



CITY OF BAY CITY
1901 FIFTH STREET
BAY CITY, TEXAS 77414
(979) 245-2137
FAX: (979) 323-1626

AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council must be included on this form and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

Requestor Name: Lopez, Gabriel **Date Submitted:** 9/5/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 9/10/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Technician
For City Staff Only

Agenda Location: Discussion Item
(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)

Agenda Content:

Discuss, consider, and/or approve the award of a contract for a disaster recovery management service provider to complete application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA) and Hazard Mitigation Assistance (HMA) programs administered by the Texas Division of Emergency Management and/or Texas Water Development Board.

Executive Summary of Item:

BACKGROUND: The City recently issued a Request for Proposals (RFP) seeking a disaster recovery management service provider to assist with both the FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA) programs. These services are needed for managing the City's recovery efforts related to Hurricane Beryl and future hazard mitigation projects.

The Public Assistance (PA) Program, activated after a Presidential Disaster Declaration, provides essential support for recovery, including repairing and replacing damaged public infrastructure. The Hazard Mitigation Assistance (HMA) Programs, which include the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructure and Communities (BRIC), offer funding for activities such as infrastructure retrofitting, utility protection, and flood risk reduction.

Following the RFP process, the City received a single proposal, which is now being brought forward for Council's consideration.

FINANCIAL IMPLICATIONS: Pre-award costs, including grant writing and EHP reviews, will be billed upon grant submission and may be reimbursed if the project is funded.

Post-award services, billed at 5% of the total grant and match amounts, only apply if the grant is awarded. FEMA PA, and HMA programs allow reimbursement of management costs up to 5%, with any excess being non-reimbursable unless approved as part of the non-federal match.

Additional services beyond the standard scope will be billed separately with City approval.

IMPACT ON COMMUNITY SUSTAINABILITY: Engaging a qualified grant administrator ensures that the City can effectively manage disaster recovery and mitigation efforts, enhancing the City's capacity to address both current and future disaster-related needs and promote community resilience.

RECOMMENDATION: Staff recommends City Council approve the award of the disaster recovery management contract to GrantWorks Inc. for FEMA's Public Assistance (PA) and Hazard Mitigation Assistance (HMA) Programs. This approval will allow the City to engage the necessary services to manage recovery and mitigation grant projects effectively.