test positivity (TP) 12.9%. Vaccination: 79.9%, down due to the addition of age 5 and below population. Incidence rate ratio (RR) 6.9 for confirmed Covid, 11.7 for hospitalization & 11.2 for death comparing unvaccinated to vaccinated + boosted.

### Local situation

**Cases:** Incidence of confirmed COVID cases is lower than previous weeks. IR 14.29 per 100,000, calculated locally. Test positivity as reported by CDPH on 8/15 was 15%. COVID incidence in Plumas County is lower than the state average. The level of COVID in Plumas County is "Low" (Green) according to CDC's new community indicators. Note, however, that reported case numbers may be underestimated due to the increased use of home antigen testing.

**Vaccination:** No major changes to the vaccinated rates. Booster doses continue to be administered, but uptake has slowed in recent weeks.

**Other clusters & outbreaks:** There are no current outbreaks.

### Additional reports.

No additional updates.



530-283-6330 OFFICE  
530-283-6110 FAX



270 County Hospital Rd, Suite 111  
Quincy, California 95971



<http://countyofplumas.com/publichealth>  
[COVID19@countyofplumas.com](mailto:COVID19@countyofplumas.com)

## **FEMA INDIVIDUAL ASSISTANCE (IA) TRAILERS**

### **Sales and Donations Program**

#### **SALES:**

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The State would have to request the Sales and Donation Program on behalf of the County. Please see attached letter template for a general structure of the request. Additionally, please work with the County and incorporate the below factors into the letter:

- Rental resources are not expected to support those currently residing in FEMA-provided TTHUs within the period of assistance.
- Applicants' completion of repair or replacement of their disaster-damaged residences will not be possible within the period of assistance.
- Disposing of TTHUs is not expected to adversely affect local rental housing and manufactured housing markets.

As a means of final disposal of FEMA TTHU, FEMA may sell the units directly to occupants. The occupant must meet the below criteria to be eligible:

- Lack permanent housing and unable to fulfill a permanent housing plan within the period of assistance (end date of February 2023);
- Demonstrate the ability to pay for the TTHU (e.g., proof of income, insurance payout, savings, external assistance from non-FEMA sources) and complete the purchase within the required timeframe (typically 30 days after final sales offer);
- Be compliance with all conditions and rules of the revocable license (no violations);
- Throughout the recertification process, provided FEMA with evidence documenting their efforts to achieve a permanent housing plan;
- Throughout the recertification process, must not have refused adequate, alternative housing as it has become available;
- Respond to the FEMA notice expressing interest in purchasing the TTHU;
- Demonstrate that they have obtained all required permits/inspections required by local law and regulations.

Please note that initiating the sales process does not relieve FEMA of its responsibility to continue providing temporary housing assistance to eligible occupants who choose not to purchase the TTHU during the period of assistance. Occupant's eligibility for continued housing assistance is not affected by the occupant's decision not to purchase the TTHU. FEMA uses a Sales Calculation Workbook to ensure that the TTHU sale prices is fair and equitable, adjusting for the fair market value of the unit.

Once the sale is complete, the occupant is responsible for all other financial costs (potential movement of TTHU, maintenance, required permitting, etc.).

Besides the request letter, most of the work (paperwork and documents such as sending out notice of interest letters, completing purchasing, title transfer, etc.) is done by FEMA.

## DONATIONS:

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The State would first need to submit an official sales and donation request to the FEMA Region 9 Administrator. Cal OES would need a lot of data input and details on how from the local government to put in the request.

The extra layer in this is that there are still survivors occupying the units. FEMA will only consider donations after all sales to occupants have been completed. To stress, FEMA will only donate FEMA MHUs/TTs as a last resort if the occupant is unable to achieve permanent housing through no fault of their own.

Excess units that have not been sold to eligible Direct Housing survivors – but are still occupied – may be donated to eligible entities in the following order of priority: (1) State, federally recognized tribal governments, and local governments; and (2) voluntary organizations that meet certain requirements. FEMA will then send out a *Letter of Interest Regarding Donation of Occupied FEMA Transportable Temporary Housing Units*. As a condition, in return for the donation of the units to the entity, the entity would have to commit to providing a period of ongoing assistance to the occupants who have a continued need and who are unable to complete their permanent housing plan prior to the end of the period of assistance (or one year, whichever is longer). This would mean that they would be fully financially responsible for all the units until the occupants leave the unit and would be responsible for any costs associated with relocating the units. The entity must return the letter of interest to FEMA by the date indicated on the letter, generally within 30 calendar days. Returning the letter of interest to FEMA does not create an obligation for the entity or organization to receive the FEMA units. FEMA will then host meetings, along with Cal OES IA, with the entity to ensure that the entity understands all of the terms and conditions of the donated units. FEMA will share general information regarding the location, type, size and number of occupants for each unit. The entity will have to provide information regarding potential need for relocation and installation of the unit.

Non-exhaustive list of requirements include agreeing to:

- House FEMA occupants for the remainder of the FEMA period of assistance.
- Assume, upon the effective date of the Donation Agreement for occupied FEMA units, full financial responsibility for each unit, including additional hauling, installing, maintenance, permitting, utilities, pad fees, and all costs associated with eventual disposition.
- Purchase and maintain hazard and flood insurance for each unit, whether or not the unit is in an SFHA.
- Comply with non-discrimination requirements of the Stafford Act 42 USC Section 5151.
- Identifying support services that would aid in occupant's recovery.
- Draft a proposed budget based on maximum stated capacity demonstrating full financial ability for the costs associated the potentially donated units, including administrative overhead, unit maintenance, and eventual disposition of the unit.

When FEMA receives more than one letter of interest, additional weight for selection is given to the following:

- Entities not charging a fee after the end of the 18-month period of assistance.
- Entities providing supplemental services that will benefit an occupant's recovery.
- Entities that have a demonstrated history and capability of assisting disaster survivors.

FEMA will be communication with occupants of the FEMA throughout the process. The donation of the FEMA unit is contingent upon the following:

- The occupant signing an agreement to accept the entity's terms and conditions.
- FEMA reviewing and signing the Donation Agreement.

Receipt of the Final Notice of Transfer that includes a transfer date.

[State/Territory/Tribe Letterhead Seal]

[DATE]

[FCO Name]

Federal Coordinating Officer

DR-[XXXX]-[XX]

[Joint Field Office Street Address]

[Joint Field Office City, State, Zip]

Re: Request for FEMA Sales to Occupants and Donations for DR-[XXXX]-[XX]

The purpose of this memorandum is to request FEMA to dispose of occupied Transportable Temporary Housing Units (TTHUs) through sales to occupants and donations for DR-[XXXX]-[XX]. The [State/Territory/Tribal Government] of [Insert State/Territory/Tribe name] has worked closely with our local, state, federal, and voluntary agency partners to assist DR-[XXXX]-[XX] occupants transition towards more permanent housing. [Insert brief summary of actions taken by federal, state, and voluntary agency partners]

Within the period of assistance, rental resources are not expected to become available to support those currently residing in TTHUs and some occupants will not be able to complete repairs to their disaster-damaged residences through no fault of their own. [Insert information of the shortfalls (estimated number of applicants, shortage of contractors for repairs, etc.) that will demonstrate the need for the sales and donations of TTHU.]

Disposing of TTHUs is not expected to adversely affect the local rental housing, [manufactured housing, and/or recreational vehicle] markets. [Insert supporting details or research results.]

Thank you for consideration of this request.

Sincerely,

[State/Territory/Tribe Official Name]

[State/Territory/Tribe Official Title]

[State/Territory/Tribe Official Office]

[State/Territory/Tribe Official Office Address]

[State/Territory/Tribe Official City, State, Zip]

[State/Territory/Tribe Official Contact Information]

# FEMA Sales to Occupants and Donations

July 25, 2022

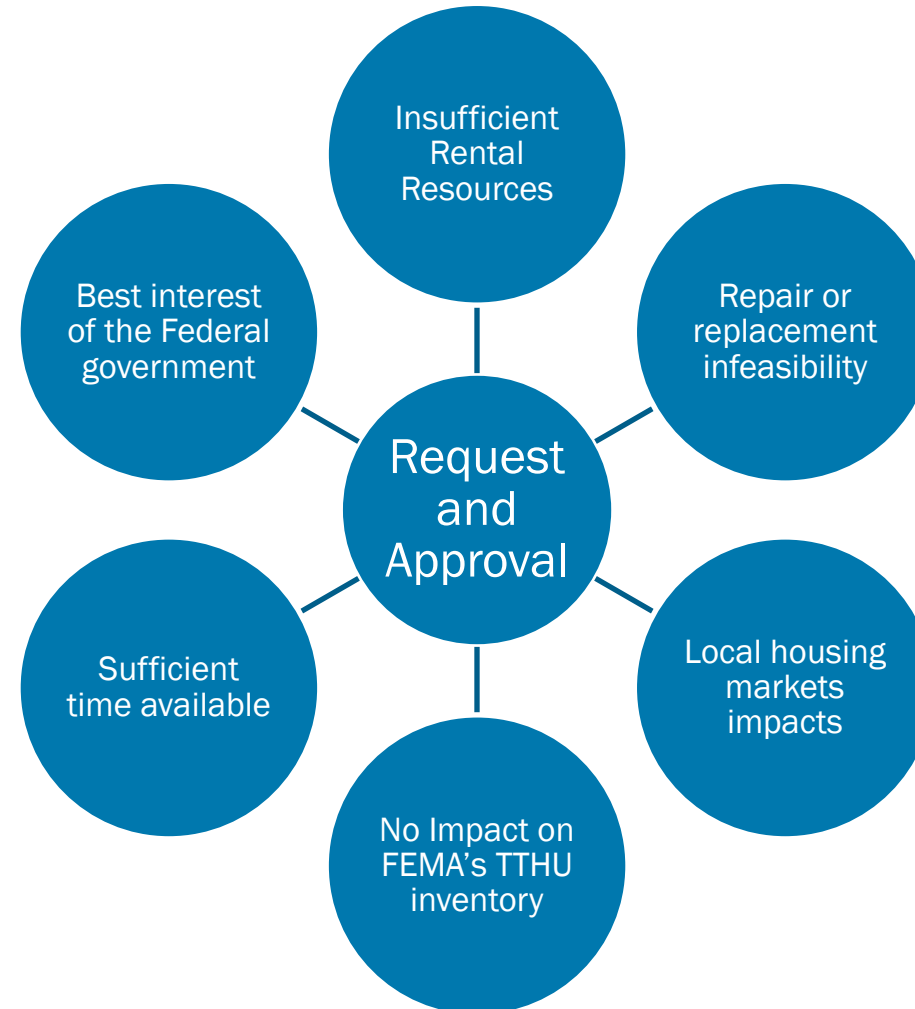
Cal OES/Plumas County



FEMA

# Identification of Need

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**FEMA**

# Request and Approval

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- FEMA may dispose of occupied TTHUs by sale or donation in response to a written request from the STT government.
- Once approved, FEMA may sell occupied TTHUs to pre-disaster homeowners immediately following the implementation of Direct Temporary Housing Assistance.
- FEMA will only consider donation after all TTHU sales to occupants have been completed.

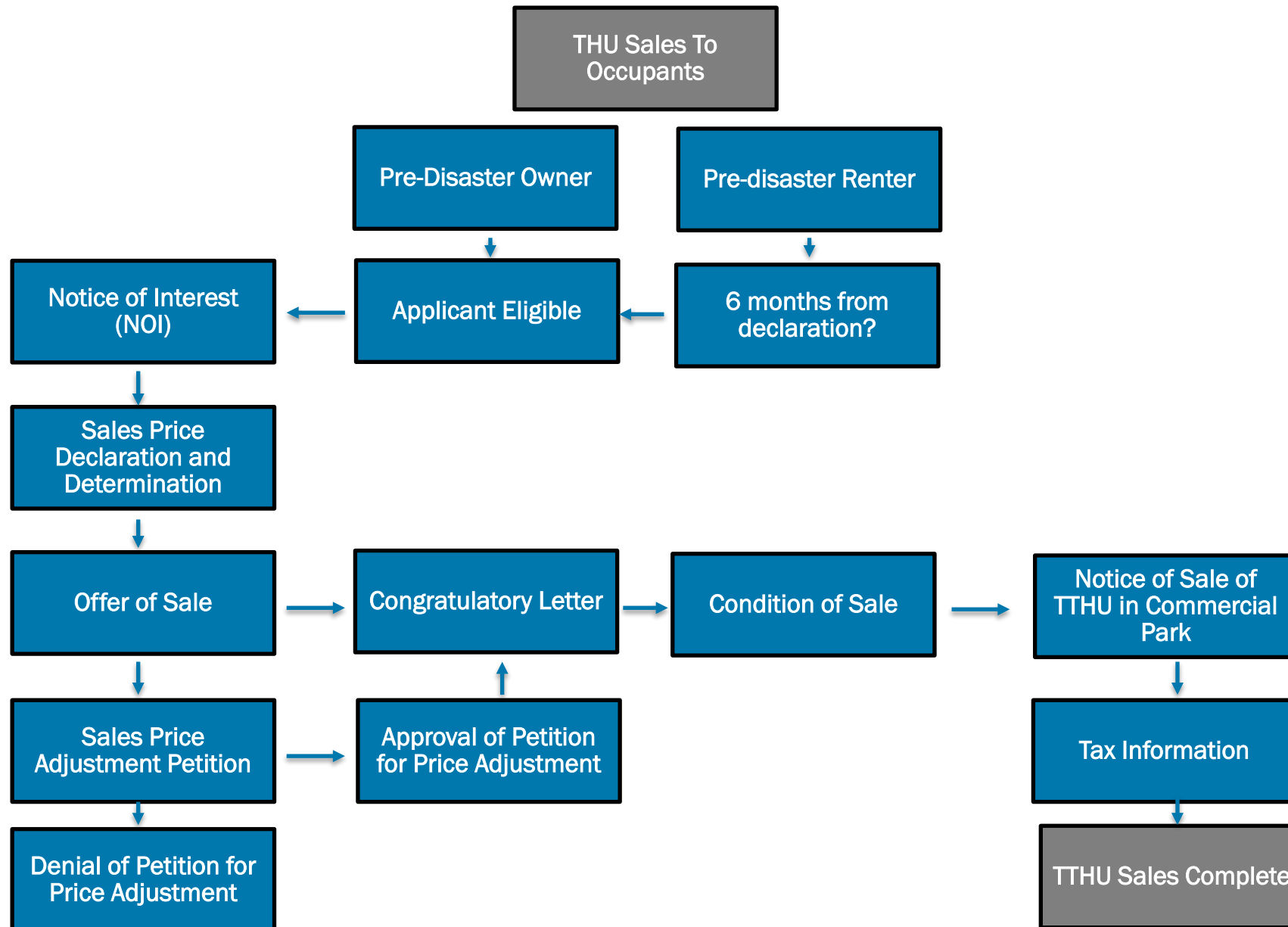




An aerial photograph of a coastal town, likely in New England, featuring a harbor filled with numerous sailboats and a dense forest surrounding the built-up area. The image is overlaid with a semi-transparent blue filter. The text "Sales to Occupants" is prominently displayed in white on the left side.

# Sales to Occupants





FEMA

# Determining Eligibility

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Eligible occupants must:

- ❑ Be in compliance with the Revocable License or Temporary Housing Agreement;
- ❑ Lack permanent housing and unable to fulfill a Permanent Housing Plan (PHP) within the period of assistance through no fault of the occupant with evidence documenting their efforts;
- ❑ Have not refused adequate, alternate housing as it becomes available;
- ❑ Responded to the FEMA Sales Notice expressing interest in purchasing the Transportable Temporary Housing Unit (TTHU) they are currently occupying;
- ❑ Demonstrate the household's financial ability to complete the purchase within the time frame required; and
- ❑ Demonstrate they have obtained all required permits, if applicable, or inspections required by the SLTT government for the sale and location of a TTHU.



**FEMA**

# Determining Eligibility Continued

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- **For Recreational Vehicle (RV) sales:**
  - Occupy an RV not located within a SFHA;
  - Not intend to use an RV as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use;
- **For pre-disaster homeowners:**
  - Pre-disaster dwelling has not been, or will not be, repaired or replaced within the period of assistance.
- **For pre-disaster renters:**
  - Eligible for sales only if more than 6 months have passed since the disaster was declared.

# Determining the Price of the Unit

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- **MHU:** FEMA will offer to sell the MHU to the primary occupant at the Adjusted Fair Market Value (AFMV), which is the fair market value minus a standard deduction of FEMA's average deactivation cost.
- **RV:** FEMA will determine the Fair Market Value (FMV) of the RV using the National Automobile Dealers Association (NADA) pricing guide and subtract FEMA's average deactivation cost to determine the AFMV.
- FEMA may lower the sales price based upon the occupant's financial ability but will not reduce the sales price to less than 25% of the AFMV



# Purchasing TTHU at a Reduced Price

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- FEMA may lower the sales price based upon the occupant's financial ability but will not reduce the sales price to less than 25% of the AFMV.
- If the occupant feels they cannot afford to purchase the unit at the AFMV, the occupant may appeal FEMA's determination and petition for a reduced sales price.
- At the time FEMA calculates the reduced sales price, FEMA will consider the income and assets for all occupants over the age of 18 listed on the Temporary Housing Agreement.



# Conditions of Sale

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- **Conditions of Sale:**

- FEMA does not permit substitutions or exchanges of TTHUs. The primary occupant must agree to purchase the TTHU they currently occupy “as is” and “where is.”

- **Acknowledgment of Conditions of Sale document:**

- The primary occupant acknowledges all terms of the sale on the Acknowledgment of Conditions of Sale document, including:
    - Agreeing to maintain hazard and flood insurance on the unit, regardless of whether the TTHU is or will be located in an SFHA.
    - Responsibility for all maintenance and utilities associated with the TTHU after completing the sale.
    - RVs are not designated for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.



**FEMA**

# Certificate to Obtain Title to a Vehicle SF-97

- FEMA will provide the primary occupant with an SF-97 Form, U.S. Government Certificate to Obtain Title to a Vehicle, signed by FEMA as the Transferor, upon collection of full payment and completion of the Acknowledgement of Condition of Sale.
- Payment must be made using a certified check or money order.
- After the sale is completed, the primary occupant and members of the occupant's household will no longer be eligible to receive FEMA Direct Temporary Housing Assistance for that disaster declaration.

**The United States Government**  
**Certificate to Obtain Title to a Vehicle**  
(Must Be Machine Prepared. See Instructions on reverse.) ☐ Duplicate If Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Vehicle Identification No.		Certificate No.	
Year	Make of Vehicle	Series or Model	Body Style
Fuel	No. of Cylinders	Weight (Shipping)	GVWR
Purchase Price			
Transferor (Accountable officer, title, department or agency, address and address, ZIP Code)		Transferee (Name of dealer, individual, etc. and address including ZIP Code)	

**Odometer Disclosure Statement** Date of Statement \_\_\_\_\_

Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_ state that  
Transferor's Name (Seller) \_\_\_\_\_  
the odometer now reads \_\_\_\_\_ miles and to the  
Odometer Reading (No Tenths) \_\_\_\_\_  
best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

☐ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

☐ (2) I hereby certify that the odometer reading is not the actual mileage:  
**WARNING - ODOMETER DISCREPANCY.**

Transferor's Signature (Seller)	Printed Name (Not Typed) and Title	Date
Transferor's Signature (Buyer)	Printed Name (Not Typed) and Title	Date

D073248 ANY ALTERATION OR ERASURE  
VOIDS THIS CERTIFICATE



# FEMA



# Donations

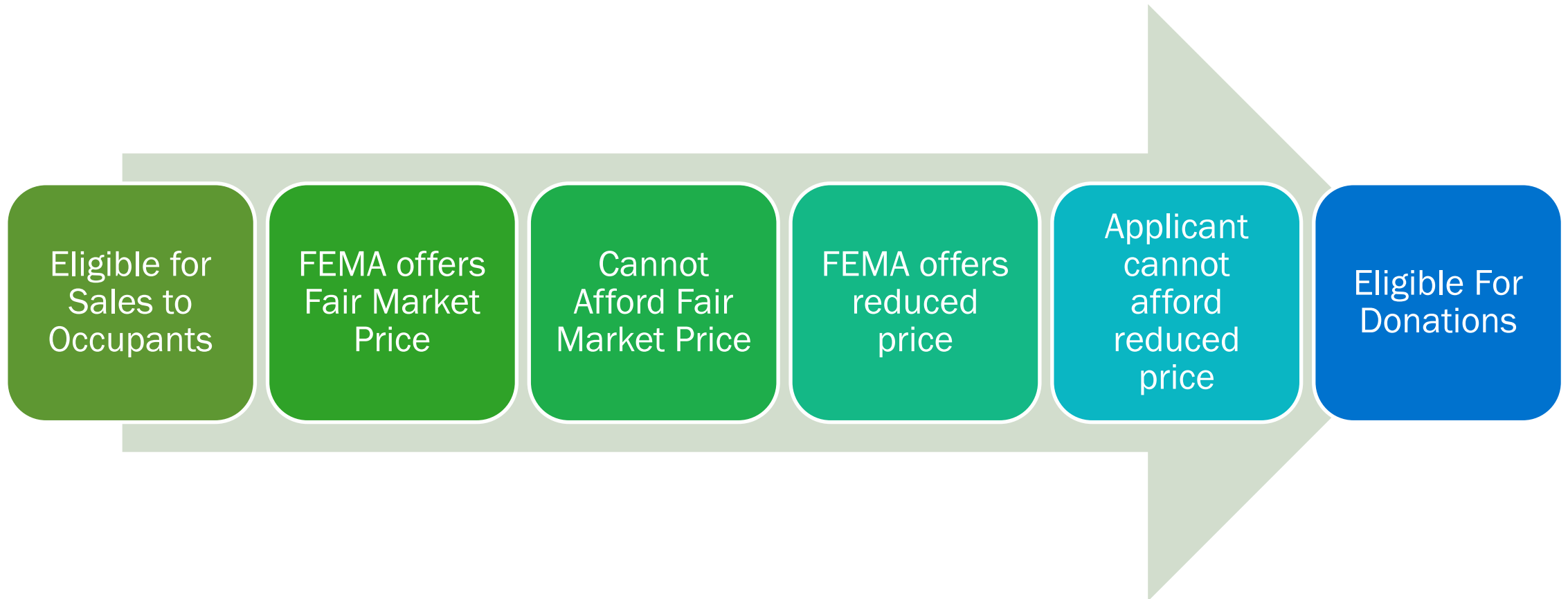


FEMA

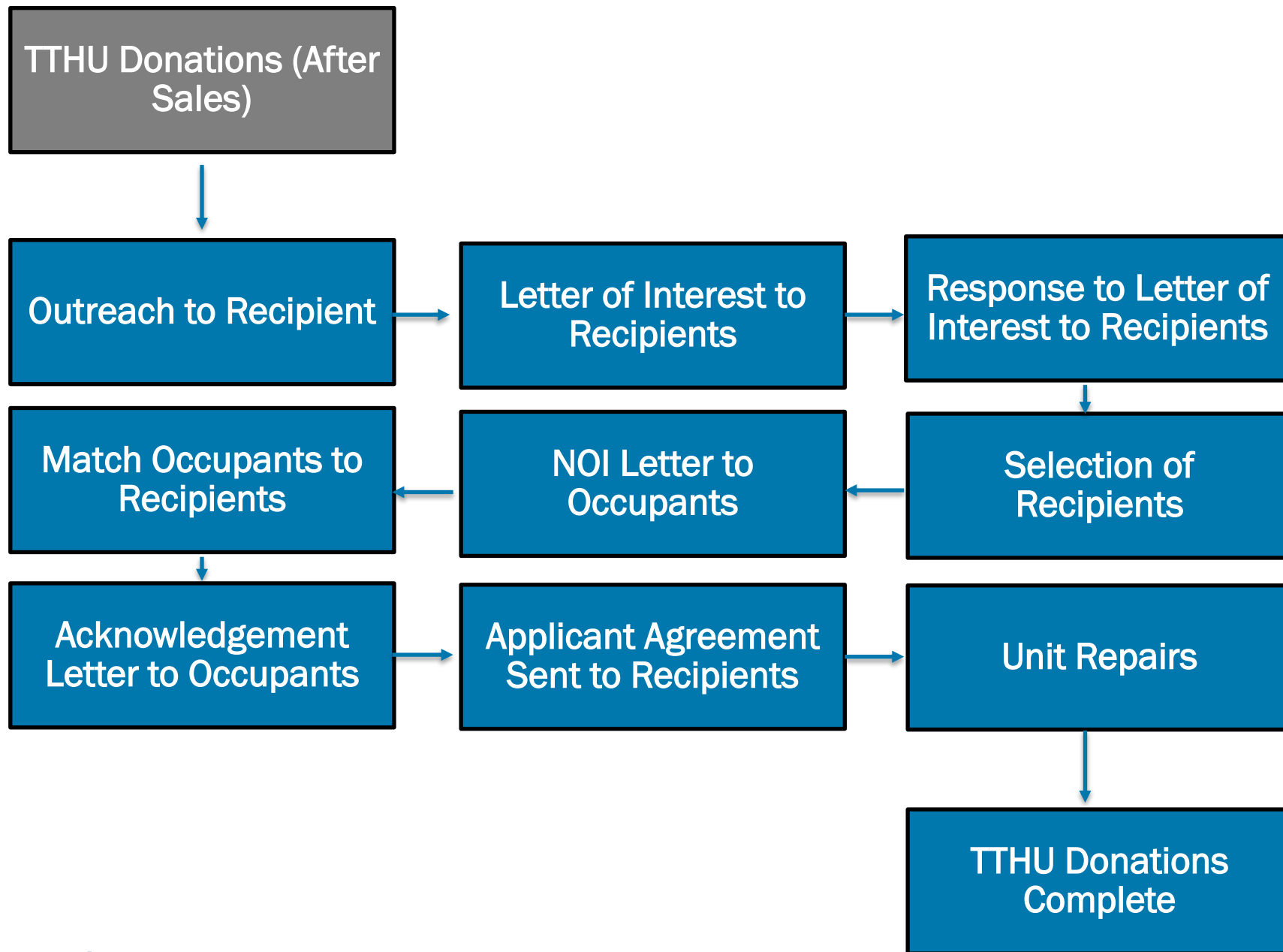


# Donations Eligibility Process Flow

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**FEMA**



**FEMA**

# Eligible Recipient Organizations

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- FEMA may donate occupied TTHUs to SLTT governments and voluntary organizations (recipient) for the purpose of continuing to provide temporary housing to eligible occupants who do not have permanent housing and cannot afford to purchase the TTHU at the lowest price FEMA will offer.
- Priority is given to State, Territory, Tribal, or Local Government.
- Voluntary organizations will also be considered if they meet the criteria of a non-profit charitable organization, chartered or otherwise duly recognized tax-exempt.
  - Priority will be given to non-profit organizations that have existed for greater than one year and historically assisted survivors



**FEMA**

# Donation Recipients

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- Must commit to providing a period of ongoing assistance to occupants who have a continued need for assistance
- Voluntary organizations must meet the following criteria to be donation recipients:
  - Must be an IRC § 501(c)(3) non-profit charitable organization, chartered or otherwise duly recognized tax-exempt State, local, or national organization or group.
  - Have provided or may provide needed services to SLTT governments, or individuals recovering from a major disaster or emergency.
  - Must demonstrate that they have the financial and administrative capability to fulfill their responsibilities under the Donation of Temporary Housing Units Agreement and the Individual Assistance Program and Policy Guide.
  - Have been in existence for at least one year and have a history or capability of assisting disaster survivors will be given priority



**FEMA**

# Letter of Interest to Recipient Entity or Voluntary Organizations

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- FEMA and SLTTs identify and conduct outreach to SLTT governments first, then voluntary agencies interested in participating in donations through Letter of Interest to Recipient Entity or Voluntary Organizations
- Letter of Interest should be returned to FEMA by date indicated in the letter, generally within 30 days and a minimum of 90 days before EOP
  - Returning the Letter of Interest does not create an obligation
  - Organizations not previously identified can submit Letter of Interest on their letterhead



# Potential Recipient Requirements

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FEMA will not donate any TTHU without a TTHU Donation Agreement signed by FEMA and the recipient entity/organization will require the recipient entity/organization to:

- Use the occupied TTHU for the sole purpose of providing temporary housing to a FEMA-eligible occupant until the end of the period of assistance or for a minimum of one year, whichever is longer.
- Not impose a rent or usage fee on an eligible occupant until after FEMA's initial period of assistance has ended.
- Acknowledge in writing, acceptance of any potential expenses (e.g., permit costs, insurance) related to the donation.
- Comply with the nondiscrimination provisions of the Stafford Act
- Notify occupants that RVs are not designated for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.



# Conditions of Eligibility for Occupants

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Occupants may be considered for inclusion in TTHU donations when the following criteria are all met:

- The Primary Occupant does not have the financial ability to purchase a TTHU at the reduced sales price.
- The primary occupant lacks permanent housing and has not fulfilled a PHP through no fault of their own.
- The primary occupant continues to have a disaster-caused temporary housing need.
- The primary occupant indicates interest in participating in TTHU donations by replying to the Notice of Interest Letter with the required information.
  - If selected to participate in TTHU donations, the primary occupant must return the Acknowledgment Letter sent by FEMA, agreeing to be housed by the entity/organization approved to receive and manage the TTHU.



**FEMA**

# TTHU Requirements

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- TTHUs located in a floodway or coastal high hazard area cannot be donated
- MHUs within a SFHA must be elevated to at least the 100-year flood level
- RVs installed and occupied in an SFHA may not be donated
- EHP compliance must be met prior to donation



# Certificate to Obtain Title to a Vehicle SF-97

- Transfer of ownership is complete once the SF-97 Form, U.S. Government Certificate to Obtain Title to a Vehicle, is sent to the entity/organization.
- Upon approval, FEMA sends a Final Notification letter to participating occupants, stating that FEMA has approved the donation and giving the date of transfer of responsibility for providing temporary housing to the occupant.

**The United States Government**  
**Certificate to Obtain Title to a Vehicle**  
(Must Be Machine Prepared. See Instructions on reverse.) ☐ Duplicate If Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Vehicle Identification No. \_\_\_\_\_ Certificate No. \_\_\_\_\_

Year \_\_\_\_\_ Make of Vehicle \_\_\_\_\_ Series or Model \_\_\_\_\_ Body Style \_\_\_\_\_

Fuel \_\_\_\_\_ No. of Cylinders \_\_\_\_\_ Weight (Shipping) \_\_\_\_\_ GVWR \_\_\_\_\_ Purchase Price \_\_\_\_\_

Transferor (Accompanying office, i.e., department or agency, suburb and address, ZIP Code) \_\_\_\_\_

Transferee (Name of dealer, individual, etc., and address including ZIP Code) \_\_\_\_\_

**Odometer Disclosure Statement** \_\_\_\_\_ Date of Statement \_\_\_\_\_

Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_ state that \_\_\_\_\_

the odometer now reads \_\_\_\_\_ miles and to the \_\_\_\_\_

Odometer Reading (No Tenths) \_\_\_\_\_

best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

☐ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

☐ (2) I hereby certify that the odometer reading is not the actual mileage:

**WARNING - ODOMETER DISCREPANCY.**

Transferor's Signature (Seller) \_\_\_\_\_ Printed Name (Not Typed) and Title \_\_\_\_\_ Date \_\_\_\_\_

Transferee's Signature (Buyer) \_\_\_\_\_ Printed Name (Not Typed) and Title \_\_\_\_\_ Date \_\_\_\_\_

D073248 ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE



FEMA

# Final Documents

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- Donation is approved when Donation Agreement is signed by RA and FCO.
- Transfer of ownership is not complete until SF-97 is sent to recipient.
- If donation is not approved, recipient is sent Notification of Denial Letter to Recipient Entities or Organizations and occupant is notified.

An aerial photograph of a coastal town, likely Nantucket, Massachusetts, featuring a harbor filled with numerous sailboats. The town is surrounded by dense green forest, and several buildings, including a prominent church with a tall steeple, are visible. The entire image is overlaid with a semi-transparent blue filter.

**Questions?**