


MATANUSKA-SUSITNA BOROUGH INFORMATION MEMORANDUM IM No. 21-164
SUBJECT: AN ORDINANCE AND RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH TO ACCEPT, APPROPRIATE, AND AMEND THE BUDGET FOR ADDITIONAL DISASTER RELIEF FUNDS FOR HOUSTON MIDDLE SCHOOL TEMPORARY RELOCATION FROM DAMAGES SUSTAINED DURING THE 2018 COOK INLET EARTHQUAKE.

AGENDA OF: August 3, 2021

ASSEMBLY ACTION:

Adopted without objection
8-17-21 

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
	Originator	EP-FIN	
	Finance Director	<i>hw</i>	<i>For CM</i>
	Borough Attorney	<i>JS</i>	
	Borough Clerk	<i>mm 7/27/21</i>	<i>KBS</i>

ATTACHMENT(S): Fiscal Note: YES X NO _____
Ordinance Serial No. 21-084 (2 pp)
Resolution Serial No. 21-084 (2 pp)
PW153(1) Amendment No. 2 Houston Middle School
Temporary Relocation (6 pp)

SUMMARY STATEMENT: On November 30, 2018 the Matanuska-Susitna Borough sustained damage to infrastructure due to a magnitude 7.0 earthquake. A borough, state and federal disaster declaration was issued for November 30, 2018. Allowed costs are eligible for 75% federal (Federal Emergency Management Agency (FEMA) and 25% state funding assistance (Division of Homeland Security and Emergency Management (DHS&EM)).

In March, 2021 an award was issued for the Houston Middle School Temporary Relocation, project no. 55026. These funds were issued to provide a safe and secure environment by temporarily relocating the Houston Middle School, educational equipment, instructional materials, and student activities to portable classrooms and alternate sites. Total costs incurred as of November 12, 2019

totalled \$1,062,152.03. However, a reduction of \$962,152.03 was made for anticipated insurance coverage, which reduced the award to \$100,000 (the amount of the insurance deductible), as being eligible for reimbursement.

Since that time additional costs (through December 31, 2019) have been identified and approved by the grant agencies. Based on the finalized insurance settlement, the insurance deduction was removed and Version 1 was issued for a total award amount of \$1,335,753.84 (an increase of \$1,235,753.84). This legislation, if approved, will accept and appropriate the additional funds, and amend the budget.

Currently, twenty six projects totaling \$6,050,557.68 have been awarded to the borough from the earthquake disaster. Upon approval of this legislation, the total will be \$7,286,311.52.

The grant award for the Houston Middle School Project is still pending and, therefore, not included in the figures above.

RECOMMENDATION OF ADMINISTRATION: Approve the legislation for additional disaster relief funds from the 2018 earthquake.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: August 3, 2021

SUBJECT: Accept, appropriate, and approve the amended budget for additional disaster relief funds of \$1,235,753.84 for Houston Middle School Temporary Relocation. Project 55026, Fund 445.

ORIGINATOR: Finance

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <u>\$1,235,753.84</u>	FUNDING SOURCE <u>FEMA / DHSJEM</u>
FROM ACCOUNT #	PROJECT
TO ACCOUNT: <u>445.000.000 3xx.xxx</u>	PROJECT # <u>55026</u>
VERIFIED BY: <u>Kim Weland</u>	CERTIFIED BY:
DATE: <u>7/20/2021</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL			<u>1,235.8</u>			
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds			<u>1,235.8</u>			
Other						
TOTAL			<u>1,235.8</u>			

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

APPROVED BY: Cheryl Skindell DATE: 7.21.21



**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**
Obligating Award Document for
Disaster - Public Assistance Presidentially Declared

FAIN: (Disaster Number) DR-4413-AK

CFDA No. 97.036 Date of Disaster Declaration 01/31/2019

1. Project Worksheet # 0153(1)	2. Category B	3. DUNS # 081482960	4. Award <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Amendment Number 2	5. Employer Tax ID # 92-0030816										
6. Subrecipient Name and Address Matanuska Susitna Borough 350 E Dahlia Avenue Palmer, AK 99645			7. Issuing Office and Address Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750 http://www.ready.alaska.gov											
8. PW Obligation Date 1/5/2021			Agency: Federal Emergency Management Agency (FEMA)											
9. Purpose of Award/Amendment: Scope of Work Change / Cost Increase (+ \$1,235,753.84)														
10. Grant Award and Terms and Conditions: (see attached Grant Terms and Conditions) <table> <tr> <td>Total Approved Amount:</td> <td>\$ 1,335,753.84</td> </tr> <tr> <td>Total Awarded Amount:</td> <td>\$ 1,335,753.84</td> </tr> <tr> <td>Federal Share:</td> <td>\$ 1,001,815.38</td> </tr> <tr> <td>State Share:</td> <td>\$ 333,938.46</td> </tr> <tr> <td>Subrecipient Share:</td> <td>\$ 0.00</td> </tr> </table> <p>See attached: Approved PAGP Project Worksheet Grant Performance Period: 01/31/2019 through 01/31/2021</p>					Total Approved Amount:	\$ 1,335,753.84	Total Awarded Amount:	\$ 1,335,753.84	Federal Share:	\$ 1,001,815.38	State Share:	\$ 333,938.46	Subrecipient Share:	\$ 0.00
Total Approved Amount:	\$ 1,335,753.84													
Total Awarded Amount:	\$ 1,335,753.84													
Federal Share:	\$ 1,001,815.38													
State Share:	\$ 333,938.46													
Subrecipient Share:	\$ 0.00													
11. Grant Requirements, Assurances and Agreements: (see attached Grant Requirements, Assurances and Agreements) The acceptance of a grant from the United States creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. (GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)). Federal awarding agency is the Federal Emergency Management Agency (FEMA).														
12. Project Award Title: Houston Middle School Temporary Relocation														
13. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days from the date in Block 17.														
14. DHS&EM Project Manager Printed Name of SPAO: Jenny Belanger			Phone: (907) 428-7036 Fax: (907) 428-7009 Email: jenny.belanger@alaska.gov											
15. Signature of Jurisdiction Project Manager Printed Name: Casey Cook			Phone: (907) 861-8004 Fax: (907) 861-8014 Email: casey.cook@matsugov.us											
16. Signature of Jurisdiction Chief Financial Officer Printed Name: Cheyenne Heindel			Phone: (907) 861-8630 Fax: (907) 861-8592 Email: cheyenne.heindel@matsugov.us											
17. Signature of Jurisdiction Signatory Official Printed Name and Title: Michael Brown, Borough Manager			Date: Phone: (907) 861-8689 Fax: (907) 861-8669 Email: mike.brown@matsugov.us											
18. DHS&EM Signatory Official William A. Dennis Alternate Governor's Authorized Representative			Date: 7-13-21 Phone: (907) 428-7000 Fax: (907) 428-7009 Email: bill.dennis@alaska.gov											

Turn over to complete instruction acknowledgement.

1M 21-164
OR 21-084
RS 21-084

Grant Award Instructions

As a subrecipient, you are only entitled to costs that are eligible. All eligible work must conform to the Scope of Work as specified in the applicable Project Worksheet (PW). Do not assume all costs or changes will be allowed at project completion. Any change request must contain justification for the eligibility of additional costs or work.

All Emergency Work PWs (Category A and B: "Emergency Work") must be complete six months from the date of the Disaster Declaration. All Permanent Work PWs (Categories C-G, "Permanent Work") must be complete 18 months from the date of the Disaster Declaration. If more time is required, contact your Division Representative before the associated deadline to request a Time Extension. Ample justification is required for approval of any Time Extension Request.

Please carefully review the Damage Description and Dimensions, Scope of Work, and Cost Estimate. If you do not agree with the PW as written, or determinations regarding project eligibility, Scope of Work, time limits, funding, or other determinations, an appeal process is available. This process requires written correspondence identifying the action under appeal with an appropriate justification within 60 days of receipt of this Award. Please attach all pertinent documentation supporting your appeal and mail to:

Bryan J. Fisher, Acting Director
Division of Homeland Security
and Emergency Management
PO Box 5750
JBER, AK 99505

Failure to follow these guidelines will jeopardize project funds and may impact future disaster assistance. Additional PWs pending approval will be transmitted in future correspondence. Please review all PWs and ask us about pending PWs to ensure all damaged sites or facilities are identified.

As the Authorized Representative of the Matanuska Susitna Borough,
I have reviewed these instructions and acknowledge our appeal rights and responsibilities under the
Public Assistance Program.

Michael Brown, Borough Manager
Printed Name and Title of Authorized Representative

Signature

Date

1m 21-164
OR 21-084
RS 21-084

PA-10-AK-4413-PW-00153(1) <u>P</u>	
Applicant Name:	Application Title:
MATANUSKA-SUSITNA BOROUGH	94678 - Houston Middle School Temporary Relocation
Period of Performance Start:	Period of Performance End:
01-31-2019	01-31-2021

Bundle Reference # (Amendment #)	Date Awarded
PA-10-AK-4413-PW-00153(339)	01-05-2021

Subgrant Application - FEMA Form 90-91

Note: The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET				
DISASTER		PROJECT NO.	PA ID NO.	DATE
FEMA	4413 - DR - AK	94678	170-006F3-00	11-12-2019
APPLICANT: MATANUSKA-SUSITNA BOROUGH			WORK COMPLETE AS OF: 11-12-2019 : 100 %	
Site 1 of 1				
DAMAGED FACILITY:			COUNTY: Matanuska-Susitna	
Damage # 287237; Emergency Protective Measures (Houston Middle School Temp Relocation)				
LOCATION:			LATITUDE:	LONGITUDE:
PA-10-AK-4413-PW-00153(0): 12801 Hawk Lane, Big Lake, AD 99652 PA-10-AK-4413-PW-00153(1): Houston Middle School, 12801 Hawk Lane, Big Lake, AK 99652			61.586997	-149.77226
Current Version:				
DAMAGE DESCRIPTION AND DIMENSIONS:				
PA-10-AK-4413-PW-00153(0): The Disaster #4413DR, which occurred between 11/30/2018 and 11/30/2018, caused:				
Damage # 287237; Emergency Protective Measures (Houston Middle School Temp Relocation)				
During the incident period of 11/30/2018 through 11/30/2018, Alaska Earthquake 11/30/2018 created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.				
Provided a safe and secure environment by temporarily relocating the Houston Middle School, educational equipment, instructional materials, and student activities to portable classrooms and alternate sites for extensive damages incurred by the Alaska earthquake at Houston Middle School, 12801 Hawk Lane, Big Lake, AD 99652 (61.586997, -149.772268) from 12/1/2018 to 8/12/2019.				
PA-10-AK-4413-PW-00153(1): *****Version 1*****				
This version includes additional costs and time for the work completed.				
During the incident period of 11/30/2018 through 11/30/2018, Alaska Earthquake 11/30/2018 created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.				
Provided a safe and secure environment by temporarily relocating the Houston Middle School, educational equipment, instructional materials, and student activities to portable classrooms and alternate sites for extensive damages incurred by the Alaska earthquake at Houston Middle School, 12801 Hawk Lane, Big Lake, AD 99652 (61.586997, -149.772268) from 12/1/2018 to 12/31/2019.				
Current Version:				
SCOPE OF WORK:				
PA-10-AK-4413-PW-00153(0): 287237 Houston Middle School Relocation				
Work Completed				

im 21-164
OR 21-084
RS 21-084

The applicant utilized force account labor, materials, rental equipment, and contracts for the Emergency Protective Measures to provide a safe environment by temporarily relocating the Houston Middle School, educational equipment, and instructional materials to portable classrooms; and provide student activities at alternate sites due to extensive damages incurred by the Alaska earthquake.

Cost share for this version is 75%. All work and costs in this project fall between 12/1/2018 and 8/12/2019.

Matanuska Susitna Borough

A. Provide staffing and resources to assist with the temporary relocation efforts of the Houston Middle School; and to transfer salvaged educational contents through force account labor and materials.

1. Force Account ST Labor – 36 Laborers – 3,136 hours \$102,856.14
2. Force Account Materials - \$188,609.58

Contract

A. Provide services for the Houston Middle School relocation with temporary set-up of classroom portables and storage, video camera security, ramp accessibility, equipment, furniture, and alternate sites for student activities with contract.

1. Relocation - Contract - \$767,057.40

Work Completed Totals

1. Force Account ST Labor - 36 Laborers – 3,136 hours \$102,856.14
2. Force Account Materials - \$188,609.58
3. Contracts - \$767,057.40
4. Rental Equipment - \$3,628.91

Work Completed Total: \$1,062,152.03

Project Notes:

1. All costs associated with this project have been validated. Any adjustments to initial project claims have Applicant (or PDMG) concurrence to the CRC validation. See attachment labeled CP 94678 Validation Summary. Related supporting documents are referenced within the project validation summary.

2. All procurement documents attached were reviewed. See attachments labeled MSBSD Purchasing Procedures AR-3310.pdf, MSBSD Competitive Procurement Requirement AR-3311.pdf, MSBSD Competitive Procurement Requirements When Using FEMA Funds AR-33112.pdf, MSBSD Purchasing Procedures BP-3310.pdf, MSBSD Competitive Procurement Requirements BP-3311.pdf, MSBSD Contract Policy BP-3312.pdf, and MSB Procurement Policy.PDF.

3. Payroll policy was provided and reviewed. See attachments labeled MSBSD MLMA Negotiated Agreement FY15-17.pdf, MSBSD CEA Negotiated Agreement.pdf, and MSBSD MSEA Negotiated Agreement.pdf.

4. There is an error in the DDD with the Alaska abbreviation for the school address. Should be AK and not AD.

5. Pending Cat E Project 93978 for Houston Middle School Repair costs.

6. Reassigned Employees performing eligible work consisted of students which were temporary employees, teachers were reassigned from normal duties to perform in a construction supervisory role for the student workers. Teachers and administrators were also reassigned from normal duties and assisted during their non-standard hours. See attachment labeled 94678DR4413- Email-Justification for Payroll.pdf.

7. Portables were set-up on paved surface in the parking lot at Houston Middle School with no ground disturbance (61.586928, -149.770583). No photos available of project's relocation efforts. See attachment labeled 94678 DR4413AK-RFI response Matanuska Susitna Borough (170-006F3-00) Houston Middle School Temporary Relocation - Validation Questions.pdf.

8. Rentals are still in use and will not be returned until the school is fixed and operational.

9. Houston Middle School (HMS) is close in proximity to the Houston High School (HHS). Contracts may indicate HHS but pertain to HMS relocation efforts confirmed with PDMG. Please see attachment labeled RE_4413DR-AK (4413DR) Matanuska Susitna Borough (170-006F3-00) [94678] Houston Middle School Temporary Relocation - Validation Concurrence.pdf.
PA-10-AK-4413-PW-00153(1):

***** Version 1 *****

287237 Houston Middle School Relocation

Version 1 - Adding Costs and Time to Complete Work

Work Completed

The applicant utilized force account labor, materials, rental equipment, and contracts for the Emergency Protective Measures to provide a safe environment by temporarily relocating the Houston Middle School, educational equipment, and instructional materials to portable classrooms; and provide student activities at alternate sites due to extensive damages incurred by the Alaska earthquake.

Cost share for this version is 75%. All work and costs in this project fall between 12/1/2018 and 12/31/2019.

Im 21-164
OR 21-084
RS 21-084

Matanuska Susitna Borough

A. Provide staffing and resources to assist with the temporary relocation efforts of the Houston Middle School; and to transfer salvaged educational contents through force account labor and materials.

1. Force account labor, 2 Laborers, 82.5 hours, \$3,999.90
2. Force account materials, \$11,386.50
3. Rental equipment, -\$3,628.91 (negative number)

Contract

A. Provide services for the Houston Middle School relocation with temporary set-up of classroom portables and storage, video camera security, ramp accessibility, equipment, furniture, and alternate sites for student activities with contract.

1. Contract, \$318,790.05

Work Completed Totals

1. Force Account, 2 Laborers, 82.5 hours, \$3,999.90
2. Force Account Materials, \$11,386.50
3. Rental equipment, -\$3,628.91 (negative number)
4. Contracts, \$318,790.05

Initial Project Total, \$1,062,152.03

Damage Inventory Total V1, \$330,547.54

Deductions made as a result of a Determination Memo: Force Account Materials (\$34,922.83)

Deductions made as a result of a Determination Memo: Contracts, (\$22,022.90)

V1 Adjusted Work Completed Total: \$273,601.81

Adjusted Project Total, \$1,335,753.84

Project Notes

1. All costs associated with this project have been validated. Any adjustments to initial project claims have Applicant (or PDMG) concurrence to the CRC validation. See attachment labeled CP 94678 Validation Summary. Related supporting documents are referenced within the project validation summary.

1a. All costs associated with this version, have been validated. Also, Version 0 was re-validated since it was previously only sampled, see attached 94678 Version 1 Full Validation Summary MSB - B.xlsx.

2. All procurement documents attached were reviewed. See attachments labeled MSBSD Purchasing Procedures AR-3310.pdf, MSBSD Competitive Procurement Requirement AR-3311.pdf, MSBSD Competitive Procurement Requirements When Using FEMA Funds AR-3312.pdf, MSBSD Purchasing Procedures BP-3310.pdf, MSBSD Competitive Procurement Requirements BP-3311.pdf, MSBSD Contract Policy BP-3312.pdf, and MSB Procurement Policy.PDF.

3. Payroll policy was provided and reviewed. See attachments labeled MSBSD MLMA Negotiated Agreement FY15-17.pdf, MSBSD CEA Negotiated Agreement.pdf, and MSBSD MSEA Negotiated Agreement.pdf.

4. Pending Cat E Project 93978 for Houston Middle School Repair costs.

5. Reassigned Employees performing eligible work consisted of students which were temporary employees, teachers were reassigned from normal duties to perform in a construction supervisory role for the student workers. Teachers and administrators were also reassigned from normal duties and assisted during their non-standard hours. See attachment labeled 94678DR4413- Email-Justification for Payroll.pdf.

6. Portables were set-up on paved surface in the parking lot at Houston Middle School with no ground disturbance (61.586928, -149.770583). No photos available of project's relocation efforts. See attachment labeled 94678 DR4413AK-RFI response Matanuska Susitna Borough (170-006F3-00) Houston Middle School Temporary Relocation - Validation Questions.pdf.

7. Rentals are still in use and will not be returned until the school is fixed and operational.

8. Houston Middle School (HMS) is close in proximity to the Houston High School (HHS). Contracts may indicate HHS but pertain to HMS relocation efforts confirmed with PDMG. Please see attachment labeled RE_4413DR-AK (4413DR) Matanuska Susitna Borough (170-006F3-00) [94678] Houston Middle School Temporary Relocation - Validation Concurrence.pdf.

9. The itemized list of costs removed as a result of a determination memo can be found in the attachment titled Project 94678 4431DR-AK Matanuska Susitna Borough DM - Final (signed).pdf. The determination memo covers costs from Version 0 and Version 1. Please see attachment titled Email with PDMG.pdf.

10. Version 0 was validated using the attachment titled CP 94678 Validation Summary.xls. Version 1 was validated using the attachment titled 94678 Validation Summary Sheet - Version 1 Validation Only.xls. Both documents validated all costs claimed prior to the removal of any costs included in the determination memo.

IM 21-1164
OR 21-084
RS 21-084

Current Version:

Does the Scope of Work change the pre-disaster conditions at the site? Yes No	Special Considerations Included? Yes No
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Hazard Mitigation proposal included? Yes No	Is there insurance coverage on this facility? Yes No
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PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9007	Labor	1/LS	\$ 102,856.14	\$ 102,856.14
2	9001	Contract	1/LS	\$ 767,057.40	\$ 767,057.40
3	9004	Rented Equipment	1/LS	\$ 3,628.91	\$ 3,628.91
4	9009	Material	1/LS	\$ 188,609.58	\$ 188,609.58
		*** Version 1 ***			
		Work Completed			
5	9009	Material	1/LS	\$ 11,386.50	\$ 11,386.50
6	9001	Contract	1/LS	\$ 318,790.05	\$ 318,790.05
7	9004	Rented Equipment	1/LS	\$ -3,628.91	\$ -3,628.91
8	9007	Labor	1/LS	\$ 3,999.90	\$ 3,999.90
9	9009	Material	1/LS	\$ -22,022.90	\$ -22,022.90
10	9001	Contract	1/LS	\$ -34,922.83	\$ -34,922.83
11	0000	Insurance Adjustments - 5900/5901	0/LS	\$ 0.00	\$ 0.00
		*** Version 0 ***			
12	9888	Site 1 Damage # 287237; Emergency Protective Measures (Houston Middle School Temp Relocation)	1/LS	\$ -962,152.03	\$ -962,152.03
		*** Version 1 ***			
13	5901	Deduct Anticipated Insurance Proceeds	1/LS	\$ 420,501.12	\$ 420,501.12
14	5900	Deduct Actual Insurance Proceeds	1/LS	\$ 541,650.91	\$ 541,650.91
				TOTAL COST	\$ 1,335,753.84
PREPARED BY Kenneth R Smith		TITLE PDMG	SIGNATURE		
APPLICANT REP. Casey Cook		TITLE Emergency Manager	SIGNATURE		

IM 21-164
 OR 21-084
 RS 21-084