

CITY OF STEVENSON, WASHINGTON

RESOLUTION NO. 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, AUTHORIZING ACCEPTANCE AND EXECUTION OF WASHINGTON STATE MILITARY DEPARTMENT PUBLIC ASSISTANCE GRANT AGREEMENT NO. D26-124 FOR FEMA-4906-DR-WA; DESIGNATING THE CITY'S APPLICANT AGENT AND ALTERNATE APPLICANT AGENT; AUTHORIZING EXECUTION OF GRANT ADMINISTRATION DOCUMENTS; ACCEPTING THE CITY'S LOCAL MATCH OBLIGATION FOR ELIGIBLE PROJECT WORKSHEET COSTS; AND PRESERVING CITY COUNCIL APPROVAL REQUIREMENTS FOR CONTRACTS, EXPENDITURES, CHANGE ORDERS, BUDGET AMENDMENTS, AND OTHER CITY OBLIGATIONS.

WHEREAS, the City of Stevenson is a Washington code city organized under the mayor-council form of government; and

WHEREAS, the City sustained or may have sustained costs and damages associated with the disaster event designated as FEMA-4906-DR-WA, Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, and Mudslides; and

WHEREAS, the President issued Major Disaster Declaration FEMA-4906-DR-WA, and the Washington State Military Department, Emergency Management Division, is administering the Public Assistance Program as the recipient and pass-through entity for federal and state disaster assistance funds; and

WHEREAS, the Washington State Military Department has provided Public Assistance Grant Agreement No. D26-124 and related supplemental contract documents for the City's participation as a subrecipient in the Public Assistance Program; and

WHEREAS, the Grant Agreement provides that eligible costs and activities will be identified in FEMA-approved Project Worksheets and that no final grant dollar amount is committed at the time of execution; and

WHEREAS, for local jurisdictions, the current funding structure for eligible Project Worksheet costs under FEMA-4906-DR-WA is expected to be 75 percent federal funds, 12.5 percent state funds, and 12.5 percent local funds, subject to applicable federal and state requirements and approved Project Worksheets; and

WHEREAS, the City Council desires to authorize acceptance and execution of the Grant Agreement and related documents so the City may seek reimbursement for eligible disaster-related costs; and

WHEREAS, the City Council also desires to preserve City procurement, contracting, budget, and expenditure controls so that grant administration authority does not independently authorize construction contracts, professional services contracts, change orders, budget amendments, improved projects, alternate projects, or expenditures beyond authority otherwise granted by law, City policy, or City Council action;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, AS FOLLOWS:

Section 1. Authorization to Accept Public Assistance Grant Funds.

The City Council authorizes the City to accept federal and state Public Assistance funds available through Washington State Military Department Public Assistance Grant Agreement No. D26-124 for FEMA-4906-DR-WA, subject to the terms of the Grant Agreement, applicable federal and state requirements, approved Project Worksheets, available appropriations, and this Resolution.

Section 2. Authorization for Mayor to Execute Grant Agreement.

The Mayor is authorized to execute Public Assistance Grant Agreement No. D26-124, the Disaster Assistance Application, the Signature Authorization Form, the Debarment Certification Form, the Audit Certification and FFATA Reporting Form, Statewide Vendor Number documentation, and related supplemental documents necessary for the City's participation in the Public Assistance Program.

The Mayor's authority under this Resolution includes authority to execute non-substantive corrections, confirmations, and administrative amendments approved as to form by the City Attorney, including completion of City-identifying information such as UEI, UBI, EIN, Statewide Vendor Number, legislative district, congressional district, and contact information.

Section 3. Condition and Clarification Before Submission.

Before final submission of the executed Grant Agreement to the Washington State Military Department, City staff shall confirm, or the City Attorney shall determine based on the grant documents, that:

1. the Grant Agreement applies to the City's eligible claimed disaster-related costs under FEMA-4906-DR-WA;
2. the applicable incident period for the City's claims is correctly identified as December 5 through December 19, 2025, unless otherwise confirmed in writing by the Washington State Military Department or FEMA; and
3. the Washington State Public Assistance Applicant Manual incorporated into the Grant Agreement is the April 7, 2026 version applicable to FEMA-4906-DR-WA,

unless otherwise confirmed in writing by the Washington State Military Department.

Section 4. Designation of Applicant Agent and Alternate Applicant Agent.

For purposes of obtaining federal and/or state emergency or major disaster assistance funds under FEMA-4906-DR-WA and Public Assistance Grant Agreement No. D26-124:

Cody Rosander, Public Works Director, is designated as the City's **Applicant Agent**.

Jenny Taylor, Mayor, is designated as the City's **Alternate Applicant Agent**.

The Applicant Agent and Alternate Applicant Agent are authorized to act for and on behalf of the City for grant administration purposes, including preparing, submitting, and signing Project Worksheets, reimbursement requests, A-19 invoice vouchers, certifications of completion, time-extension requests, documentation for hidden damages, documentation for revised methods of project completion, and other administrative documents required by the Washington State Military Department, FEMA, or the Public Assistance Program.

Section 5. Authorized Financial Representative.

The City Council designates Jayne Borden, **Finance Clerk**, or such other City financial officer as may be designated in writing by the Mayor, as the City's Authorized Financial Representative for purposes of completing and signing the Audit Certification and FFATA Reporting Form, financial certifications, and related grant financial documents.

Section 6. Local Match and Financial Obligations.

The City Council acknowledges that the City is responsible for the City's required local share of eligible Project Worksheet costs, currently anticipated to be 12.5 percent of eligible costs for local jurisdictions under FEMA-4906-DR-WA, unless modified by FEMA, the State of Washington, or applicable law.

The City Council further acknowledges that the City may be responsible for costs that are determined to be ineligible, unsupported, outside the approved Project Worksheet scope, not properly procured, not properly documented, duplicative of insurance or other recoveries, incurred outside the applicable period of performance, or otherwise disallowed under federal or state requirements.

No City expenditure is authorized by this Resolution except to the extent the expenditure is included in the City's adopted budget or otherwise approved according to applicable City purchasing, contracting, and budget authority.

Section 7. Preservation of City Council Contracting and Budget Authority.

Nothing in this Resolution authorizes the Applicant Agent, Alternate Applicant Agent, Authorized Financial Representative, or any City employee to independently approve or execute:

1. construction contracts;
2. professional services contracts;
3. public works contracts;
4. change orders;
5. improved project requests;
6. alternate project requests;
7. budget amendments;
8. expenditures exceeding existing purchasing authority; or
9. work outside the approved FEMA Project Worksheet scope,

unless such action is separately authorized under applicable law, City code, City policy, adopted budget authority, or further City Council action.

Section 8. Compliance, Procurement, Documentation, and Records.

The City shall comply with applicable federal and state grant requirements, including procurement requirements, contract flow-down requirements, documentation requirements, audit requirements, insurance requirements, environmental and historic preservation requirements, and records-retention requirements.

City staff shall maintain separate project files for each Project Worksheet and shall preserve documentation supporting claimed costs, including contracts, procurement records, invoices, proof of payment, force account labor records, equipment records, materials records, photographs, permits, insurance documents, correspondence, reimbursement requests, and closeout documentation.

Section 9. No Obligation Beyond Available Funds and Approved Authority.

This Resolution does not obligate the City to perform work, incur costs, or continue any project beyond approved Project Worksheet funding, available appropriations, lawful budget authority, or separate City Council authorization where required.

Section 10. Effective Date.

This Resolution shall take effect immediately upon passage and signature as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON,
at a regular/open public meeting thereof this ____ day of _____, 2026.

CITY OF STEVENSON, WASHINGTON

By: _____

Jenny Taylor, Mayor

Acknowledged by City Clerk

By: _____

_____, **City Clerk**

APPROVED AS TO FORM:

By: _____

Robert Muth, City Attorney