



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

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COUNCIL OFFICE MEMORANDUM

DATE: JANUARY 14, 2025

TO: MS. CARLA CHIASSON
GRANTS OFFICER

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: AGREEMENT FOR FUNDING TO ELEVATE FOURTEEN (14) RESIDENTIAL
FLOOD PRONE STRUCTURES IN ST. CHARLES PARISH

On November 4, 2024, the St. Charles Parish Council adopted Resolution No. 6803 approving and authorizing the execution of a Federally Funded Agreement between the Governor's Office of Homeland Security and Emergency Preparedness and St. Charles Parish for funding in the amount of \$2,670,104.00 to elevate 14 residential flood prone structures to prevent further damages and reduce NFIP claims.

A copy of the resolution along with a fully executed copy of the agreement are enclosed for your records.

MI/ag

Enclosure

cc: ¹Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Grant Dussom w/enclosure

¹ Council Dept. retained 1 copy for file

2024-0360

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(GRANTS OFFICE)

RESOLUTION NO. 6803

A resolution approving and authorizing the execution of a Federally Funded Agreement between the Governor's Office of Homeland Security and Emergency Preparedness and St. Charles Parish for funding in the amount of \$2,670,104.00 to elevate 14 residential flood prone structures to prevent further damages and reduce NFIP claims.

WHEREAS, St. Charles Parish submitted an application seeking Federal assistance from the Federal Emergency Management Agency (FEMA) to elevate 14 flood prone structures through the FY 2022 Flood Mitigation Assistance Program; and,

WHEREAS, by way of letter dated October 22, 2024, Ms. Sandra Gaspard, Assistant Director, Hazard Mitigation Assistance Division, Governor's Office of Homeland Security and Emergency Preparedness, advised that the St. Charles Parish Flood Mitigation Assistance application was selected by FEMA for funding in the amount of \$2,670,104.00; and,

WHEREAS, the State has prepared the necessary Federally Funded Agreement to provide funding for said project and it is the desire of the Parish Council to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize the execution of a Federally Funded Agreement between the Governor's Office of Homeland Security and Emergency Preparedness and St. Charles Parish for funding in the amount of \$2,670,104.00 to elevate 14 residential flood prone structures in accordance with the Flood Mitigation Assistance Program.

BE IT FURTHER RESOLVED that the Parish President is hereby authorized to execute said Agreement and to act on behalf of St. Charles Parish in all matters pertaining to this project.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,
O'DANIELS, DEBRULER
NAYS: NONE
ABSENT: FISHER

And the resolution was declared adopted this 4th day of November, 2024, to become effective five (5) days after publication in the Official Journal.

ACTING CHAIRMAN:

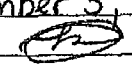
SECRETARY:

DLVD/PARISH PRESIDENT: November 5, 2024

APPROVED: ☒ DISAPPROVED: ☐

PARISH PRESIDENT:

RETD/SECRETARY: November 5, 2024

AT: 3:02pm RECD BY: 

A Federally Funded Agreement
Between the
Governor's Office of Homeland Security and Emergency Preparedness
And
St. Charles Parish

1.1 Introduction

1.2 The Federal Emergency Management Agency ("Grantor") has made federal funds available to the State of Louisiana under the Flood Mitigation Assistance Grant Program ("FMA"). CFD 97.029.

1.3 This Agreement addresses the use of those funds and is between the Governor's Office of Homeland Security and Emergency Preparedness ("Recipient"), and St. Charles Parish ("Sub-Recipient").

2.1 Applicable Laws, Regulations and Policies

2.2 Federal

National Flood Insurance Act of 1968 Section 1366 (42 U.S.C. 4104c)

as amended by the National Flood Insurance Reform Act of 1994, Public Law 103—325

The Bunning –Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264

The Biggert-Waters Flood Insurance Reform Act of 2012, Public Law 112-141

31 United States Code Section 1352

2 Code of Federal Regulations 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

OMB Circular A-102 (Standard Form 424B (Rev. 7-97))

OMB Circular 110

2.3 State

Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721 et seq.

La. R.S. 33:4773(D)

Louisiana Uniform Construction Code, La. R.S. 40:1721-39

Louisiana Public Bid Law, La. R.S. 38:2211 et seq.

Louisiana Procurement Code, La. R.S. 39:1551 et seq.

Louisiana Hazard Mitigation Strategy (4 volumes)

3.1 Concept of Agreement

3.2 In order to elevate fourteen (14) structures in St. Charles Parish, the Grantor has provided funds to Sub-Recipient through Recipient's FMA Grant Program. Sub-Recipient shall perform the necessary tasks, meet the required milestones, and stay within the FEMA approved scope of work, and budgetary parameters as outlined in the application for this project. EMT-2022-FM-003-0014

3.3 The project application is incorporated into this Agreement as if copied in its entirety.

3.4 Additional responsibilities of Recipient, and Sub-Recipient are as follows:

3.4.1 All applicable State and Federal laws, regulations and policies shall be adhered to during the execution of this project, and more specifically:

3.4.2 Any changes to the scope of work, or budget shall comply with 2 C.F.R. §200

3.4.3 Sub-Recipient shall comply with the limitations on the use of appropriated funds to influence certain Federal contracting or financial transactions as stated in 31 U.S.C §1352.

3.4.4 Sub-Recipient shall comply with all Assurances for Non-Construction Programs as outlined in Standard Form 424B and prescribed by OMB Circular A-102.

3.4.5 Sub-Recipient shall cooperate at all times with Recipient, and act as the project manager agreeing to be accountable for all funds expended on this project.

3.4.6 Sub-Recipient agrees to meet all program, and administrative requirements as dictated by State and Federal laws, regulations and policies, and any other requirements deemed necessary by Recipient to carry out the intent of this Agreement, even if not specifically stated.

4.1 Summary of Statement of Work

4.2 Pursuant to (EMT-2022-FM-003-0014), Sub-Recipient shall perform the following tasks within the approved timeframes:

4.2.1 Elevate (14) structures

5.1 Summary of Budget

5.2 Estimated costs per task:

5.2.1 For tasks 4.2.1

\$2,670,104.00

5.2.2 Total Project Cost

\$2,670,104.00

5.3 Funding Sources

5.3.1 Federal share

\$2,412,676.00

5.3.2 Non-Federal share

\$ 257,428.00

6.1 Liability of Parties

6.2 This Agreement is intended for the benefit of Grantor, Recipient and Sub-Recipient, and does not confer any rights upon third parties.

6.3 All rights by and between Grantor, Recipient, and Sub-Recipient are limited to the actions outlined in the applicable State and Federal laws, regulations, and policies.

6.4 Sub-Recipient hereby agrees to hold Recipient harmless from any actions or claims brought on behalf of any third parties who perform work and/or provide services on this project on behalf of Sub-Recipient.

7.1 Legal Authorization

Sub-Recipient hereby certifies that it has the legal authority to enter into this agreement and that it is authorized to receive the federal funds outlined herein.

8.1 Notice and Contact

8.2 All notices provided pursuant to this Agreement shall be in writing and sent via first class certified mail return receipt requested.

8.3 The name and address of Recipient's contract manager for this agreement is:

Sandra Dugas Gaspard
Assistant Director, Hazard Mitigation Assistance Division
Governor's Office of Homeland Security and Emergency Preparedness
7667 Independence Boulevard
Baton Rouge, Louisiana 70806

The name and address of the designated agent responsible for the administration of this agreement on behalf of Sub-Recipient is:

Honorable Matthew Jewell
Parish President
P. O. Box 302
Hahnville, LA 70057

8.4 If the mailing address of Recipient or Sub-Recipient changes during the term of this agreement, or there is a change in the designated points of contact, the party with the address change, or change of contact shall immediately notify the other party in writing.

On behalf of their respective agencies, Recipient and Sub-Recipient have executed this agreement.

BY: Sandra D. Gaspard Digitally signed by Sandra D. Gaspard
DN: cn=Sandra D. Gaspard, o=GOHSEP,
ou=Hazard Mitigation,
email=Sandra.Dugas@la.gov, c=US
Date: 2024.12.20 13:16:51 -06'00' Assistant Director, Hazard Mitigation

for Jacques Thibodeaux
Director
GOVERNOR'S OFFICE OF HOMELAND
SECURITY AND EMERGENCY PREPAREDNESS

DATE: _____

BY: Math Jewell
Honorable Matthew Jewell
Parish President
St. Charles Parish

DATE: 11/5/24