



# TOWN OF FAIRFAX

## STAFF REPORT

### September 4, 2013

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager 

**SUBJECT:** Discussion/consideration of application for funding for Town Hall under FEMA's Flood Mitigation Assistance Program

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#### **RECOMMENDATION**

- 1) Appoint Council subcommittee to work with staff to develop application for Town Hall flood prevention project.
- 2) Schedule special Council meeting to consider application prior to submittal

#### **DISCUSSION**

In July, staff submitted several proposals under the Notice of Interest (NOI) issued by Cal OES (see attached NOI letter) for funding under FEMA's non-disaster Hazard Mitigation Assistance programs. In August, staff received the attached letter indicating one of our projects "Town Hall Flood Prevention" has been selected for application development. However, the application is due September 23, 2013 and, if similar to the application submitted for the Pavilion Seismic Retrofit project, will require very specific detail. Cal OES staff believes our application will be highly competitive.

Attached is a summary of the project as submitted to Cal OES. It should be noted that the NOI was only a one page application. The project as submitted proposes to raise Town Hall out of the floodplain at a cost of \$1.4 million. The possibility exists that the grant may allow Town Hall to be moved or that the project could qualify for a larger federal share, but that would be addressed during the application process.

In developing the details for the application, staff anticipates it will require Council input, especially in regards to the commitment of funding. However, due to the short turnaround period, it would not be practical for staff to report back to the Council on a regular basis regarding this project. Staff recommends that the Council appoint a subcommittee to provide staff guidance on the project and that a special Council meeting be scheduled to allow the subcommittee an opportunity to report back to the Council prior to the application deadline.

#### **FISCAL IMPACT**

Professional services will be required to develop the application. We have no estimates at this time, but will report on application and project costs to the Council at the special meeting.

#### **ATTACHMENTS**

Project Description  
Cal OES letters

### **Project Description**

The Town Hall of the Town of Fairfax contains all of the administrative offices of the Town, as well as the Police Department and the Emergency Operations Center. The building is built over a regional flood control conveyance, a principal creek for the entire Ross Valley. The building both constricts the flow during flood stages and is at risk of inundation, imperiling nearly all local government functions.

The project proposes to raise the building. This will allow unimpeded flow through the creek, and prevent flooding into Town Hall and the Town's only Police Department. In addition to flood prevention, the building may be found to warrant multi-hazard retrofitting for seismic and fire protection.

Page 8 of the LHMP Annex states that Town Hall is in the 100 Year Floodplain, and as such, is one of the identified properties in the tables on pages 6 and 8. Additionally, Page 9 identifies Town hall as being in the middle category of shaking potential, and in the wildland-urban interface threat area.

Date planned 2016

Federal share requested \$1,050,000

Local Match \$350,000

Total Cost- \$1,400,000



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

August 26, 2013

Mr. Wayne Bush  
Acting Director of Public Works  
Town of Fairfax  
27 Bridge Road  
Larkspur, California 94939

Subject: Invitation for Application Development

Dear Mr. Bush:

Congratulations! A Notice of Interest (NOI #0244) submitted by your agency has been selected for application development under the Flood Mitigation Assistance (FMA) Program, or any other funding that becomes available. This letter is a formal invitation for your agency to develop a full application for the project proposed by this NOI. Information concerning the specific NOI selected is listed below.

**Project Information:**

Project Number: PJ0244  
Applicant Name: Town of Fairfax  
Activity Title: Town Hall Flood Prevention  
Federal Share Requested: \$1,050,000  
Applicant Match: \$350,000

You will receive an email from Cal OES assigning an Emergency Services Coordinator (ESC) to assist you with the development of the application. The assigned ESC will send you forms and instructions and will be available to assist you with any questions you have on the development of the application. Please coordinate with your assigned ESC to determine if this project qualifies for a higher percentage of the federal share. The target date for the completion of the application is September 23, 2013. Please advise your assigned ESC of any problems you have in meeting that target date. We look forward to working with you on the development of this application. Should you have any question concerning this process, please feel free to contact me directly at (916) 845-8131, or via email at [Kirby.everhart@calema.ca.gov](mailto:Kirby.everhart@calema.ca.gov).

Sincerely,



KIRBY EVERHART  
State Hazard Mitigation Officer

3650 SCHRIEVER AVENUE, MATHER, CA 95655  
HAZARD MITIGATION GRANTS DIVISION  
(916) 845-8150 TELEPHONE (916) 636-3780 FAX



July 19, 2013

Subgrant Applicants  
Hazard Mitigation Assistance Programs

SUBJECT: Hazard Mitigation Assistance Programs Application Process

The California Governor's Office of Emergency Services (Cal OES, formerly Cal EMA) has received an announcement concerning the availability of new funding for non-disaster Hazard Mitigation Assistance (HMA) Programs. This includes the Pre-Disaster Mitigation (PDM) Program and the Flood Mitigation Assistance (FMA) Program. All eligible Notices of Interest (NOIs) received between October 7, 2011 and midnight on July 29, 2013 will be considered for this upcoming funding opportunity. Any NOIs received after midnight on Monday, July 29, 2013, will still be accepted, and will be subsequently rated and ranked, but will not be considered for this funding opportunity. Eligible applicants include State agencies and local governments, special districts, public colleges and universities, and private non-profit organizations designated in the Code of Federal Regulations (CFR) 44 Section 206.434(a) in all jurisdictions in California.

All HMA Programs are administered using funds granted by the Federal Emergency Management Agency (FEMA). These programs provide funding for the development of local hazard mitigation plans (LHMPs) as well as for the implementation of hazard mitigation projects. Detailed information concerning these funding opportunities and the application process, including the new FEMA 2013 HMA Unified Guidance released July 12, 2013, may be accessed on the Cal OES website at <http://www.caloes.ca.gov/HazardMitigation/Pages/Grants.aspx>.

**Overview of the Application Process:**

The application process always starts with the submission of a Notice of Interest (NOI). NOIs may be submitted electronically on the website linked above. The current purpose of the NOI is to propose the concept of a hazard mitigation plan or project (hereafter referred to as activities) for Cal OES consideration prior to the applicant incurring the effort and expense related to the development of a complete application. The NOI can be submitted online using a web-based form and instructions at the website listed above. Once submitted, the NOI will be considered for all available funding and any funding that subsequently becomes available. It is not necessary to identify a specific HMA Program in the NOI.

All eligible NOI's will be rated competitively by a team of three raters with expertise in hazard mitigation. The rating process is designed to assess the fundamental nature of the proposed hazard mitigation activity. The criteria used to rate the NOI can be viewed on the Cal OES website at the address listed above. The individual scores of the three raters will be averaged to obtain a single averaged score. Subsequent to the rating process, bonus points will be awarded to those flood mitigation projects or planning activities addressing an area containing Severe Repetitive Loss (SRL) properties. One bonus point will be awarded, up to a maximum of 5 points, for each property listed on the FEMA list of SRL properties. The final score will be ranked on statewide lists of rated activities. The ranked scores of proposed mitigation activities will be considered along with other strategic criteria (e.g. geographical location and program priorities) to select activities for application development. This process will be used to select activities for application development for all funding that becomes available through the HMA Programs. Potential applicants with mitigation activities selected for application development will be notified by letter and invited to develop an application non-competitively. Cal OES staff will be assigned to assist in the development of the application to the extent feasible. There is no need for your agency to incur the effort or expense of developing a full hazard mitigation application until invited to do so. Cal OES will only accept applications for mitigation activities selected through this process. A public announcement of the selected activities will be posted on the Cal OES website along with appeal guidelines for those not selected. Those NOIs not selected for application development will remain on the state lists for later consideration under other funding sources. Applicants may submit several NOIs for different activities, but may only submit one NOI for each activity. Those NOIs which have already been rated and ranked do not need to be resubmitted and will not be accepted again. If the status of the Local Hazard Mitigation Plan has significantly changed since the submission of the NOI, the applicant may submit updated information via email to [Kirby.Everhart@calema.ca.gov](mailto:Kirby.Everhart@calema.ca.gov).

**Due Date:**

The due date for the submission of NOIs for consideration of these funding opportunities is midnight Monday, July 29, 2013. Any NOIs received after that time will still be accepted, and will be subsequently rated and ranked, but will not be considered for these funding opportunities.

**Funding Caps:**

The proposed federal share may not exceed 75 percent of the total activity cost. The federal share for HMA Project NOIs may not exceed \$3,000,000. The federal share for HMA Planning NOIs may not exceed \$150,000 for multi-jurisdiction plans and updates or \$75,000 for single jurisdiction plans and updates

**Planning Requirement:**

Project NOIs must demonstrate that a Local Hazard Mitigation Plan (LHMP) is currently in place, or is in process, and that the proposed project is consistent with that LHMP. Applicants that do not meet this criterion are encouraged to submit an NOI proposing the development of an LHMP.

If you have any questions, please feel free to contact me at the contact information listed below.

Sincerely,

*ORIGINAL SIGNED BY*

**KIRBY EVERHART, Chief**  
Hazard Mitigation Grants Division  
California Governor's Office of Emergency Services  
(916) 845-8131  
[Kirby.Everhart@calema.ca.gov](mailto:Kirby.Everhart@calema.ca.gov)