CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Patty Huffman, Grants and Projects Manager

Through: Chandra Nicholson, Planning and Economic Development Director

Date: December 9, 2013

Subject: Hurricane Katrina Project Closeouts and Overpayment Plan

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REQUEST:
The Economic Development and Planning Department requests approval of a Hurricane Katrina grant overpayment recovery plan proposed by the Mississippi Emergency Management Agency (MEMA) which will require that once the City of Gautier receives reimbursement in the amount of $775,948.79 for expenses related to Hurricane Katrina PW #1809, the City of Gautier will repay MEMA the overpaid amount of $50,200.05 for PW #796 within seven (7) days of receipt of the federal funding.

BACKGROUND:
The Economic Development and Planning Department staff has worked diligently with MEMA to close out large and small projects related to Hurricane Katrina. As a result of these efforts, the City of Gautier has successfully closed out the majority of the outstanding projects and is currently working to close out the few remaining project worksheets. Following an audit by the Office of the Inspector General, it was determined that the City had been overpaid $50,200.05 for Project Worksheet #796 (Emergency Protective Services). MEMA is prepared to reimburse the City of Gautier first for Project Worksheet #1809 (Sewer Lift Station Project) for the **$775,948.79** balance still owed to the City. Within seven days of receiving these funds from MEMA, a check in the amount of **$50,200.05** should be prepared by the City for pick-up by the MEMA Project Officer. Once the City refunds this amount, MEMA will then release the administrative allowance portion in the amount of **$3,929.57** for PW #1809 thus bringing the total amount paid to the City to **$779,878.36**. The result of these transactions will be a net payment to the City of **$729,678.31**.

DISCUSSION:
The attached documents contain detailed information regarding the amount of overpayment and balances due to the City of Gautier to close out PW #796 and PW #1809.

RECOMMENDATION:
Economic Development and Planning Department staff recommends that City Council accept the attached overpayment recovery plan to repay $50,200.05 for PW #796 to MEMA within 7 days of receipt of payment of $775,948.79 from MEMA for PW # 1809.

The City Council may:

1. Approve the proposed overpayment recovery plan for Hurricane Katrina project closeout;
2. Approve the proposed overpayment recovery plan with changes; or
3. Disapprove the proposed overpayment recovery plan.

ATTACHMENT(S):
Memo from MEMA Accounting Oversight Division
MEMA Overpayment Recovery Plan and Project Detail Reports

Tricia Thigpen

From: Patty Huffman <phuffman@gautier-ms.gov>
Sent: Monday, December 09, 2013 9:53 AM
To: tthigpen@gautier-ms.gov
Cc: 'Cindy Russell'; cnicholson@gautier-ms.gov
Subject: FW: MEMA Overpayment Recovery Plan for Hurricane Katrina projects
Attachments: Agenda Item Request-MEMA Overpayment Plan (12-6-13).doc; Council memo regarding MEMA overpayment plan (Dec. 2013).doc; Project Detail Reports (PW 796 and 1809) Dec. 2013.pdf; Overpayment Plan (PW 796 and 1809) Dec. 2013.xls

Please use the memo below along with the attachments for the City Council agenda item regarding MEMA's proposed overpayment recovery plan. Samantha forwarded this item to Charlie McVea on Friday. Thanks.

Patty Huffman

From: "Sheri McDonald" <sheri.mcdonald@memahelp.com>
Date: December 6, 2013, 12:42:10 PM CST
To: <phuffman@gautier-ms.gov>
Cc: "Diane Sager" <dsager@mema.ms.gov>, <cfrench@mema.ms.gov>, "Vicki Cody" <Vicki.Cody@memahelp.com>, <Elisha.Hurst@memahelp.com>, "Mike White" <Mike.White@memahelp.com>
Subject: City of Gautier - Overpayment Recovery Plan

Dear Ms. Huffman,

Clayton French has communicated that you and he have discussed the Hurricane Katrina overpayment to The City of Gautier. I am following up with the attached supporting documentation.

Pursuant to our understanding, MEMA is prepared to reimburse The City of Gautier **$779,878.36** for expenses related to Hurricane Katrina. At the same time, we would like to recover **$50,200.05** which represents the overpaid balance of the Large Project Worksheet #796. The total net payment to The City of Gautier as a result of this transaction will be **$729,678.31.**

I am writing to provide instructions for repayment of the overpaid project worksheets. As a result of final inspection and reallocation of certain costs, there is an overpayment of **$50,200.05.**

If The City of Gautier is agreeable, MEMA will proceed with processing the federal payment to The City in the amount of **$775,948.79** *if* The City of Gautier agrees to repay the overpaid amount of **$50,200.05 within 7 days of receipt of the final federal funding.** Upon receipt of these funds from MEMA, please prepare a check in the amount of **$50,200.05**. When the check is ready, please contact Clayton French to coordinate its pick-up. His phone number is 228-860-1954.

Please note that the federal share and administrative allowance balance for PW 796 are accounted for separately and may not be offset against each other. Thus, when the

federal balance is refunded by The City of Gautier for PW 796, we will issue a funding request in the amount of $3,929.57 to release the administrative allowance and officially clear the entire balance of this project worksheet. That admin balance along with the funding of PW 1809 will total $779,878.36 payable to The City of Gautier.

When we receive the refund check, we will log it and route it to the MEMA Headquarters office located in Pearl for deposit. At that point, your MississippiPA.org account will be credited and the balance on the overpaid project worksheet zeroed out.

Please note that several project worksheets have not yet been closed. We will re-evaluate the status of the remaining projects once they do close and will determine at that time if there are any additional overpayments that will need to be recovered.

For your records, I have attached a spreadsheet showing the overpaid balances we are seeking to recover as well as the supporting project detail reports from MississippiPA.org which is the official system that MEMA uses to track Hurricane Katrina Public Assistance expenditures. This serves as an invoice and confirms that the amount overpaid is **$50,200.05.**

Please "reply to all" to this email if you are in agreement with these terms.

Thank you,

Sheri

Sheri A. McDonald
MEMA PA Oversight Analyst
MEMA Accounting Oversight
Mobile: 228-669-0671
Email: sheri.mcdonald@memahelp.com

Visit us online at www.memahelp.com

<Overpayment Recovery Plan.xlsx>

<Project Detail Reports.pdf>

Project Detail Report

1604 City of Gautier

FEMA Disaster:	1604	**PW:**	796
Applicant:	City of Gautier	**Size:**	L
FIPS Number:	059-26860-00	**Type:**	Federal
Vendor #:	V0000108850		
Authorized Agent:	Patty Huffman, Grants & Project Manager		
Address:	PO Box 670 Gautier, MS 39553		

Funds Obligated--

Version	Obligated Amount		Federal Share	+ Admin =	Federal Funds	State Funds
796-0 (Pkg 46)	$662,743.00	>100.0%	$662,743.00	$14,254.86	$676,997.86	-
796-1 (Pkg 787)	($303,157.15)	<0.0%	($303,157.15)	($1,515.79)	($304,672.94)	-
Total	$359,585.85	100.0%	$359,585.85	$12,739.07	$372,324.92	$0.00

In Progress Funds

Pay #	Federal Share	+ Admin =	Federal Funds	State Funds
Total	$0.00	$0.00	$0.00	$0.00

Paid Funds

Pay #	Federal Share	+ Admin =	Federal Funds	State Funds
1	$409,785.90	$8,809.50	$418,595.40	$0.00
Total	$409,785.90	$8,809.50	$418,595.40	$0.00

Balance

	Federal Share	+ Admin =	Federal Funds	State Funds
	($50,200.05)	$3,929.57	($46,270.48)	$0.00

Project Detail Report

1604 City of Gautier

FEMA Disaster:	1604	**PW:**	1809
Applicant:	City of Gautier	**Size:**	L
FIPS Number:	059-26860-00	**Type:**	Federal
Vendor #:	V0000108850		
Authorized Agent:	Patty Huffman, Grants & Project Manager		
Address:	PO Box 670 Gautier, MS 39553		

Funds Obligated--

Version	Obligated Amount		Federal Share	+ Admin =	Federal Funds	State Funds
1809-0 (Pkg 77)	$921,986.00	30.3%	$829,787.40	$12,592.43	$842,379.83	-
1809-1 (Pkg 413)	$1,964,888.00	64.6%	$1,768,399.20	$19,648.88	$1,788,048.08	-
1809-2 (Pkg 429)	$0.00	0.0%	$288,687.40	$0.00	$288,687.40	-
1809-3 (Pkg 570)	($70,895.50)	<0.0%	($70,895.50)	($354.48)	($71,249.98)	-
1809-4 (Pkg 745)	$226,083.68	7.4%	$226,083.68	$1,130.42	$227,214.10	-
Total	$3,042,062.18	100.0%	$3,042,062.18	$33,017.25	$3,075,079.43	$0.00

In Progress Funds

Pay #	Federal Share	+ Admin =	Federal Funds	State Funds
Total	$0.00	$0.00	$0.00	$0.00

Paid Funds

Pay #	Federal Share	+ Admin =	Federal Funds	State Funds
2	$622,340.55	$9,444.32	$631,784.87	$0.00
13	$316,215.52	$1,037.70	$317,253.22	$0.00
15	$463,655.65	$5,178.22	$468,833.87	$0.00
16	$308,636.25	$3,446.93	$312,083.18	$0.00
21	$292,030.04	$3,261.46	$295,291.50	$0.00
24	$162,277.49	$1,812.35	$164,089.84	$0.00

33	$108,232.35	$1,561.81	$109,794.16	$0.00
Total	$2,273,387.85	$25,742.79	$2,299,130.64	$0.00

Balance

	Federal Share	+ Admin =	Federal Funds	State Funds
	$768,674.33	$7,274.46	$775,948.79	$0.00

City of Gautier
FIPS #: 059-26860-00
Overpayment Recovery Plan

Balances to recover from The City of Gautier:

Large PWs

PW#	Category	Size	County	Pay Status	Obligated	Paid	FED Balance	ADMIN Balance	TOTAL
796	B	Large	Jackson	Overpaid	$359,585.85	$409,785.90	($50,200.05)	$0.00	($50,200.05)
							Total to recover from The City of Gautier:		**($50,200.05)**

Balances to fund to The City of Gautier:

Large PWs

PW#	Category	Size	County	Pay Status	Obligated	Paid	FED Balance	ADMIN Balance	TOTAL
796	B	Large	Jackson	Administrative	$359,585.85	$409,785.90	$0.00	$3,929.57	$3,929.57
1809	F	Large	Jackson	Federal Balance	$3,042,062.18	$2,273,387.85	$768,674.33	$7,274.46	$775,948.79
							Total to fund to The City of Gautier:		**$779,878.36**

TOTAL NET funding to The City of Gautier: **$729,678.31**