



TOWN OF EAGAR

REGULAR MEETING

MARCH 05, 2024 at 6:00 PM

COUNCIL CHAMBER, 22 WEST 2ND STREET

STAFF COMMUNICATION

DEPARTMENT: Community Development Department

PRESENTATION: Resolution 2024-07 Designation of applicants as Authorized Representative and Alternate Authorized Representative for submissions to the Department of Emergency and Military Affairs (DEMA)

AGENDA ITEM: J

BUDGET IMPACT: None

HISTORY: DEMA requires an authorized representative be named for potential submissions. DEMA has updated their procedures and policies to now allow an alternate to be named to sign on submissions. Housekeeping item.

ATTACHMENTS: Resolution, email describing process

STAFF RECOMMENDATION: Staff would ask council to Approve Brannon Eagar, Town Manager, as the applicants authorized representative for Department of Emergency and Military Affairs and Britney Reynolds as the alternate authorized representative.

Authorized Representative Update for Town of Eager

Infrastructure@azdema.gov <Infrastructure@azdema.gov>

Thu 2/1/2024 9:55 AM

To:Britney Reynolds <b.reynolds@eagaraz.gov>

Cc:Scott Kozakiewicz <scott.kozakiewicz@azdema.gov>

 4 attachments (1 MB)

Applicant's Authorized Representative's CHECKLIST v.02-02-23.pdf; SAMPLE AAR & ALT AAR Packet.pdf; Designate AAR with HMA v Nov2023.pdf; Designate ALT AAR with HMA v Nov2023.pdf;

Good Morning Brittany,

Scott Kozakiewicz reached out to me and advised that your organization needs to establish an Authorized Representative (formerly known as Applicant's Agent) with the Department of Emergency & Military Affairs. The previous Authorized representative I have listed is Matt Mears assigned on October 6th 2020. Along with the form attached, a Board Resolution is also required that designates this individual as the Authorized Representative.

There is now the possibility of designating an **Alternate** Authorized Representative so that there are two individuals who are able to perform the duties of the Authorized Representative for your organization. This change was made to facilitate the flow of work for all parties involved so that there are no obstacles due to strictly paperwork compliance issues

However, the Alternate will also need to be on a Board Resolution designating the same. Ideally, both can be installed at the same Board Meeting, as the example below illustrates. **It is not required to designate an Alternate Authorized Representative**, it is a choice you can make for your organization if you feel it would be advantageous.

Attached you will find the

- checklist of duties of the Authorized Representative (including the Alternate Authorized Representative)
- Designate the Authorized Representative form
- Designate the Alternative Authorized Representative form
- EXAMPLE of completed paperwork including the required verbiage for the required Board Resolution to accompany your form(s).

It Is also *highly recommended and suggested* that you also consider checking not only the Public Assistance Program box, but also the HMA Mitigation Program box so that you may take advantage of all resources potentially available to your organization without repeating the same process to be added later.

If you have any questions please reach out to us at 602-464-6499 or at infrastructure@azdema.gov

APPLICANT'S AUTHORIZED REPRESENTATIVE CHECKLIST

This checklist was prepared to make the process of applying for and receiving disaster relief under the Public Assistance program as easy as possible. If you have any questions, please contact the DEMA-EM Recovery Section.

ADMINISTRATION

- Attend the Applicant Briefing.
- Contact other potential Applicants within your county/city who sustained disaster related damages and have them contact DEMA-EM as soon as possible (within 30 days from the date the county was declared).
- Ensure that an Applicant's Authorized Representative is designated, and information is current. You may also designate an Alternate Authorized Representative.
- Submit appeals in a timely manner.
- Check on insurance coverage and determine the settlement amount, if any. Submit a proof of loss statement and copies of all insurance checks to DEMA-EM.
- Check that your agency's procurement policies are in compliance with 2 CFR.
- Check that your agency is enrolled in Grants Portal and the information is current.
- Check that your agency has submitted the Request for Public Assistance (RPA).

WORK MONITORING

- Review each Project to become familiar with approved scope of work.
- Give appropriate supervisors a copy of each Project.
- Make approved repairs only or obtain DEMA-EM/FEMA approval before changing/altering the approved scope of work.
- Notify State PDMG of significant cost overruns (10+% increase over the original estimate).
- Follow proper bid and contract procedures. Ensure the contractor is not on the most current "List of Parties Excluded from current Federal Procurement or Non-Procurement Programs" published by the U.S. general Services Administration.
- Complete work within allowable time periods.
- Request a time extension by Project if needed.
- Submit a Project cost summary for each large project Project that is completed.
- Complete the Project Completion Report (P.4) once all approved work has been completed.

DOCUMENTATION

- Maintain a separate folder for each Project.
- Document repair costs at each work site as they occur.
- Prepare Daily Activity Report from supervisor's daily logs.
- Keep these documents for each work site as they occur:
 - Daily Activity Report for Labor, Equipment and Materials
 - Delivery Tickets
 - Invoices
 - Payroll Journals
 - Cancelled Checks
 - Daily Logs from Supervisors
- Keep these documents for each Project done by contract:
 - Bid specifications
 - Bid advertisement
 - Bid summary sheet
 - Contract award documents
 - Invoices
 - Canceled Checks
 - Record of work inspection