

Boulder County CDBG-DR Collaborative

June 12, 2015 Meeting Minutes

Presenter: Kathy Fedler – *City of Longmont/Boulder County Collaborative*

Present: Eva Forberger – *Town of Nederland* Michelle Krezek – *Boulder County*
Heather Balsler – *City of Louisville* Scott Ehlers – *Town of Nederland*
Joel Wagner – *City of Boulder* Shawn Lewis – *City of Longmont*

Phone: Victoria Simonsen – *Town of Lyons*

Consultants: Chris David, Phuoc Lam, and Deb Siefert

Handouts: Partial Action Plan Update to Collaborative – June 5, 2015
Updated BCC Priority Infrastructure Projects List

Boulder County Collaborative Agenda:

Agenda for the June 12 meeting:

- Updates on conversations with the State about Incentives for PAP and Buyouts/Acquisitions.
- Review the revised estimated allocations and reviewed the updated projects from the Prioritization Table.
- Discuss level of assistance needed by each community with procurement processes, accounting, reporting, contracting, etc. as we move into project implementation:
 - Being a Subgrantee (you receive the funds under a contract and must carry out agreed-upon activities ensuring full compliance with all requirements/regulations) and we will monitor you for compliance vs.
 - Lead Agency contracting/managing the grant funds on your behalf and under your direction and we ensure all requirements are met.
- Other comments/concerns from the communities.

Updates on conversation with the State on the Partial Action Plan (PAP):

BCC has been working with the State on round 2 sub-allocation and as a result of the reduced sub-allocation (Table 1), the following changes have been made to the funding category:

1. Housing Assistance and Infrastructure (includes buyouts) have been reduced proportionally based on state's comments to only include the actual amount of funding we will be receiving.
2. New housing construction allocation has been removed.

The updated estimated partners' allocation based on the revision to the sub-allocation is now listed on Table 2 – this percentage is based on the percentage of damages agreed on the IGA (Table 3).

The numbers are estimated and ballpark. There are 2 infrastructure projects BCC has obligated for funding for (Jamestown – *Water Gauge project* and Lyons – *EPA match projects*) - refer to Table 3 footnotes for funding details on these two projects).

Hagerty consultants are working on reviewing the State's allocations/awards from Round 1 and 2. As well as reworking BCC's administrative budget based on new sub-allocation amount.

The State's consultant is working on the State's substantial amendment to include BCC's Partial Action Plan and will post for a 30-day public comment.

BCC doesn't anticipate this substantial amendment would take HUD very long to review/approve.

BCC anticipates to receive its sub-allocation by September.

Updates on conversation with the State about incentives for Buyouts/Acquisitions:

Early on, Leslie suggested that the State request waiver from HUD to allow properties that are not in a floodplain but with hazardous conditions, to be included in the regular buyout program. The State thought a quicker route was to try and meet guidelines for “incentives” to help compensate for the difference in pre-flood and post-flood values. Boulder County and the State came up with an incentive package but in conversations with HUD DC, was told to go ahead and request a waiver.

Even as there are buyout contracts underway in Boulder County and two in the town of Lyons, BCC partners as a whole expressed their concerns about the timeliness of the buyout program. Many residents have been forced to sell their homes due to lack of assistance and recovery delay, a few of the concerns are as follow:

- A Boulder County resident was forced into foreclosure.
- In Lyons homeowners are dropping out as they can no longer wait for assistance and will probably sell their properties to an unsuspecting buyer who will build where it is not safe.

Review of the revised infrastructure projects prioritization table:

Partners are encouraged to continue to work on project prioritization, updated list provided.

If you have not designated your Possible Priority Round 1, Minimum Threshold, and the Priority Round 2 projects, please do so as soon as possible so that we can start working on determining the project’s national objectives.

The consultants are available for any needed technical assistance.

Project Management: Level of assistance regarding project delivery needed by each community:

Lead Agency would like to hear from the partners on their individual community needs regarding project management and delivery. Please review your levels of responsibilities regarding project implementation. Partners can perform their compliance components or if preferred, the Lead Agency (LA) can administer them on their behalf. The LA is available to assist BCC partners at whatever level of assistance that is suitable. One can be as “hands on” or “off” as preferred. The LA will reach out to the partners individually to discuss your level of need. Lead Agency has the staff and capacity to assist the partners in implementing their projects.

Hagerty Consulting – Christopher David presented to the BCC partners the proposed data management system that can be built to streamline the program process. The program will use Salesforce CRM (Customer Relationship Management) platform to perform the following:

- Grant program review
- Environmental assessment tracker
- Compliance monitoring
- Financial/Draw requests
- Reporting
- Closeout

Additional features the program provides are: progress tracking, aging reports, and notification alerts. This program will also dovetail and “talk” to the State’s “data warehouse” for seamless reporting by the Lead Agency to the State.

Updates/comments from communities:

Round 3: BCC’s intention is to go back to the State for a 2nd request for Round 3 funding.

BCC’s Logo: Hagerty suggested BCC to come up with a uniform logo to give the program an identity. This logo can be used on project forms and constructions site signage for public awareness. Michelle volunteered to have the County’s PIO take a stab at something for the group to consider.

Meeting adjourned

Boulder County Collaborative Updated Allocation Based on State Comments

June 5, 2015

Comments from the State on Partial Action Plan (PAP)

The City of Longmont submitted the Boulder County Collaborative's (BCC's) Partial Action Plan to the State on May 1, 2015. The State sent the PAP to its different departments for review and comment. Most of the State's comments revolved around clarifications but they did have four primary items. These are summarized below:

1. The overall plan will need to reflect the actual sub-allocation amount of \$43,654,406 so that we have a clear understanding of the distribution of funds by program. This will require revisions to the method of distribution and tables. The State had discussed with the BCC that the action plan would reflect the \$43,654,406 and provide for a process for a "wait list" of projects that can be allocated funding if additional resources become available. [See discussion below.](#)
2. Housing Construction: The language and dollar figures included about Housing Construction can be misleading as any housing construction projects are funded outside of the sub-allocation. Recommend removing references to the housing construction program to focus the plan on just the sub-allocation. [We have made this change.](#)
3. Longmont is requesting approximately 5% for administrative costs based on the lowered sub-allocation amount. Administrative costs must be consistent with what is allowed in the State's Action Plan which are allowable at 1.34% and can go up to 3% with justification. It appears that some of the justification provided could be charged to project delivery. The State will work with Longmont to come up with an acceptable percentage. [We made changes to state it correctly.](#)
4. LMI targets should be provided at the program level to demonstrate how BCC will meet the overall LMI target of 50% and provide clarity on the process for identifying and meeting LMI. [We added information about this.](#)

Revising the Sub-Allocation

Comment #1

The tables below are targeted towards the State's first comment. The Method of Distribution Table in the PAP is based on BCC's original sub-allocation amount of \$63,276,230 before subtracting \$18,621,824 for new housing construction which is being administered directly by the State. The new amount of the sub-allocation is now \$43,654,406 per the State's first comment above after \$1 million in Home Access funding is removed to repay Larimer County for the \$1 million in Round 1 funding they gave to Boulder County. This changes the amount of the estimated allotted funds projected for housing and infrastructure and for each community.

Based on the Unmet Needs Assessment (UNA), the split between housing and infrastructure is 22% for housing and 78% for infrastructure. The table below calculates the new funding amounts for these categories based on the change in sub-allocation amount.

Table 1: Funding By Category and Percent

Category	Original Sub-Allocation	Revised Sub-Allocation	Percent
Housing Assistance	\$8,220,771	\$9,603,969	22%
New Housing Construction	\$5,700,000	[removed]	
Infrastructure (includes buyouts)	\$49,355,459	\$34,050,437	78%
Total	\$63,276,230	\$43,654,406	100%

Removing the “new construction” category amounting to \$5,700,000 changed the proportionality of housing to infrastructure as originally the new construction was included in the housing total.

The tables below recap the IGA table and the 2nd table shows the prior community estimation (from the March 6 meeting) and the funding adjustment for infrastructure based on the new sub-allocation amount of \$34,050,437 minus the \$2,250,000 for minimum threshold infrastructure projects for a total of \$31,800,437.

Table 2: Allocation Table from Signed IGA

Participating Government	Total Infrastructure PA Damages	Percentage of Infrastructure PA Damages	Total Housing IA & NFIP Damages	Percent of Housing Damages
Boulder County	\$127,878,792	51.2%	\$31,043,975.00	35.58%
City of Boulder	\$16,636,348	6.7%	\$35,363,922.00	40.54%
Jamestown	\$10,109,702	4.0%	\$1,425,930.00	1.63%
Lafayette	\$908,305	0.4%	\$186,356.00	0.21%
Louisville	\$4,177,830	1.7%	\$211,896.00	0.24%
Longmont	\$53,308,102	21.4%	\$9,367,906.00	10.74%
Lyons	\$35,700,615	14.3%	\$9,564,157.00	10.96%
Nederland	\$656,589	0.3%	\$75,517.00	0.09%
Total	245,053,928	100.00%	\$87,239,659.00	100.00%

Table 3: Revised Estimated Allocation

Participating Government	Percentage from IGA	Estimated Allocation from March 6th Meeting	Revised Estimated Allocation based on revisions to sub-allocation	Difference
Boulder County	51.2%	\$17,007,000	\$ 16,281,823.74	-\$725,176.26
City of Boulder	6.7%	\$2,215,000	\$ 2,130,629.28	-\$84,370.72
Jamestown	4.0%	\$782,000	\$ 1,272,017.48 ¹	\$490,017.48

Participating Government	Percentage from IGA	Estimated Allocation from March 6th Meeting	Revised Estimated Allocation based on revisions to sub-allocation	Difference
Lafayette	0.4%	\$81,500	\$ 127,201.75	\$45,701.75
Louisville	1.7%	\$554,000	\$ 540,607.43	-\$13,392.57
Longmont	21.4%	\$7,103,000	\$ 6,805,293.52	-\$297,706.48
Lyons	14.3%	\$4,757,000	\$ 4,547,462.49 ²	-\$209,537.51
Nederland	0.3%	\$81,500	\$ 95,401.31	\$13,901.31
Total	100.00%	\$32,581,000	\$ 31,800,437.00	

1 – Jamestown’s allocation would be \$1,272,017 less the \$13,698 committed for the Water Gauge project, so \$1,258,319.

2 – Lyon’s allocation would be \$4,547,462 less the \$769,000 committed for the EPA match projects, so \$3,778,462.

Wait List

Leslie and Kathy have had a phone call with Dave Bowman at the State to discuss the best way to address the “wait list” in the PAP. The purpose of the “wait list” is to say that BCC has identified specific projects beyond the \$43,654,406 of the sub-allocation and if additional funds are made available to the BCC, these are the projects that will be funded.

Dave suggested that the BCC create an internal list of projects that would go on the wait list and to use general language to describe this process in the PAP. We feel we have done this with the identification of possible Round 1 projects and by prioritizing Round 2 projects.

Actions Needed

Attached to this document is a condensed table based on the Priority Spreadsheet that was last updated in early April.

1. Review the new estimated funding amount for your community and your priority projects to see if adequate funding still remains or whether you want to re-shuffle the projects. LMI projects are a priority and we have added this information where we have it.
2. Get with Phuoc immediately to determine whether projects identified serve LMI areas or not. The sooner we can identify this for each project, the better. Phuoc can be reached at Phuoc.Lam@hagertyconsulting.com or by calling his cell at 360-643-1783.
3. Each community plus the Special Districts will still get the \$250,000 each, so FEMA PA projects that were obligated before June 9, 2015 requiring CDBG-DR match should be identified as soon as possible and reviewed for eligibility. There is no LMI priority for these projects, but if there is a LMI benefit to these projects, we need/want to know that and identify and claim it.
4. If you haven’t identified the possible Round 1 projects, Priority Minimum Threshold (\$250,000) projects or prioritized your Round 2 projects, please do so ASAP and get with Phuoc to confirm and start work on determining LMI benefits.