



# DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

COUNTY OF MARIN

September 15, 2020

Raul M. Rojas  
DIRECTOR

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**SUBJECT:** Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant for the Veteran's Memorial Auditorium

Accounting

Dear Board Members:

Airport

**RECOMMENDATION:** 1) Accept the Hazard Mitigation Grant Program (HMGP) funds in the amount \$248,250 for Phase 1 of the Veterans' Memorial Auditorium Seismic Retrofit; 2) Approve a related FY 2020-2021 budget adjustment as outlined in the Fiscal Impact section.

Building Maintenance

**SUMMARY:** Today's recommended actions are in line with longer term strategic planning for the Marin Center that has been discussed in the FY 2020-21 Capital Improvement Program and at previous Board meetings. This seismic retrofit project will improve the safety and resilience of the Marin Center, as well as help ensure that the facility continues to be a cultural resource and serve a vital role during emergencies such as Public Safety Power Shutoffs and evacuations. Other recently approved projects at the facility include electrical assessments and switch upgrades, parking lot refurbishment and strategic planning.

Capital Projects

Certified Unified Program Agency (CUPA)

FEMA Grant (FEMA-4353-8-8R, CalOES-PJ0008) was awarded to the County on June 24, 2020 and will provide financial support for Phase 1, pre-construction phase, costs to implement the planned voluntary seismic retrofit of the Veterans' Memorial Auditorium. Specifically, the grant provides \$248,250 or a 75% cost share of the total design cost of \$331,000.

Communications Maintenance

County Garage

Disability Access

Specifically, the following Phase 1 activities have been approved by FEMA for grant funding:

Flood Control & Water Resources

- Project Management related costs
- Project Design and Engineering related costs, including:
  - Structural Designs and Calculations
  - Architectural and Structural Detailing
  - Drawings and Technical Specifications
- Professional Cost Estimating;
- Hazardous Material Testing;
- Building Permits; and
- Costs associated with Bidding and Award of a Formal Construction Contract to perform the work.

Land Development

Purchasing

Real Estate

Reprographic Services

Road Maintenance

Phase 1 tasks, as outlined above, shall be completed within a 16-month timeframe, during which time FEMA will review the project's progress to confirm that it complies with the HMGP Grant Program Guidelines.

Stormwater Program

Transportation & Traffic Operations

Waste Management

CB-42

At the conclusion of Phase 1, FEMA will review the final design documents to confirm that the final project conforms to the project scope of work approved by FEMA and CalOES, and that the project is in compliance with National Environmental Policy Act (NEPA) laws and regulations. Upon completion of their review, FEMA will issue the County a written notification of the award of Phase 2, construction phase, funding for the project. The Phase 2 budget established for grant funding during the application review and approval process is \$2,301,750. Upon notification of award, the Department of Public Works will return to the Board of Supervisors to request acceptance of the final approved Phase 2 grant amount.

**FISCAL/STAFFING IMPACT:** Approval will increase Department of Public Works Capital Projects Fund (1420) expenditure appropriations by \$331,000 in the VMA Seismic Retrofit project (41C2103) for design work on the project, partially offset through increased grant revenue for \$248,250, or 75% of the Phase 1 costs. The remaining 25% of the Phase 1 costs, or \$82,750, will be covered through a corresponding decrease in the General Fund Facility Improvements reserve (330312).

The Phase 2 budget established during the application is \$2,301,750 and if approved, would require an additional 25% local match, or approximately \$575,438. Staff will return to your Board to request future appropriations once the details of the final award for Phase 2 are known.

<b>REVIEWED BY:</b>	<input checked="" type="checkbox"/>	County Administrator	<input type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	Department of Finance	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
	<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,



Dorren P. Hill  
Capital Projects Division Manager

Attachment: FEMA Phase 1 Approval letter, VMA Seismic Retrofit

Project No. 41C2103  
BA No. 2021/02 1648

cc: Gabriella Calicchio, Director, Cultural Services  
Mary Hobson, DPW, Capital Projects Division  
Qiana Davis, DPW, Accounting





**FEMA**

June 24, 2020

Mark S. Ghilarducci, Director  
Governor's Authorized Representative  
California Office of Emergency Services  
3650 Schriever Avenue  
Mather, CA 95655

Reference: Application Approval, Phase One  
HMGP #4353-8-8R – Marin County  
Marin Veterans' Memorial Auditorium Seismic Retrofit - Supplement # 38

Dear Mr. Ghilarducci:

We reviewed the subapplication for the above-referenced Hazard Mitigation Grant Program (HMGP) project for Marin County (subrecipient). We have determined that the project is eligible and based on the subrecipient's request, our decision is to approve a Phase One funding for the above-referenced project. We have determined technical and funding resources are necessary for the subrecipient to provide information for our review of eligibility.

The Phase One eligible costs are \$331,000. As shown in the Supplement #38 Obligation Report, we have obligated \$248,250. for up to 75% percent federal share; the non-Federal share match is \$82,750. (Includes Pre-Award costs). These funds are available in Smartlink for eligible disbursements.

The Phase One approval and obligation of funds are subject to the following:

- 1. Scope of Work (SOW)** – The project will seismically retrofit Marin Veterans' Memorial Auditorium to mitigate life-safety risks to the occupants of the facility in the event of a major seismic ground shaking at the site. Phase One will consist of the development of project designs and will be reviewed in Phase Two prior to construction activities. No ground disturbance activities are allowed during Phase One.

Phase One deliverables consist of:

- Project Design and Engineering (**Submit designs upon completion – 9 months**)
  - Structural Designs and Calculations (4 months)
  - Architectural/Structural Detailing (2 months)
  - Drawings and Technical Specifications (3 months – overlaps with Arch/Struct Detailing)
- Bidding and Contract Award
- Project Management

2. **Phase One Completion Date** – The work schedule in the application states the activity completion time frame is 16 months. We will annotate the Phase One completion date of October 24, 2021. Designs and Specs are anticipated to be completed in 9 months. Submit the designs when completed. Please inform the subrecipient that work completed after this date is not eligible for federal funding, and federal funds may be de-obligated for work not completed within schedule for which there is no approved time extension.
3. **Budget Revisions, Cost Overruns and Underruns** - In accordance with the 2015 Hazard Mitigation Assistance Unified Guidance, Part VI D.3, when budget changes are made, all programmatic requirements continue to apply. Additional information regarding budget adjustments and revisions can be found in 2 CFR Part 200.308. The Recipient must obtain FEMA's prior written approval for any budget revisions.

Cost overruns must be approved by FEMA Region IX before implementation and the subgrant must continue to meet programmatic eligibility requirements, including cost effectiveness and cost share. Additional information can be found in 2 CFR Part 200.

Upon completion of the Phase 1a, all remaining cost underruns must be applied to the Phase Two funding or de-obligated if the proposed project is not eligible.

4. **Phase Two Construction** – The subrecipient is not to initiate Phase Two activities such as contractor selection, and construction until FEMA provides written notification that the review process is completed, including compliance with the National Environmental Policy Act (NEPA) laws and regulations.
5. **Phase Two Completion Date** – If FEMA awards Phase Two construction funding for this project, award activities are expected to be completed within the HMGP Period of Performance (POP). The POP completion date for this disaster, 4344-DR-CA is April 2, 2023. Work completed after this date will not be eligible for federal funding, and federal funds may be de-obligated for work not completed within schedule if there is no approved time extension.
6. **National Environmental Policy Act (NEPA)** – Phase One (Design) of this project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023-01-001-01, Revision 1. Categorical Exclusions a4 and a7 have been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
7. This award of funds is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

Mr. Ghilarducci  
June 24, 2020  
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If you have any questions or need further assistance please contact me, or your staff may contact Linda Ortiz, Hazard Mitigation Assistance Specialist, at [linda.ortiz@fema.dhs.gov](mailto:linda.ortiz@fema.dhs.gov).

Sincerely,



Digitally signed by ROBERT  
P MCCORD  
Date: 2020.06.24 14:24:42  
-07'00'

For  
Juliette Hayes  
Director  
Mitigation Division  
FEMA Region IX

cc: Jennifer Hogan, State Hazard Mitigation Officer  
June Cochrane, Cal OES  
Robin Shepard, Cal OES  
Monika Saputra, Cal OES

Enclosures (4):  
Supplement #38 Obligation Report  
Project Management Report  
Record of Environmental Considerations  
Standard HMGP Conditions

