

## M E M O R A N D U M

**TO:** Tom Harmer, Town Manager  
**FROM:** Sue Smith, Finance Director  
**REPORT DATE:** February 14, 2020  
**MEETING DATE:** March 2, 2020  
**SUBJECT:** Request for Authorization to Execute Grant Agreement for the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program.

### **Recommended Action**

Authorize the Town Manager to execute the Grant Agreement and any future amendments to implement the Grant between the Town of Longboat Key and the Florida Division of Emergency Management (FDEM).

### **Background**

Town staff applied for and was awarded a grant for \$697,980 from FEMA. FEMA is the grant funding source, with FDEM serving as the pass-through entity and Grant Manager. The grant is accompanied by a Grant Agreement between the Town of Longboat Key and FDEM. Below is a summary of the project.

Wind Retrofit and Generator Project and Description:

1. The current Scope of the Project (Project No: 4337-346-R) is to design and install a new roof and storm shuttering system that is easily deployed in advance of a threatening event, and structural, electrical and renovation design to install a 200kw backup generator and fuel tank to provide 100% backup capacity for the entire Town Hall facility including the Planning, Zoning and Building departments.
2. This project, inclusive of additional generator back up power, will provide a more resilient and mitigated facility to accommodate the needs of the citizens during post disaster recovery.
3. Total project cost is \$930,640 with the Federal share of 75% or \$697,980, and the Non-Federal (Town) share of 25% or \$232,660.

The Federal share of 75% is a maximum amount of grant funding. The total project cost is based on current estimates so our final contribution will be based on bidding the planned improvements and the actual costs and may exceed the 25% minimum required match. It is anticipated that the project would be completed over the next two fiscal years. We have identified existing funds in the current year budget that we believe would support the Town's anticipated match requirement. We will be working with the granting agency on the final scope and will be addressing the funding as part of the FY21 budget process.

**Staff Recommendation**

Authorize the Town Manager to execute the Grant Agreement and any future amendments required to implement the Grant between the Town of Longboat Key and the FDEM.

**Attachments**

- A. 4337-346-R, Contract (Available in Town Clerk's Office)

**End of Agenda Item**