



Boulder County CDBG-DR Collaborative Standing Meeting Minutes – September 9, 2016

Facilitator: Kathy Fedler, City of Longmont

BCC Partners: Leslie Irwin, Boulder County
Andy Glascodine, City of Boulder
Sandi Seader, City of Longmont
Heather Balsler, City of Louisville
Tony Cavalier, Town of Lyons

Consultants: Deborah Siefert, Hagerty Consulting; Elle Rich, Hagerty Consulting

Others Attending: Dave Bowman, DOLA; Kristyn Unrein, Boulder County; Garry Sanfacon, Boulder County; John Reid, Boulder County; Kristin Hyser, City of Boulder; Kyndra Daniels, City of Longmont; Molly O’Donnell, City of Longmont

Location: Conference Call

Agenda and Discussion Items:

- Changes to or Approve Minutes from August Meeting
- BoCo Strong Report Out
- Unmet Needs Assessment
- Updates
 - General Round 2 Infrastructure Project Update
 - Community Project Report Out
 - Cost and Price Analysis
 - Report on progress in meeting obligation and expenditure deadlines for Rounds 2 and 3
 - URA – Updates/Changes
 - Elevation Program – Updates/Changes
- Advocacy and Agitation about:
 - Request to FEMA for more staffing letter – update
 - Requests to move forward with DR reimbursement in advance of FEMA reimbursements
 - Other concerns/issues?

Handouts:

- Updated BCC Suballocation Distribution for Infrastructure Projects
- BCC Dashboard
- Q&A for Procurement & Contracting Modules in Salesforce and Cost & Price Analysis

2:30pm – Introductions

August 12, 2016 Standing Meeting Minutes Review

No comments, discussion, or requests to make revisions to the Minutes for the August 12, 2016 Standing Meeting occurred. Approved by Consensus.

BoCo Strong Report Out – Garry Sanfacon

2nd Annual Resilience Summit and Awards Ceremony is scheduled for September 22nd, 2016 at Planet Bluegrass in Lyons. Approximately 20-25 award nominations were received in six categories. Thank you to Collaborative Partners that submitted nominations.

Unmet Needs Assessment – Elle Rich

The first draft of the Unmet Needs Assessment is targeted for completion by September 12th and Collaborative Partners are invited to provide comments on the draft once released. Information needed from Boulder County Housing Assistance Program includes: updated number of mobile homes repaired/replaced and future staffing needs. **Leslie Irwin will provide this information to Elle.**

Updates

General Round 2 Infrastructure Project Update – Molly O’Donnell:

- Molly provided an update on recent revisions, including updates to Boulder County’s and Jamestown’s project budgets, and draws in City of Boulder’s infrastructure project and Longmont’s Housing Assistance Program. The BCC Dashboard was presented, including graphs showing actual expenditures compared to target milestones.
- Kyndra Daniels provided an update on Admin and Hagerty Consulting expenditures to date.
- 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. Kathy Fedler expressed concern regarding ensuring enough Low-Moderate Income projects are planned to meet targets for the program. Leslie Irwin suggested the Collaborative look into obtaining a waiver from HUD for LMI for the buyout programs. Deb Siefert reported that it is a difficult process to obtain, but that is possible.

Community Project Report Out:

- *Boulder County:*
 - *Buyouts:* HMGP Buyouts are top priority. Working through small issues with FEMA. Once HMGP properties close, CDBG-DR properties are next to be processed.
 - *Housing Assistance:* File review in process. Waiting for Unmet Needs Assessment to plan future program scale. HUD monitoring letter finally received: no findings, no concerns.
 - Kristyn Unrein requested an update on SAM/DUNS. Kyndra Daniels reported that the Collaborative’s guidance document was submitted to Katy Burke at HUD for review and a response is pending, anticipated by November. However, Katy reported on the old guidance at a training session, so the direction HUD will go is up in the air.
- *Louisville Raw Water Diversion Improvements Project:* Still waiting on FEMA for version approval but since environmental review is complete, it is in the end stages of review. Grand opening for CDBG-DR Round 1 bridge project is October 15th, Collaborative Partners encouraged to attend.
- *Lyons – all projects:* Meadow Park grand opening on September 9th. CDBG-DR buyouts are in duplication of benefits review. McConnell Bridge is in a Q&A session with FEMA prior to version approval. The wastewater treatment plant project will go to DOLA for eligibility approval related to floodway issues and indirect impacts. Debris removal is preparing for reimbursement, and is dependent on Boulder County submitting procurement documentation. **Kristyn Unrein will submit documents to Lyons week of September 12th.**
- *City of Boulder Wonderland Creek Greenways Improvement Project:* Downstream reach construction almost complete, railroad bridge closure will occur September 19th for reconstruction.
- *Jamestown – all projects:* HMGP Buyouts program is complete, preparing for reimbursement. Elevations engineering moving forward while working through DHSEM guidance issues. Lower

Main St. Bridge design is underway. CR-94 team is working on a way forward in light of eligibility issues related to HUD funding non-functionally dependent uses in the floodway.

- *Nederland Roadway and Drainage Project*: Preparing for first CDBG-DR reimbursement, working with City of Longmont on FEMA scope change request.
- *Longmont Resilient St. Vrain*: Construction for Reaches 1 & 2 to begin Fall 2016. Estimating Fall 2016-Spring 2017 for design of the DR reach.

Cost and Price Analysis – Molly O'Donnell

The Q&A on Procurement, Contracting, and Cost Reasonableness has been updated to reflect the revised language contained in the December 2015 Uniform Administrative Requirements (UAR) 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, however similar confirmation has not yet been received from DHSEM. DHSEM confirmation will be obtained when a project has need for it. In addition, if a project procurement is under the threshold, and adequate competition does not exist, cost analysis is not required by the new regulations. However, it may be a best practice to analyze these procurements in a way similar to cost analysis, but that will be up to the community and confirmation from the State on the approach may be needed. Kristyn Unrein responded that some projects will still be subject to the old regulations if they were obligated prior to the UAR effective date.

Uniform Relocation Act (URA) Updates/Changes

FEMA issued a Request for Information in response to Boulder County and Jamestown's scope change request to include URA costs in HMGP buyout project budgets. Deb Siefert is reviewing and will provide a draft response letter to FEMA with concerns.

Elevation Program – Updates/Changes

The new revised DHSEM Elevations Program Guidance contains long-term monitoring requirements that neither FEMA, HUD, or DOLA want to enforce. Three Collaborative Partners have major concerns related to the need, enforceability, and legality (related to the potential for DHSEM to impose the monitoring requirements on a property after construction, when the property owners would have been told by DHSEM this would not be required prior to signing on for the program). Tara Schoedinger is preparing a write-up with the Collaborative's concerns for Iain to take to Marilyn Gally at DHSEM.

Advocacy and Agitation about:

Request to FEMA for more staffing letter - update

Kathy Fedler reported that the letter to FEMA is scheduled to be sent out the week of September 12th.

Requests to move forward with DR reimbursement in advance of FEMA

Molly O'Donnell discussed issues arising related to FEMA PA and HMGP version review and reimbursement delays and associated cash flow effects for communities, especially the small towns. Advancing CDBG-DR match for these projects could be an option for helping ease the burden. However, before a process can be put in place, factors such as risk, long-term monitoring needs, local financial audit effects, project close out effects, and timeframe restrictions need to be assessed. The Collaborative is looping DOLA in to see about the State's process for this, if any, and guidance. Dave Bowman stated that DHSEM will need to be looped in as well due to the potential effect to their

accounting systems, however it would go a long way to helping communities in this situation. ***Dave agreed to work with DHSEM to set a meeting to discuss how this could work.***

Other concerns/issues?

Dave Bowman reported that due to the federal fiscal year close, DOLA will not be processing any Requests for Reimbursement during the last two weeks of September.

3:40 pm - Meeting adjourned.

Next Meeting – in Longmont:

Friday, October 14th, 2016

2:30 – 4:30 pm

Longmont Civic Center

350 Kimbark St.

Council Study Session Meeting Room (lower level)