

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Eric Meyer, Director of Economic Development and Planning Dept.  
**Date:** November 27, 2012  
**Subject:** FEMA Hazard Mitigation Grant Award for Police Station Wind Retrofit-  
#1794-23-01

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**REQUEST:**

The Economic Development and Planning Department requests City Council approval to accept FEMA Hazard Mitigation Grant Funding for MEMA's Coastal Wind Retrofit Project which includes the Gautier Police Station Wind Retrofit Project.

**BACKGROUND:**

The City of Gautier applied for Hazard Mitigation grant funding in September 2011 to retrofit the Police Department's windows. Effective November 7, 2012, FEMA approved MEMA's Coastal Wind Retrofit Project which includes the City of Gautier's Police Station Wind Retrofit Project. The Statement of Work is defined below:

*The City will retrofit 1 set of double doors and 2 storefront window walls with large missile impact resistant material bringing the level of protection from 130 to 150 mph. The City has provided a letter from a professional architect confirming that once project is completed, the structure will comply with the IBC and be able to withstand 150 mph wind loads.*

**DISCUSSION:**

The approved Total Cost for the project is \$22,800. The 75% Federal Cost Share is \$17,100 and the 25% Local Cost Share for the City of Gautier is \$5,700. Payments will be made on an eligible cost reimbursement basis and subject to receipt and approval of invoices. The project must be completed by Nov. 8, 2013.

**RECOMMENDATION:**

Economic Development and Planning Department staff recommends that City Council accept the grant award and the local cost share as described above.

The City Council may:

1. Accept the grant award as described; or
2. Decline the grant award.

**ATTACHMENT(S):**

FEMA Approval Letter  
Hazard Mitigation Grant Program Agreement



U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341

**FEMA**

November 8, 2012

Mr. Robert R. Latham, Jr., Director  
Mississippi Emergency Management Agency  
Post Office Box 5644  
Pearl, Mississippi 39208

Attention: Mr. Jana Henderson

Reference: Hazard Mitigation Grant Program (HMGP) Project 1794-0023 Parts 1 and 2,  
MEMA Coastal Wind Retrofit Project

Dear Mr. Latham:

I am pleased to inform you that the project referenced above has been approved for \$48,760 with a Federal share of \$36,570. The project's non-federal share of \$12,190 will be provided by the City of Gautier and Jackson County.

The following is the approved Statement of Work (SOW) for the above referenced project as approved in the application:

*Part 1: City of Gautier Police Station Wind Retrofit: The City will retrofit 1 set of double doors and 2 storefront window walls with large missile impact resistant material bringing the level of protection from 130 to 150 mph. The property is located at 3329 HWY 90, Gautier, MS. The City has provided a letter from a professional architect confirming that once project is completed, the structure will comply with the IBC and be able to withstand 150 MPH wind loads.*

*Part 2: Jackson County Fort Lakes Fire Department Wind Retrofit: Jackson County will upgrade 10 bay doors, 5 windows and one office door to protect structure and contents against 140 mph winds. Fire station is owned by the county. Information and documentation was provided that says all other components and the building envelope are built to within the 140mph.*

The period of performance for this subgrant shall be November 7, 2015. All of the activities specified in the scope of work should be completed no later than this date.

In accordance with HMGP rules and policy, we will require the submittal of all closeout documentation with 90 days, no later than February 5, 2016.

This project must adhere to all program guidelines established for the Hazard Mitigation Grant Program.

Please refer the subgrantee to the State HMGP Administrative Plan for project cost overrun regulations. If project costs exceed the amount originally funded and additional federal funds are needed, the subgrantee must contact the Governor's Authorized Representative (GAR). The GAR will evaluate requests for cost overruns and submit to the Regional Administrator written documentation of cost overrun eligibility. Cost overruns shall meet Federal regulations set forth in 44 CFR 206.438(b).

The State HMGP administrative plan defines the procedure whereby the GAR may advance portions of the approved Federal share to the subgrantee. Upon completion of the HMGP project, the subgrantee's closeout reimbursement for the final Federal share of eligible project costs must be submitted to the Regional Administrator for review and determination.

Quarterly progress reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports.

The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP subgrantee SOW may have to be reviewed by all State and Federal agencies participating in the NEPA process. EHP has placed the following condition on the project:

- Applicant shall coordinate with their local floodplain administrator prior to construction. Copies of any permits and verification of compliance with permits will be required at project closeout. If no permits are required, a statement from the local floodplain administrator will be required at project closeout.

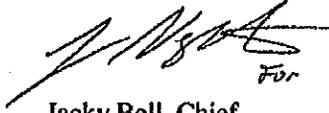
The State (grantee) must obtain prior approval from the Federal Emergency Management Agency (FEMA) before implementing changes to the approved project SOW. Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

- A change in the scope of work must be approved by FEMA in advance regardless of the budget implications.
- The grantee must notify FEMA as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower cost or earlier completion. Any extensions of the POP must be submitted to FEMA 60 days prior to the expiration date.

The obligation report is enclosed for your records. Management and environmental reports are available in NEMIS. The obligated funds are available for withdrawal from Smartlink on sub-account number 1794DRMSP00000005.

If you have any questions, please contact Camille Crain of my staff at (770) 220-5485.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacky Bell". The signature is stylized and includes a small "For" written below it.

Jacky Bell, Chief  
Hazard Mitigation Assistance Branch  
Mitigation Division

Enclosure

11/06/2012  
15:49

FEDERAL EMERGENCY MANAGEMENT AGENCY  
HAZARD MITIGATION GRANTS PROGRAM  
Obligation Report w/ Signatures

HMGP-OB-02

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
1794	23-R	0	38	1	42	MS	Statewide

Subgrantee: MISSISSIPPI EMERGENCY MANAGEMENT AG Project Title : MEMA Coastal Critical Facility Wind Retrofit  
Subgrantee FIPS Code: 000-U0220

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation	Project Amount	Grantee Admin Est	Subgrantee Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$134,070	\$134,070	\$0	\$0	\$134,070	\$0	\$0	\$134,070	11/06/2012	Accept	2013

Comments

Date: 11/06/2012 User Id: DBURKETT

Comment: 1794-0023-R Aplcn: 38 Amendment 0 Action 1 Allocation Nr. 27 \$134,070; MEMA Coastal Wind Retrofit for City of Gautler Police S Jackson County Fort Lakes Fire Department and the Singing River Hospital System Ocean Springs Hospital Phase I (Design) appro for funding HMO

Date: 11/06/2012 User Id: HCRAIN1

Comment: I have submitted an obligation request for new federal funding for 1794-0023 MEMA Coastal Wind Retrofit for City of Gautler Police Station, Jackson County Fort Lakes Fire Department and the Singing River Hospital System Ocean Springs Hospital Phase I (Design) There is no spend plan for DR1794. Please process. Camille

Authorization

Preparer Name: HEATHER CRAIN

Preparation Date: 11/06/2012

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 11/06/2012

  
\_\_\_\_\_  
Authorizing Official Signature

*Chief, HMA Branch*  
\_\_\_\_\_  
Authorizing Official Title

*11.6.12*  
\_\_\_\_\_  
Authorization Date

\_\_\_\_\_  
Authorizing Official Signature

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Authorizing Official Title

\_\_\_\_\_  
Authorization Date

**Mississippi Emergency Management Agency  
P.O. Box 5644  
Pearl, MS 39208**

**November 26, 2012**

**Samantha Abell, Director of Economic Development  
Gautier, City of.  
Gautier, MS 39553**

**RE: Gautier, City of 1794-23-01**

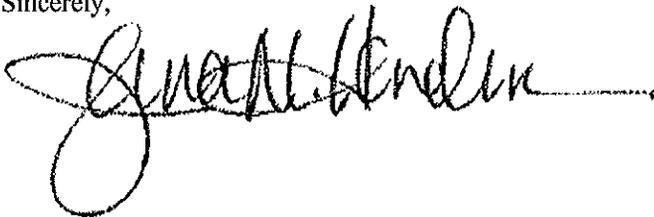
We are pleased to inform you that the above referenced Hazard Mitigation Grant has been approved and funded as indicated on the attached Hazard Mitigation Grant Program Agreement. The Hazard Mitigation Grant Program agreement should be signed and returned to this office prior to commencing any activities under your grant.

The following conditions are applicable to this grant:

1. A quarterly report detailing all project activities during the quarter must be submitted within 15 days after the end of each calendar quarter.
2. Any change in the scope of work, period of performance or budget must be requested in writing and have prior approval by MEMA and FEMA.
3. Reimbursement request of eligible cost should be submitted through MitigationMS.org and include copies of all invoices and receipts.
4. Staff from this office will meet with you prior to commencing work to discuss project and financial documentation and reporting requirements.

If you have questions concerning this matter, please contact your district Mitigation Grants Specialist or call 601-933-6884.

Sincerely,

A handwritten signature in black ink, appearing to read "Jana N. Henderson". The signature is fluid and cursive, with a large loop at the end.

Jana N. Henderson, SHMO  
Director, Mitigation Grants Bureau  
Office of Mitigation

## HAZARD MITIGATION GRANT PROGRAM AGREEMENT

Under this Agreement, the interests and responsibilities of the Grantee, herein after referred to as the State, will be executed by the Mississippi Emergency Management Agency. The individual designated to represent the State is Robert R. Latham, Jr. Governor's Authorized Representative (GAR). The Subgrantee to this Agreement is **Gautier, City of** . The interests and responsibilities of the Subgrantee will be executed by the Subgrantee's designated applicant's agent.

Pursuant to the Hazard Mitigation Grant 1794-23-01, funds in the amount of \$17,100.00 are hereby awarded to the Subgrantee as stated below under the following conditions:

Approved Total Project Cost:	<u>\$22,800.00</u>	
Federal Cost Share:	<u>\$17,100.00</u>	<u>75%</u>
State Cost Share:	<u>\$0.00</u>	<u>0%</u>
Local Cost Share:	<u>\$5,700.00</u>	<u>25%</u>

The Federal cost share may not be greater than 75% of the approved Federal project cost and the non-Federal share (State and Local cost share combined) may not be less than 25% of the approved Federal project cost.

The Subgrantee agrees that:

1. He/She has legal authority to apply for assistance on behalf of the Subgrantee.
2. The Subgrantee will provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state disaster assistance.
3. The Subgrantee will use disaster assistance funds solely for the purposes for which these funds are provided and as approved by the Governor's Authorized Representative. Allowable costs shall be determined in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 44 CFR § 206 and 44 CFR Part 13.
- 4.. The payments for approved projects will be on an eligible cost reimbursement basis and subject to receipt and approval of invoices.
5. The Subgrantee is aware that limited funding available for mitigation requires cost sharing, and that the Subgrantee is required to provide the full non-federal share for such mitigation activities.
6. The Subgrantee will establish and maintain a proper accounting system to record

expenditure of disaster assistance funds in accordance with generally accepted accounting standards or as directed by the Governor's Authorized Representative.

7. The local cost share funding will be available within the specified time.
8. The Subgrantee will give state and federal agencies designated by the Governor's Authorized Representative, access to and the right to examine all records and documents related to use of disaster assistance funds.
9. The Subgrantee will return to the state, within 15 days of such request by the Governor's Authorized Representative, any advance funds which are not supported by audit or other federal or state review of documentation maintained by the Subgrantee.
10. The Subgrantee will comply with all applicable codes and standards as pertains to this project and agree to provide maintenance as appropriate.
11. The Subgrantee will comply with all applicable provisions of federal and state law and regulation in regard to procurement of goods and services.
12. The Subgrantee will comply with all federal and state statutes and regulations relating to non-discrimination. The Subgrantee will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subgrantee actions pursuant to this Agreement.
13. The Subgrantee will comply with provisions of the Hatch Act limiting the political activities of public employees.
14. The Subgrantee will comply, as applicable, with provisions of the Davis Bacon Act relating to labor standards.
15. The Subgrantee will comply with the National Flood Insurance Program and the community's flood protection ordinance.
16. The Subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of Hazard Mitigation Grant projects.
17. The Subgrantee will not enter into any contract with any party that is debarred or suspended from participating in State or Federal assistance programs.
18. The Subgrantee will provide the Grantee copies of audit reports that include funds provided under this agreement.
19. The Subgrantee agrees that the disaster relief project contained in this Agreement will be completed by Nov. 8, 2013. Completion dates may be extended upon justification by

the Subgrantee and approval by the Governor's Authorized Representative.

20. There shall be no changes to this Agreement unless mutually agreed upon, in writing, by both parties to the Agreement.

If the Subgrantee violates any of the conditions of this Agreement, or applicable federal and state regulations; the State shall notify the Subgrantee that financial assistance for the project in which the violation occurred will be withheld until such violation has been corrected to the satisfaction of the State. In addition, the State may also withhold all or any portion of financial assistance which has been or is to be made available to the Subgrantee for other disaster relief projects under the Act, this or other agreements, and applicable federal and state regulations until adequate corrective action is taken.

The undersigned does hereby agree with all terms and conditions of this agreement.

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Robert R. Latham, Jr.  
Governor's Authorized Representative

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Subgrantee's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date