



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Greg Veliz, City Manager  
Patti McLaughlin, Assistant City Manager

**CC:** John Paul Castro, Utilities Director  
Mark Finigan, Chief Financial Officer

**FROM:** Carolyn Sheldon, Senior Grants Administrator

**DATE:** October 21, 2020

**RE:** **Approving the attached “Federally-Funded Subaward and Grant Agreement” for FEMA Phase I Hazard Mitigation Grant Program (HMGP) funds for Project Number 4337-501-R / Agreement Number H0559 Force Main Relocation Project in the amount of \$540,843.62 Federal / \$613,156.38 City Match (FAIN: FEMA-DR-4337-FL). Authorizing the City Manager to approve and execute the subaward and grant agreement and related documents; Authorizing the City Manager to approve and execute subsequent amendments to this grant agreement which may adjust to increase grant funding allocations to the City or modify the project scope; and authorizing necessary budget amendments and transfers to accept the funding.**

#### **ACTION STATEMENT:**

This resolution will approve the attached “Federally-Funded Subaward and Grant Agreement” for FEMA Phase I Hazard Mitigation Grant Program (HMGP) funds in the amount of \$540,843.62 Federal / \$613,156.38 City Match, Total Project Cost of \$1,154,000.00 for Project Number 4337-501-R / Agreement Number H0559 Force Main Relocation Project (FAIN: FEMA-DR-4337-FL) pass-through administered by the State of Florida Division of Emergency Management (FDEM). The City Manager will be authorized to approve and execute the subaward and grant agreement and related documents; approve and execute subsequent amendments to this grant agreement which may adjust to increase grant funding allocations to the City or modify the project scope; and authorize necessary budget amendments and transfers to accept the funding.

#### **BACKGROUND:**

Hurricane Irma made landfall in Key West and Monroe County, Florida on September 10, 2017. By February 2, 2018, FDEM announced the availability of HMGP funds as a result of the Presidential Disaster Declaration for Hurricane Irma (FEMA 4337-DR-FL). At that time, the amount available to Monroe County was estimated to be \$89 million. Applications for this funding were due August 6, 2018. Through a coordinated effort led by Monroe County to meet this deadline, the City (along with

*Key to the Caribbean – Average yearly temperature 77° F.*

other local government agencies, public entities and nonprofits in the County) had the opportunity to submit projects to be included in Monroe County's Local Mitigation Strategy (LMS) and to be ranked by the LMS team to determine priority projects for the funding. Resolution 18-205 approved by the City Commission on July 3, 2018 authorized the City Manager to apply for FEMA HMGP funding and included a list of 13 projects identified by the City and their LMS priority ranking, with the Force Main Relocation project ranked at Number 10.

**PURPOSE AND JUSTIFICATION:**

By August 28, 2020 the Force Main project was approved for FEMA HMGP funding and an agreement delivered to the City on October 20, 2020 for execution. The agreement for funding is for Phase I only which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved.

**FINANCIAL IMPACT:**

With the approval of the Project No. 4337-501-R / Agreement No. H0559, the City will receive up to a maximum reimbursement amount of \$540,843.62 for Phase I work on the Force Main Relocation Project budgeted in Revenue Account 4010000 3313602 (Sewer Fund / Revenue / FEMA Grant). Grant eligible construction costs are budgeted in Expense Account 4013503 5356500 / SE35031802 (Sewer Fund / Renewal and Replacement / Construction in Progress).

Matching funds of \$613,156.38 are required at a cost share of 46.8669% Federal / 53.1331% City Match.

**RECOMMENDATION:**

Staff recommends that the City Commission approve the attached "Federally-Funded Subaward and Grant Agreement" for Phase I FEMA Hazard Mitigation Grant Program (HMGP) funds for the Force Main Relocation Project.