



## Boulder County CDBG-DR Collaborative Standing Meeting Minutes – August 12, 2016

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**Facilitator:** Kathy Fedler, City of Longmont

**BCC Partners:** Leslie Irwin, Boulder County  
Garry Sanfacon, Boulder County  
Chris Meschuk, City of Boulder  
Sandi Seader, City of Longmont  
Kyndra Daniels, City of Longmont

Victoria Simonsen, Town of Lyons  
Tony Cavalier, Town of Lyons  
Heather Balsler, City of Louisville  
Peter Gibbons, City of Longmont  
Molly O'Donnell, City of Longmont

**Consultants:** None

**Others Attending:** None

**Location:** Conference Call

### Agenda and Discussion Items:

- BoCo Strong Report Out
- Housing New Construction – Additional Round 2 Funding of \$1.13 million
- Updates
  - General Round 2 Infrastructure Project Update
  - Community Project Report Out
  - Unmet Needs Assessment
  - Procurement
    - Cost Analysis
    - SAM/DUNS/Debarment
- URA – Updates/Changes
- Elevation Program – Updates/Changes
- Other Items

### Handouts:

- Updated BCC Suballocation Distribution for Infrastructure Projects
- BCC Dashboard

### 2:30pm – Introductions

#### July 8, 2016 Standing Meeting Minutes Review

No comments, discussion, or requests to make revisions to the Minutes for the July 8, 2016 Standing Meeting occurred. Approved by Consensus.

#### BoCo Strong Report Out – Garry Sanfacon

2<sup>nd</sup> Annual Resilience Summit and Awards Ceremony is scheduled for September 22<sup>nd</sup>, 2016 at Planet Bluegrass in Lyons. One workshop topic will focus on “How do we foster a community of practice for resilience work at a countywide scale?” Collaborative Partners are encouraged to submit Resilience Award nominations by August 31<sup>st</sup>.

## **Housing New Construction – Additional Round 2 Funding of \$1.13 million**

Kathy Fedler reported that \$1.13 million in uncommitted Housing – New Construction funds held by the Division of Housing (DOH) and slated for Boulder County are now available due to cost savings. The Collaborative was told that Boulder County would receive about \$800,000, which was then fully obligated, so this was a surprise. Kathy asked the DOH/DOLA to wait on making any moves with this new funding until the Collaborative's Unmet Needs Assessment is complete so the Collaborative can determine where the need is greatest. The State agreed to wait. It is not yet known if the State will allow the swap from Housing – New Construction to Housing Assistance or Infrastructure. The State is also assessing other communities needs; there might be an opportunity to swap with another county with excess Housing Assistance or Infrastructure funds that is in need of Housing – New Construction funds.

## **Updates**

### General Round 2 Infrastructure Project Update – Molly O'Donnell:

- Molly provided an update on revised expenditure projections. The BCC Dashboard was presented, including graphs showing actual expenditures compared to target milestones.
  - ***Communities should provide any information on items they would like to see on the Dashboard to Molly.***
  - ***Molly asked communities to provide periodic updates to expenditure targets so the Collaborative can report accurately to the State and plan for the second obligation of Round 2 funds.***
- Molly presented the Dashboard graphs for LMI goals compared to projections for the Housing Assistance and Infrastructure programs and actual amounts of funds reimbursed to date benefitting LMI areas and households.

### Community Project Report Out:

- *City of Boulder Wonderland Creek Greenways Improvement Project:* Construction underway, Davis Bacon issues with contractors resolved and moving forward successfully.
- *Louisville Raw Water Diversion Improvements Project:* Construction complete, waiting for FEMA final Version approval. FEMA has been reviewing for 14 months. Victoria Simonsen reported to the group that during a recent visit to Lyons by Congressman Polis, she was told to convey the message about struggles with federal agencies up to him.
- *Boulder County Buyouts:*
  - Various small requests are waiting for FEMA review and approval, such as oil/gas issues, well issues, retaining wall issues, etc. These small requests are holding up closing on properties.
  - On the ongoing URA issue with FEMA for its HMGP program, Boulder County spoke with Scott Baldwin at DHSEM on 8/11/2016 and he reported that DHSEM is frustrated as well with the slow response. He recommended that the Boulder County Commissioners advocate on this issue.
  - One of the common frustrations among the Partner communities is that they are not allowed to speak directly with FEMA and must pass through DHSEM.
    - Victoria Simonsen reported that Lyons was able to hold a meeting with DHSEM and FEMA Region 8 and that resulted in a much more productive process.
    - Peter Gibbons suggested that delays that long have often meant that there is a component of the project that is confusing the reviewers and suggests holding a meeting with the Collaborative, DHSEM, and FEMA.
    - Kathy Fedler suggested focusing the meeting on common concerns/issues, not diluting with individual smaller scale problems.
    - Sandi Seader suggested running version requests through Peter's team for language review in FEMA to see if can clear some up in a first flush.

- **Peter will set up a meeting with affected Collaborative Partners, DHSEM, and FEMA Region 8.**
- **Communities will send their pending version requests to Peter now for his team's review.**
- **Lyons – all projects:** Buyout program environmental review is complete. Five major projects will complete construction by the end of the summer. DHSEM provided Lyons with a cash flow model to project out through the end of funding availability and into the final reimbursement stage about one to two years beyond that to help Lyons provide the State with a clear picture of what challenges they face and when.
- **Jamestown:** James Canyon Drive is preparing for procurement for engineering, but facing critical eligibility issues related to HUD funding non-functionally dependent uses in the floodway. Lower Main Street Bridge design is underway, completion expected January 2017. Elevations engineering has been put out for bid several times, worked through the Collaborative's issues with the State's guidance. HMGP Buyouts demolition will be complete by the end of August.
- **Longmont Resilient St. Vrain:** Reaches 1 & 2 are targeted to go out to be contracted for construction in September 2016. Estimating Fall 2016-Spring 2017 for design of the DR reach. The Collaborative is stressing communication on this project with the engineers to ensure CDBG-DR funding is scheduled out according to funding round appropriately.

#### Unmet Needs Assessment

Kathy Fedler reported that Elle Rich will be setting up meetings with Collaborative Partners for the next two weeks. A draft report is targeted for the end of August/beginning of September, and a final report in mid-September. **All Collaborative Partners should forward on Elle's communications to the appropriate people in each organization.**

#### Procurement

##### *Cost Analysis*

Molly O'Donnell reported that Longmont has been researching and coordinating with DOLA on revised language contained in the December 2015 Uniform Administrative Requirements that changes the requirements for cost and price analysis. The new requirements only require cost and price analysis for procurements above the federal small purchase threshold of \$150,000. Stephanie Morey at DOLA confirmed the State will not apply more stringent requirements. Therefore, unless a Partner's local procurement policies require anything more stringent, deferring to the federal requirement is ok. This reduces administrative burden for small communities since all procurements, regardless of amount, were previously required to perform this analysis. **Molly will update the Q&A on Procurement and Contracting and the Cost Reasonableness Determination Form and send to the Collaborative.**

##### *SAM/DUNS/Debarment*

Kyndra Daniels reported that the guidance document prepared by Longmont reflecting the Collaborative's understanding of the rules and regulations regarding SAM registration, DUNS obtainment, and debarment checks was submitted to HUD for review. **Kyndra will keep the Collaborative posted once any response is received.**

#### **URA Updates/Changes**

Leslie Irwin reported that Boulder County has had no response from FEMA on URA eligible expenses and inclusion in project budgets via scope change requests. Boulder County plans to use the Commissioners to advocate on this issue. The group supports this effort.

## **Elevation Program Updates/Changes**

Molly O'Donnell reported that Boulder County, Jamestown, and Lyons have been working on a coordinated effort to respond to DSHEM on concerns with monitoring requirements for elevations properties. As a group, these communities decided the risk was low enough to the communities to accept the substantive content of the latest revisions to the State's Model Acknowledgment. Tara Schoedinger responded to the State requesting clarification in the Acknowledgment on the required timelines, since they seem to conflict, and an updated iteration of the Elevations Program Guidance document.

## **Other Items**

Kathy Fedler reported that HUD Headquarters recently completed their monitoring of DOLA. Results included some findings, and several concerns. HUD commented that they were pleased with the Collaborative's model. ***Kathy will send the monitoring report to the Collaborative.***

**Next meeting: Conference Call**

**3:40pm - Meeting adjourned.**

**Next Meeting:** Friday, September 9, 2016  
2:30 – 4:30 pm  
303-441-1641 – password 2324#