



## Boulder County CDBG-DR Collaborative Standing Meeting Minutes – June 10, 2016

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

**BCC Partners:** Leslie Irwin, Boulder County (phone)     Joel Wagner, City of Boulder  
Sandi Seader, City of Longmont     Victoria Simonsen, Town of Lyons  
Cory Peterson, City of Louisville (phone)

**Consultants:** Deb Siefert, Hagerty Consulting

**Others Attending:** Dave Bowman, DOLA (phone); Kristyn Unrein, Boulder County; Kyndra Daniels, Longmont; Molly Luettgerodt, Longmont

**Location:** City of Boulder Municipal Services Center

### Agenda and Discussion Items:

- Boulder County Resiliency Plan report out –BoCo Strong
- Status of Partner Agreements
- Infrastructure Projects
  - Updates by Communities
  - Updates by Molly
  - URA update for HMGP Buyouts
  - Admin charges update
- Advocacy and agitation about:
  - FEMA reimbursement/version approval taking so long
  - Other concerns/issues?

### Handouts:

- Updated BCC Suballocation Distribution for Infrastructure Projects

### 2:30pm – Introductions

Boulder County introduced Kristyn Unrein, Boulder County's accountant working on FEMA and CDBG-DR reimbursements.

### May 13, 2016 Standing Meeting Minutes Review

No comments, discussion, or requests to make revisions to the Minutes for the May 13, 2016 Standing Meeting occurred. Approved by Consensus.

### Update on Boulder County Resiliency Plan –BoCo Strong

No updates.

## Status of Partner Agreements – Molly Luetzgerodt

All Partners, with the exception of the City of Lafayette and St. Vrain and Left Hand Water Conservancy District (SVLHWCD), have completed initial Intergovernmental Agreements (IGAs). The City of Lafayette and SVLHWCD's IGAs are pending while final participation in the program is confirmed. City of Longmont's MOU is still pending. All executed IGAs are uploaded to Salesforce. Lyons Amendment No. 1 is targeted for completion in June 2016. Next IGA Amendment needed is with Boulder County and Jamestown, specifically to update the project budgets for both partners. ***Boulder County and Longmont will touch base on this as soon as possible before June 16<sup>th</sup> to avoid staff vacations.***

## Added Item: Housing Funding

Leslie Irwin reported that Boulder County is looking for guidance from DOLA on moving Housing Assistance Program (HAP) funding between rounds. Dave Bowman stated that DOLA did not intend to increase Round 2 Housing funding and Boulder County should continue to serve households through the Collaborative. Kathy Fedler recommended a meeting between Boulder County, Longmont, DOLA, and potentially DOH to discuss options for potentially adjusting rounds of funding and the proportionate funding between the Infrastructure and Housing Programs. ***Boulder County and Longmont to set meeting with DOLA and potentially DOH for June 13<sup>th</sup> or June 14<sup>th</sup>.***

## Infrastructure Project Updates – Molly Luetzgerodt

### Updates by Communities:

- *City of Boulder Wonderland Creek Greenways Improvement Project:* Construction underway, next big milestone: installing railway crossing. CDOT grant was executed so ready to begin DR reimbursements. Sub-contractor Davis Bacon reporting problems have been resolved, the City plans to go ahead and use both the HUD and FHWA Davis Bacon reporting forms.
- *Longmont Resilient St. Vrain:* FEMA provided verbal approval to fund \$29 million for Reaches 1 & 2, these are targeted to go out to bid in Summer 2016. DR funding is scheduled for Reaches 3 or 4 depending on other funding and how defined.
- *Boulder County Buyouts:* Historical reviews are pending, once done should be able to close on most properties during Summer 2016. However, foreclosures are pending on some properties and environmental review could impact the ability to purchase before they go into foreclosure. Boulder County is working with the State to nail down a schedule with Ageiss to submit to SHPO. Boulder County's protocol with banks is to send letters from the Commissioners to provide assurance. ***Foreclosure -Environmental review timing issue will be added to the June 13<sup>th</sup> or June 14<sup>th</sup> call.***
- *Boulder County Housing:*
  - HAP - Lots of unmet need, lots of LMI households. 44 applications (most LMI) that would be approved are ready to go but are not able to be served due to lack of funding available.
  - Clearance and Demo – removing mobile homes and private bridges at this time.
  - TRA - Some households have a need to exceed the Temporary Rental Assistance maximum because they have been displaced so long. Exception given to amount of assistance cap.
- *Lyons – all projects:* All construction projects are behind because there is a shortage of sub-contractors. Several projects waiting on environmental review. Town Board directed homeowners in Round 2 buyouts and housing assistance programs to commit by July 5<sup>th</sup> so Round 3 funds can be prioritized.
- *Louisville Raw Water Diversion Improvements Project:* Construction complete, waiting for FEMA environmental review for updated PW Version, this will be the final Version approval.

### Updates by Molly O'Donnell

Molly provided the updated infrastructure project summary spreadsheets, including the new spreadsheet showing partner project delivery and admin costs. Molly reported that upcoming 2016 expenditure projections, based on project schedules included in IGA Scopes of Work, will likely not be met. Revisions to expenditure projections will occur prior to the next standing meeting and will require coordination with Partners.

### URA Update for HMGP Buyouts – Leslie Irwin and Deb Siefert

URA will apply to Boulder County, Jamestown, and Lyons HMGP buyout programs and will require scope changes to add URA costs. FEMA approved including URA costs in HMGP grants, next steps for Partners is to process scope changes to reflect this.

### Admin Charges Update - Kyndra Daniels

Kyndra presented the updated spreadsheet showing admin and project delivery charges through April 2016. Admin costs are 51% expended. Key tasks from January 2015 to April 2016 covered by admin include: Salesforce development, Action Plan preparation, and Kathy, Kyndra, and Deb's time.

Kyndra is working on a chart to show how project delivery is charged versus admin. Charging to project delivery when appropriate will be the priority, since a lot of DR funding is provided via project delivery versus admin. A new process will be put in place to request Hagerty assistance and Partners have the opportunity to provide feedback: Hagerty will provide an estimate of the cost to complete the task. If at a certain point it becomes clear the task requires more resources, Hagerty will notify the Partner and provide a cost estimate. The Partner can then decide to proceed or not. Kyndra and Hagerty are also putting together a Frequently Asked Questions document on Salesforce to refer to first in an attempt to reduce Hagerty charges if need be. Salesforce task requests will also be revised to be able to request assistance and enter a cost estimate.

### Added Item: DUNS/SAMs Requirements – Kyndra Daniels and Deb Siefert

Issues are arising with the interpretation of the requirements for when a contractor needs to register in SAM and if not, then how to otherwise do a debarment check. Leslie Irwin and Victoria Simonsen echoed the concern due to the shortage of contractors; the process needs to be as simple as possible to keep them bidding on DR projects. Kyndra and Deb are working with the State to create a memo with guidance that is based on the Collaborative's and the State's common understanding of the requirements.

### **"Advocacy and Agitation" – Kathy Fedler**

#### FEMA reimbursement/version approval taking so long:

Sandi Seader reported back on a meeting Longmont held with FEMA leadership. Issues brought to FEMA's attention include the conflicting regulations across federal agencies, including DR time limits, and changing procurement rules for every disaster. Sandi's takeaway is that FEMA's charge is to get projects completed; but OIG's charge is to ensure money is spent appropriately, so pulling it back is part of accomplishing their role. Therefore, keeping OIG in mind for all reporting, compliance, and funding decisions is critical.

Victoria Simonsen reported that a major risk for the Town of Lyons is that they need a written approval from FEMA of the public works building site by June 15<sup>th</sup>, or else the property owner may sell to a willing buyer, and insurance extensions run out in September 2016. Lyons only has a verbal approval from FEMA at this point, and if they do not deliver on time, Lyons will be starting from scratch.

The group reported on staff changes occurring at DHSEM. Jo Barrios is moving up and a new hire will take her place. She committed to meet with Longmont and her replacement to discuss the Request for Reimbursement (RFR) process. Jo also proposed to City of Boulder to send a letter to FEMA supporting additional staff capacity since FEMA only has one person in the regional office processing RFRs. ***The group agreed to be party to a letter to FEMA to support additional staff resources at the Regional Office. City of Boulder is taking the lead on the letter.***

#### Other concerns/issues?

- Kathy Fedler asked Dave Bowman to check in with Tim Katers and the Planning Division on the process for submitting reimbursements. Issues are arising with the level of detail of review on invoices submitted for reimbursement. Entire reimbursement requests are being held up when portions of the request that do not have issues pending could be paid out, while portions with issues undergo review. ***Kathy to email Dave a list of issues to discuss with Tim.***

#### **Tourism Grants**

Dave Bowman reported that OEDIT's monthly report stated that the 2<sup>nd</sup> round of tourism grant funds is open for applications. Kathy Fedler stated that the website does not provide information about the grant application period being open. ***Dave Bowman to check with Jeff Kraft to update the Collaborative on Tourism Grant status.***

Victoria Simonsen inquired to Dave Bowman on the impact of DOLA's recent oil and gas lawsuit on grant funding availability. Dave responded that no existing grants will be affected, but some future grant funds are suspended. DR grant funds will not be directly impacted, however DR staffing grants may become all the more important to cover the gap in capacity.

**3:45pm - Meeting adjourned. Toured Wonderland Creek project – looks great!**

**Next Meeting:** Friday, July 8, 2016

2:30 – 4:30 pm

Conference Call ONLY – Dial (303) 441-1641, then 2324#