



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/12/2019

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Phillip Miller for Steven Lederer - Director of Public Works
Public Works

REPORT BY: Andrew Butler, Senior Engineer - 707-259-8671

SUBJECT: Approval for Chairperson to Sign House Elevation Grant Participation Agreements

RECOMMENDATION

Director of Public Works requests the following actions related to FEMA House Elevation Grants:

1. Authorization for Chair to sign Participation Agreements with five individual homeowners; and amendments to these Agreements as needed during the grant period; and
2. Approval of Budget Transfer No. DPW014 appropriating \$474,036 in the Public Works Projects, FEMA House Elevation Grant Project budget (Fund 1000, Sub-Division 1220500, Program 20031) with offsetting revenues from FEMA grant. (4/5 vote required).

EXECUTIVE SUMMARY

On October 12, 2017 the Board approved the filing of a Hazard Mitigation grant application to CalOES and FEMA to elevate six private homes in Napa County and for the Director of Public Works to serve as the Authorized Agent. The review process for the grant was recently completed and an award letter was issued. Napa County will act as the local sponsor for the grant which allows the individual homeowners to receive a 75% reimbursement of allowable costs incurred during a house elevation project, up to a maximum cap. The purpose of this item is to allow the Chairperson to sign grant participation agreements with the individual homeowners as they are returned to the County by participating landowners and to establish a budget for the grant program within the Public Works Budget Unit. At this time, five homeowners are expressing interest to move forward with the grant.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?

Yes

Is it currently budgeted?	No
What is the revenue source?	Grant funds from FEMA House Elevation Grant Program
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Elevation of homes within floodplain areas is an action item in the Napa County Joint Operational Area Hazard Mitigation Plan. The terms of this grant require a local project sponsor in order for individual homeowners to participate. Participation in the program also positively affects the County's rating in the FEMA Community Rating System (CRS), which has a positive impact on flood insurance rates within the County.
Is the general fund affected?	Yes
Future fiscal impact:	The grant extends for 19 months, into FY 2020-21.
Consequences if not approved:	Homeowners will not have access to approved federal funding for elevating their homes.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information:	FEMA has the ability to perform audits of grant expenditures for up to three years after grant closeout. In the event that an audit finds that unallowable costs were reimbursed, FEMA would demand that Napa County return that portion of the funding. The Grant Participation Agreements state that homeowners are responsible for returning any funds that Napa County is required to pay back to FEMA. The executed Grant Participation Agreements will be recorded and will run with the land.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: Categorical Exemption N7 - Federal Assistance for elevation, reconstruction or retrofitting of pre-existing facilities.

BACKGROUND AND DISCUSSION

Napa County applied for a FEMA and CalOES Hazard Mitigation Grant to elevate six homes in the floodplain in October 2017. During review of the application, one of the homeowners dropped out of the program leaving five residences. The grant was awarded on August 19, 2019. The grant expiration date is March 19, 2021. The total amount of the grant is \$474,035.25 which is the 75% Federal match of the total project budget of \$632,047. The 25% match will be paid by the individual homeowners for their projects. Napa County is considered a sub-recipient of the grant and in that role will act as the passthrough entity for the federal funds being paid to the homeowners as they incur eligible costs. Costs incurred by Napa County to administer the grant are not eligible for reimbursement and are included within the General Fund departmental budgets that are involved with the grant process (Public Works, County Counsel, County Executive Office, and Auditor-Controller's Office).

This agenda item requests Board approval for the Chair to sign Grant Participation Agreements with each of the 5 participating homeowners (as they are returned from the participants), and establishes a budget for the grant program within the Public Works Budget Unit.

The Grant Participation Agreements outline the terms of the grant program including the list of eligible and non-eligible cost and require that the homeowner:

- | Produce a design for their elevation project as required (design costs are reimbursable under the grant)
- | Select a contractor to perform the work by soliciting at least three bids and ensuring that the selected contractor is not federally debarred
- | Procure all necessary permits for the work
- | Submit the necessary paperwork with their reimbursement claims including full documentation of all eligible costs
- | Comply with applicable terms of the grant between FEMA/CalOES and the County

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SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp