City of Laguna Woods

ADMINISTRATIVE POLICY 5.1

"FIRST IN PUBLIC SAFETY" GRANT PROGRAM

5.1.01. Statement of Purpose.

Public safety is critically important to Laguna Woods residents and businesses, as well as a reason many individuals decide to relocate to Laguna Woods. The "First in Public Safety" Grant Program provides financial incentives for activities undertaken by non-governmental parties that advance mitigation and preparedness efforts related to natural hazards and crime. In doing so, the "First in Public Safety" Grant Program supports the City of Laguna Woods' efforts to reduce the risk of disasters and incidence of crime.

5.1.02. Funding Programs.

The City Council may establish funding programs as part of the "First in Public Safety" Grant Program by amending Exhibit B to this Administrative Policy to include information related to the purpose, public benefit, structure, and implementation of each funding program. The information included in Exhibit B shall be used and supplemented by the City Manager to develop calls for projects and funding program guidelines.

Funding programs may be established at the City Council's discretion but should generally relate to current or emerging public safety priorities and specifically focus on activities that private parties might not undertake as quickly, or at all, absent financial incentivization.

5.1.03. General Implementation Process.

Funding programs that are part of the "First in Public Safety" Grant Program shall generally be implemented in accordance with the process set forth below.

1. The City of Laguna Woods issues a call for projects and funding program guidelines setting forth eligibility requirements, deadlines, and other pertinent information.

2. Applicants submit applications to the City of Laguna Woods in forms and containing such information as the City Manager deems to be necessary or advantageous to the implementation of the funding program. Staff shall make reasonable efforts to ensure that application requirements are not unduly burdensome.

3. Staff and, at the City Manager's discretion, one or more representatives of the City of Laguna Woods' public safety partners (e.g., City of Laguna Beach, Orange County Fire Authority, and Orange County Sheriff's Department), evaluate applications received and recommend funding awards to the City Council.

4. The City Council receives funding award recommendations from staff and approves funding awards and associated grant agreements, in an open and publicly noticed meeting. Staff's recommendations are advisory only and do not limit the City Council's ability to approve fundings awards or associated grant agreements at its discretion.

5. Recipients complete the activities required by their grant agreements and submit completion reports and requests for payment to the City of Laguna Woods in forms and containing such information as the City Manager deems necessary or advantageous to the implementation of the funding program. When applicable, recipients are required to submit certified payroll records as an attachment to their completion reports.

6. Staff reviews completion reports and requests for payment. If staff determines that all activities required by a recipient's grant agreement have been completed and all required documentation and deliverables have been received by the City of Laguna Woods ("completeness determination"), payments are made to recipients. Staff shall make reasonable efforts to issue payments to recipients within 15 calendar days of the completeness determination. When activities required by grant agreements include construction or other observable activities, staff shall conduct an on-site inspection to confirm all such activities have been completed prior to any payments being made.

5.1.04. Treatment of Construction as a Public Work.

Though construction undertaken by recipients in connection with their grant agreements does not constitute a "public project" as that term is defined in California Public Contract Code Section 20161, out of an abundance of caution, the City of Laguna Woods chooses to treat such construction as a "public work" as that term is defined in California Labor Code Section 1720(a)(1) due to it being "paid for in whole or in part out of public funds."

5.1.05. Public Works Contractor Registration Required.

Contractors that provide labor associated with a recipient's grant agreement, regardless of whether payment for labor is provided through such grant agreement, shall be registered as a public works contractor with the California Department of Industrial Relations ("DIR") prior to beginning any work. Contractors shall maintain the validity of their DIR registrations at all times while completing work, until all work is completed.

This section does not require registration as a public works contractor for work for which the DIR has not made a prevailing wages determination.

5.1.06. Prevailing Wages and Certified Payroll Records Required.

Individuals that provide labor associated with a recipient's grant agreement, regardless of whether payment for labor is provided through such grant agreement, shall be paid at least the prevailing wages determined by the DIR, according to the type and location of work.

To substantiate compliance with this section, all contractors that provide labor associated with a recipient's grant agreement shall submit certified payroll records to the California Labor Commissioner via the DIR's Public Works Website Services using a DIR project number provided by the City of Laguna Woods. The same records that are submitted via the DIR's Public Works Website Services shall also be submitted to the City of Laguna Woods, without redaction, prior to the City of Laguna Woods making any payments[1].

This section does not require the payment of prevailing wages or the submittal of certified payroll records for work for which the DIR has not made a prevailing wages determination.

5.1.07. Apprentice Hiring Required.

Contractors that provide labor associated with a recipient's grant agreement, regardless of whether payment for labor is provided through such grant agreement, shall comply with the DIR's apprentice hiring requirements.

This section does not require compliance with apprentice hiring requirements for funding awards totaling less than $30,000 (regardless of whether an individual contractor's portion of work will be less than $30,000) or for crafts or trades that do not require apprentice hiring, as indicated in the DIR's prevailing wage determinations.

5.1.08. Grant Agreements.

As a condition of funding awards, and prior to any payment, recipients shall enter into grant agreements with the City of Laguna Woods. Grant agreements shall be signed on behalf of the City of Laguna Woods by the City Manager and are subject to approval as to form by the City Attorney. The recipients' signature(s) shall be notarized (acknowledgement).

Prior to executing grant agreements, recipients shall provide evidence to the City of Laguna Woods that the person or person(s) executing grant agreements on their behalf has/have the authority to do so and to bind them to obligations thereunder. For nonprofit public benefit corporations and nonprofit mutual benefit corporations, such evidence shall consist of a resolution or minute order signed by the secretary of the board of directors identifying the

1 California Assembly Bill 538 (Berman, Chapter 616, Statutes of 2025) requires cities to make certified payroll records associated with public works construction projects available for public inspection upon request. In doing so, cities are generally required to take steps to prevent the disclosure of individual names, addresses, and social security numbers.

authorized signatories by name and title and specifying the period of validity for such authorization. The secretary's signature shall be notarized (acknowledgement).

In addition to information regarding the activities for which grants have been awarded and the payments to be provided, grant agreements shall include, at a minimum:

1. Indemnification and insurance requirements in forms, types, and amounts determined to be necessary by the City Manager and City Attorney. Staff shall consult with the California Joint Powers Insurance Authority on this matter.

2. Assurance that recipients shall provide the City of Laguna Woods and its agents with sufficient on-site access to determine whether the activities required by the recipients' grant agreements have been completed.

3. Confirmation that recipients shall ensure compliance with applicable public works contractor registration, prevailing wages and certified payroll records, and apprentice hiring requirements. For additional information, refer to sections 5.1.05, 5.1.06, and 5.1.07 of this Administrative Policy.

4. Assurance that recipients shall maintain complete and detailed records to permit an accurate evaluation of the activities required by the recipients' grant agreements. Such records shall be maintained for a period of five years from the date of the final payment made by the City of Laguna Woods and be made available to the City of Laguna Woods and its agents, for any reason and without redaction, within 10 calendar days of written request. Financial records shall be maintained in accordance with generally accepted accounting principles, to the extent applicable principles exist.

5. An acknowledgement by recipients that the City of Laguna Woods is subject to the California Public Records Act and may be required to publicly disclose all records submitted or maintained in connection with the "First in Public Safety" Grant Program. Recipients should not expect privacy of such information.

City Council Approval: October 21, 2026

EXHIBIT A, GLOSSARY OF TERMS AND ACRONYMS

This Glossary of Terms and Acronyms contains information intended to provide readers with a common understanding of terms and acronyms used in this Administrative Policy. It is not intended for use outside of this Administrative Policy, is not all inclusive, and should not be treated as a substitute for professional counsel or analysis.

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS ("DIR"): A department of the State of California responsible for functions including, but not limited to, the administration and enforcement of prevailing wages, apprenticeship requirements, and related workplace protections on public works construction projects.

CALIFORNIA JOINT POWERS INSURANCE AUTHORITY: The organization through which the City of Laguna Woods obtains liability and workers' compensation coverage.

CALIFORNIA LABOR COMMISSIONER: The Division of Labor Standards Enforcement within the California Department of Industrial Relations ("DIR").

CONTRACTOR: Any corporation, limited liability company, limited partnership, or other for-profit or nonprofit entity that provides labor associated with a recipient's grant agreement, whether directly or in a subcontracting capacity. Recipients that provide labor associated with their own grant agreements are also considered "contractors."

EXHIBIT B, FUNDING PROGRAMS

Funding Program 26-A Zone 0 Compliance Accelerator	
Purpose:	Funding Program 26-A seeks to incentivize early implementation of the California Board of Forestry and Fire Protection's Zone 0 defensible space regulations.
Public Benefit:	The California Board of Forestry and Fire Protection's Zone 0 defensible space regulations are intended to result in the public safety benefits described in California Assembly Bill 3074 (Friedman, Chapter 259, Statutes of 2020) and California Senate Bill 504 (Dodd, Chapter 982, Statutes of 2024). Property owners of buildings and structures that are located in very high fire hazard severity zones and were constructed prior to 2026 have until January 1, 2029 to implement the regulations. Early implementation of the regulations will result in public safety benefits being realized sooner than they would otherwise.
Eligible Applicants:	Non-governmental owners of buildings and structures that are located in the City of Laguna Woods' Very High Fire Hazard Severity Zone are eligible to apply.
Available Funding:	$246,283.50 – Fiscal Year 2025-26 $250,000 – Fiscal Year 2026-27 Unspent funds will automatically carryover to future fiscal years until reappropriated by the City Council or Fiscal Year 2028-29, whichever is later.
Eligible Activities:	Eligible activities include design and construction costs associated with the physical modification of property to comply with the California Board of Forestry and Fire Protection's Zone 0 defensible space regulations.
Application Timeline:	To be determined by the City Manager
Other:	• Grant activities must be completed within 365 calendar days of the date the grant agreement is entered into. • Completion reports and requests for payment must be submitted no later than 30 calendar days after the date grant activities are completed.

Funding Program 26-B Connect Orange County Incentives	
Purpose:	Funding Program 26-B seeks to incentivize registration and integration of security cameras with the Orange County Sheriff's Department
Public Benefit:	The Orange County Sheriff's Department's Connect Orange County program is intended to result in the following public safety benefits: (1) Enhance emergency preparedness by enabling police, fire, and public safety professionals to better assess and rapidly respond to criminal activity and emergency situations; and (2) Enable investigators to easily gather evidence in case of an incident. Participation in Connect Orange County is voluntary. Participants can either choose to register or register and integrate their security cameras ("registration" involves notifying the Orange County Sheriff's Department of the presence of security cameras, "integration" involves purchasing and installing equipment to provide the Orange County Sheriff's Department with direct security camera feed access in case of nearby emergencies). Encouraging participation in Connect Orange County will result in public safety benefits that might not otherwise be realized.
Eligible Applicants:	Non-governmental owners and tenants of properties that are located in the City of Laguna Woods are eligible to apply.
Available Funding:	$3,716.50 – Fiscal Year 2025-26
Eligible Activities:	Eligible activities include the purchase and first year subscription costs of Axon FususCORE devices necessary to integrate the number of registered but unintegrated security cameras currently located on the property, and related non-structural technical services, up to a maximum of $10,000 per eligible applicant. Security cameras must be registered prior to applications being submitted.
Application Timeline:	To be determined by the City Manager
Other:	• Funding shall be awarded on a first-come first-served basis, based on the submittal date of each complete application. • The City Manager shall approve funding awards and associated grant applications. • Grant activities (including the integration of all security cameras) must be completed no later than a date determined by the City Manager. Completion reports and requests for payment must be submitted no later than a date determined by the City Manager. • Sections 5.1.05, 5.1.06, and 5.1.07 of this Administrative Policy do not apply.