

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** August 28, 2015  
**Subject:** Authorization of Change of Applicant's Agent for Hurricane Katrina Projects

---

**REQUEST:**

The Economic Development and Planning Department requests that the City of Gautier authorize changing the Applicant's Agent for the City's remaining Hurricane Katrina projects from Patty Huffman to Chassity Bilbo.

**BACKGROUND:**

Each city or county included in a Presidential disaster declaration under Public Law 93-228 and Public Law 100-707 may be eligible for federal assistance to repair or replace damaged public facilities. When the disaster is declared, each local government must designate an Applicant's Agent who will be authorized by the City Council to represent the city with federal and state agencies managing these public assistance programs. The Agent will be the contact person for federal and state agencies dealing with the disaster programs and will be responsible for managing federal funds, for following state and local bid and contract procedures, for maintaining auditable records, and for ensuring that all work is accomplished before completion dates are reached.

**DISCUSSION:**

The designation must be made by the action of the full City Council and must be recorded in the official record. Due to the resignation of the Grants & Projects Manager, Patty Huffman, effective September 11, 2015, it is necessary to designate another staff member as the Applicant's Agent for Hurricane Katrina projects.

**RECOMMENDATION:**

City staff recommends that Chassity Bilbo be designated as the Applicant's Agent for the City of Gautier for Hurricane Katrina projects as of the date of this meeting.

**ATTACHMENT(S):**

Designation of Applicant Agent (MEMA Form PA-1)  
Local Applicant's Agent Job Description  
State-Local Disaster Assistance Agreement

DESIGNATION OF APPLICANT AGENT

BE IT RESOLVED BY: Mayor and City Council OF: the City of Gautier, Mississippi
Governing Body City, County, Other Entity

THAT Chassity Bilbo Executive Assistant
Name of Designated Agent Official Position

ADDRESS: City of Gautier, TELEPHONE (W) (228) 497-8000 (H)
3330 Highway 90, Gautier, MS 39553

is hereby authorized to execute for and in behalf of the City of Gautier, Mississippi
City, County, Other Entity
a public entity established under the laws of the State of Mississippi, applications for the purpose of
obtaining and administering certain federal financial assistance under the Disaster Relief Act of
1974 (Public Law 93-228), amended by Robert T. Stafford Disaster Relief and Emergency
Assistance Act of 1988, (Public Law 100-707) and to file them with the Governor's Authorized
Representative.

PASSED AND APPROVED THIS 15th DAY OF September 20 15

Gordon Gollott, Mayor
Name and Title

Casey Vaughan, Councilman Ward 3
Name and Title

Johnny Jones, Councilman Ward 1
Name and Title

Charles "Rusty" Anderson, Councilman Ward 4
Name and Title

Hurley Ray Guillotte, Councilman Ward 2
Name and Title

Adam Colledge, Councilman Ward 5
Name and Title

Mary Martin, Councilwoman-at-Large

CERTIFICATION

I, \_\_\_\_\_, duly appointed \_\_\_\_\_ Title
of, the City of Gautier, Mississippi, do hereby certify that the above is a true and
correct copy of a resolution passed and approved by the Mayor and City Council
Governing Body
of the City of Gautier, Mississippi on the 15th day of September, 20 15.

DATE

SIGNATURE

## LOCAL APPLICANT'S AGENT

Each city or county included in a Presidential disaster declaration under Public Law 93-228 and Public Law 100-707 may be eligible for federal assistance to repair or replace damaged public facilities (such as debris removal, evacuation, sand bagging, etc.). When this happens, the local government must designate an Applicant's Agent who will be authorized by the City Council/Board of Supervisors to represent the city or county with federal and state agencies managing these public assistance programs.

Much of the work of an Applicant's Agent will start as soon as the disaster occurs. To save time in the first few days following a disaster, MEMA recommends that the Applicant's Agent be designated BEFOREHAND. By doing this, the city or county will give the person selected a chance to become familiar with these programs and to establish local procedures and systems before the disaster occurs.

The City Council/County Board should be particularly selective in naming an Applicant Agent. The designation must be made by the action of the full body and should be recorded in the official record as any other ordinance or resolution would be. The City Council/County Board should carefully select a person who is able to perform the duties that will be assigned.

The person selected must also be able to spend the major amount of time required to do the job. Once the Applicant's Agent is selected the City Council or County Board must give their support and help.

In simplest terms, the Applicant's Agent will represent the local government in managing the city or county applications for federal disaster assistance funds. The agent will be the contact person for Federal and State agencies dealing with the disaster programs. This person will be responsible for managing federal funds provided for the community, for following state and local bid and contract procedures, for maintaining auditable records and for seeing that all work is accomplished before the completion dates are reached.

The position of Applicant's Agent is highly responsible and requires a good deal of time and strong managerial skills. The person selected must have the full confidence of the City Council/County Board and must be given sufficient authority to take the steps required under Federal regulations.

Some counties have appointed the Chancery Clerk, County Administrator, County Engineer, or Emergency Management Director, City Manager or others. The choice is entirely up to the governing body.

**STATE OF MISSISSIPPI**  
**MISSISSIPPI EMERGENCY MANAGEMENT AGENCY**

**STATE-LOCAL DISASTER ASSISTANCE AGREEMENT**

**DISASTER:** FEMA-DR-1604-MS Hurricane Katrina

**APPLICANT ID NO:** 059-26860-00

**APPLICANT NAME:** City of Gautier, MS

This Agreement is between the State of Mississippi, Mississippi Emergency Management Agency and the undersigned State Agency and political subdivision of the State, private nonprofit organizations or authorized tribal organizations. This Agreement shall be effective on the date signed by the State and Applicant. It shall apply to all assistance funds provided by or through the State to the Applicant as a result of the above-referred disaster.

The designated representative of the Applicant certifies that:

1. The representative has legal authority to apply for assistance on behalf of the Applicant.
2. The Applicant will provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state disaster assistance.
3. The Applicant will use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor's Authorized Representative.
4. The Applicant is aware of and shall comply with cost-sharing requirements for Federal and State assistance. While the cost share is subject to change depending on the severity of a disaster, the minimum Federal cost share is 75 percent of the eligible costs. The normal cost share is 75% Federal and the non-federal share is split equally by the State and local. The exception is with PNPs who are responsible for the entire 25% non-federal share.
5. The Applicant is aware that limited funding, which requires cost sharing, may be made available for mitigation of future damages.
6. The Applicant will establish and maintain a proper accounting system to record revenues and expenditures of disaster assistance funds in accordance with generally accepted accounting standards and OMB circulars A-87, A-102, A-110, A-122, A-128, and A-133 as applicable and/or as directed by the Governor's Authorized Representative.
7. The Applicant shall provide Quarterly Reports to the State which indicate the anticipated completion date for each project, together with any other circumstances that may affect the completion date, the scope of work, the project costs, or any other factor that may affect compliance of this Agreement.
8. The Applicant shall comply with the Single Audit Act of 1984 and will provide copies of audit reports when issued, 44CFR Part 14. All audit reports should be forwarded to the Governor's Authorized Representative, Attention: Public Assistance.
9. The Applicant 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.
10. The Applicant will return to the State, within thirty (30) 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 Applicant.
11. The Applicant will comply with all applicable codes and standards in completion of eligible repair or replacement of damaged public facilities.

