

**BUILDING SAFER,
STRONGER
COMMUNITIES**



funding hazard mitigation

**NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE**

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funding hazard mitigation

NON-DISASTER
AND DISASTER
RESOURCE REFERENCE

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GOVERNOR'S OFFICE



HOMELAND SECURITY &
EMERGENCY PREPAREDNESS

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RISE

STORM REINFORCE
SAFE INSURE
LOUISIANA SHUTTER
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RMM 89 – Crack and peel labels for hard plastic tabs

Hazard/Risks Overview

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07/02/10 v6

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opening session



LOUISIANA HAZARD MITIGATION ASSISTANCE PROGRAM (HMA)



Hazard Mitigation Defined

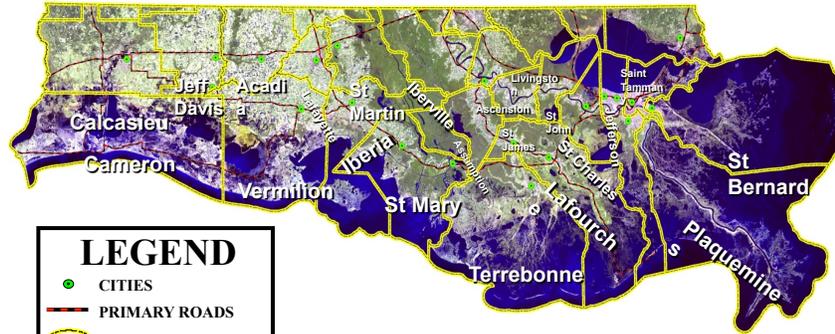
Hazard Mitigation is any sustained action taken to reduce or eliminate the future risk to people from natural and man-made disasters.

Authorized under Section 404 of the Stafford Act.

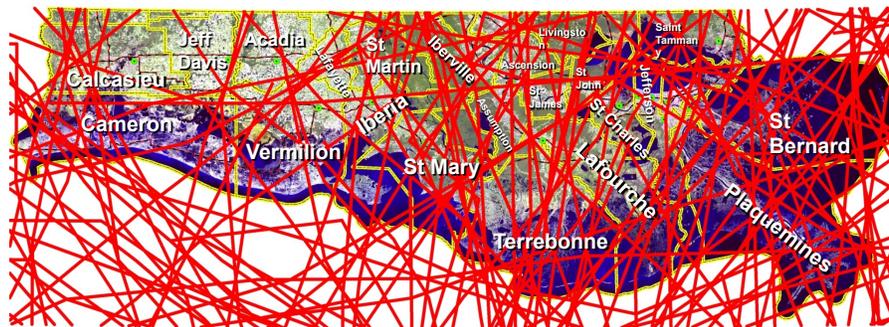




The Louisiana Coast A Vulnerable Area for Storm Surge



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All Atlantic Basin Tropical Systems National Hurricane Center 1850 - 2007

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LIST OF HAZARDS IDENTIFIED IN THE STATE HAZARD MITIGATION PLAN (SHMP)

Natural Hazards

- ✓ Flood
- ✓ Hail Storm
- ✓ High Winds-Hurricane
- ✓ High Winds-Tornado
- ✓ Ice Storm
- ✓ Storm Surge
- ✓ Subsidence
- ✓ Wildfire

Man-Made Hazards

- ✓ Dam Failure
- ✓ Levee Failure
- ✓ Hazardous Material Incident



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Snow hits Shreveport, Louisiana!



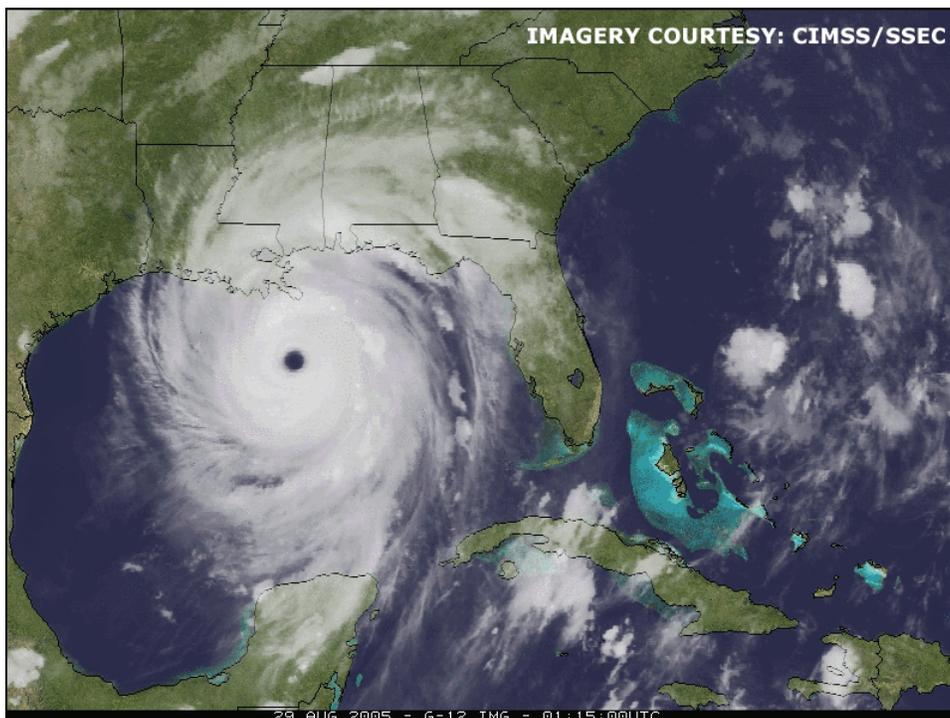
Shreveport, Louisiana - February 12, 2010.



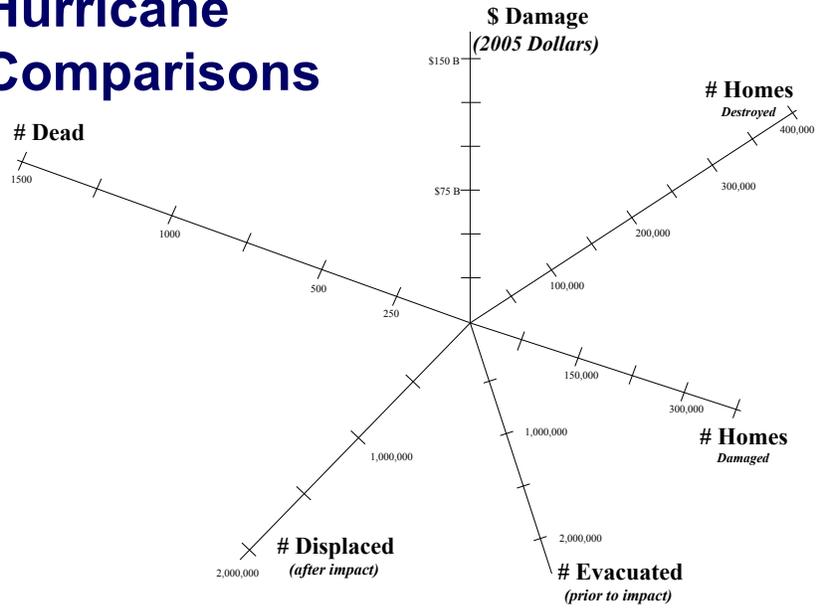
Tornado Outbreak April 23-24, 2010



Madison Parish - April 24, 2010

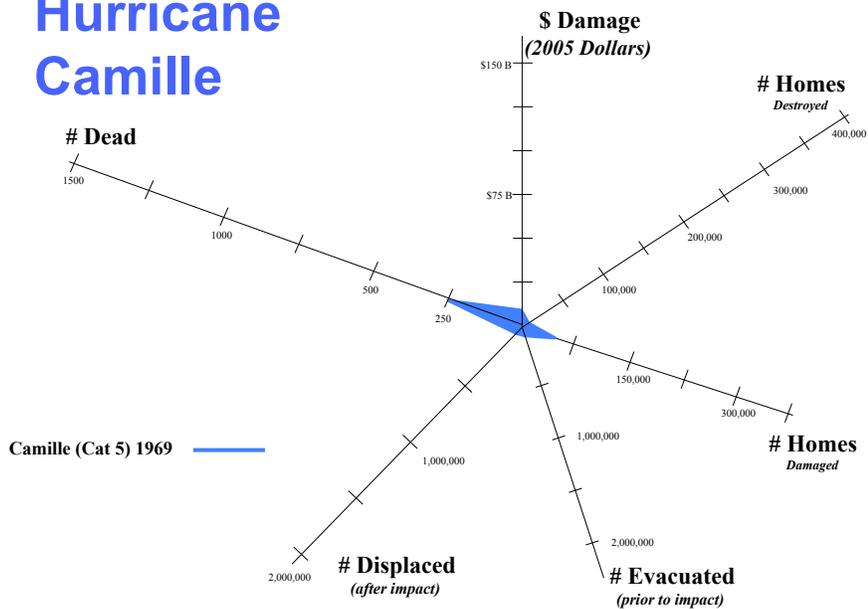


Hurricane Comparisons



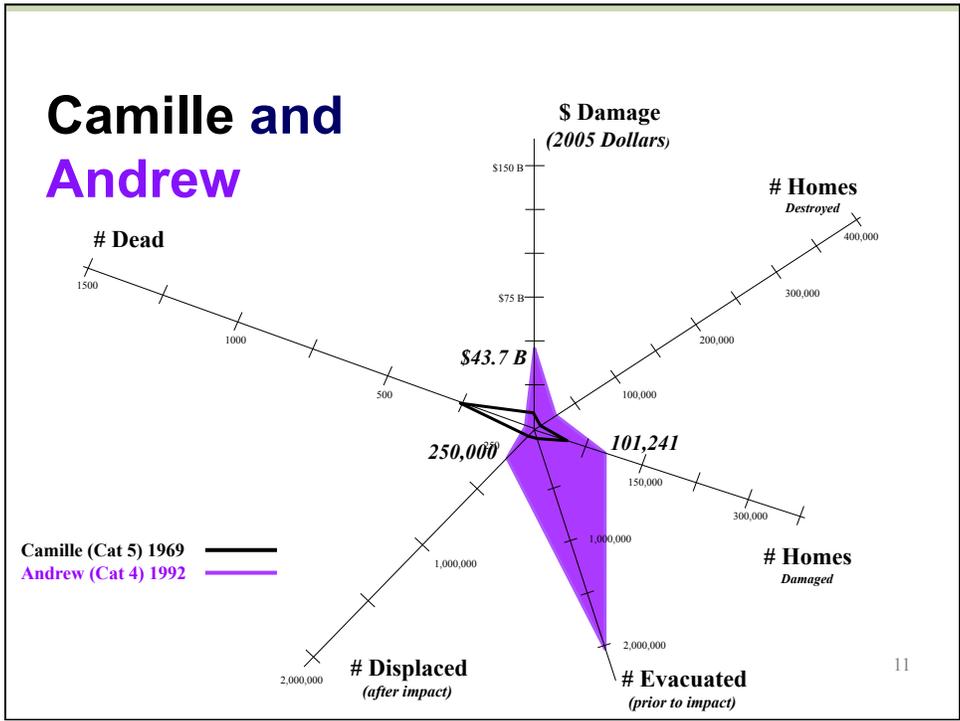
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Hurricane Camille

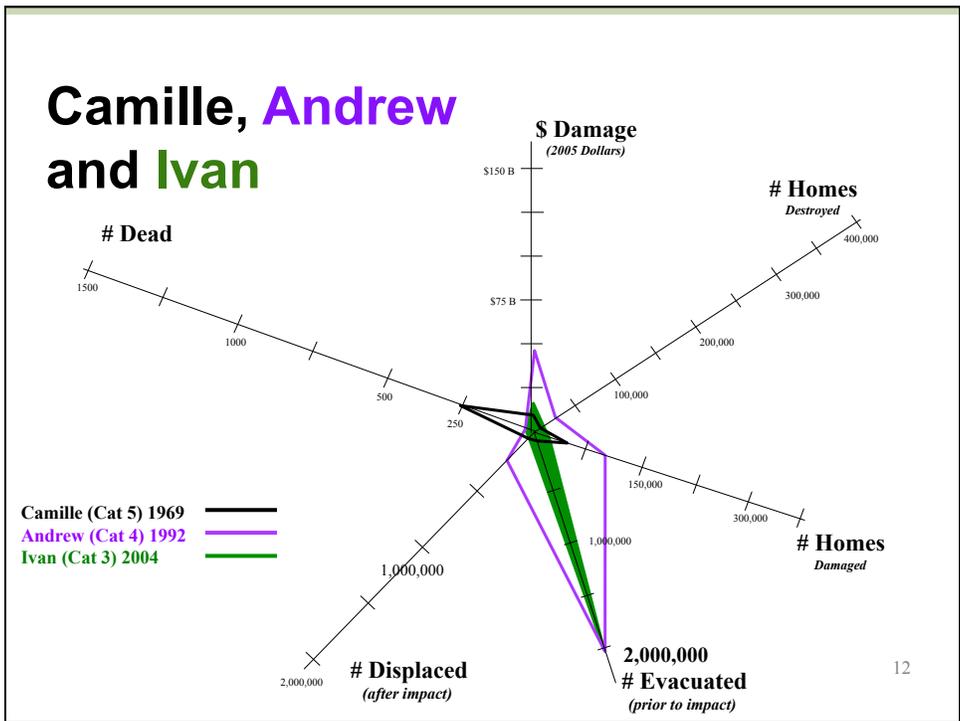


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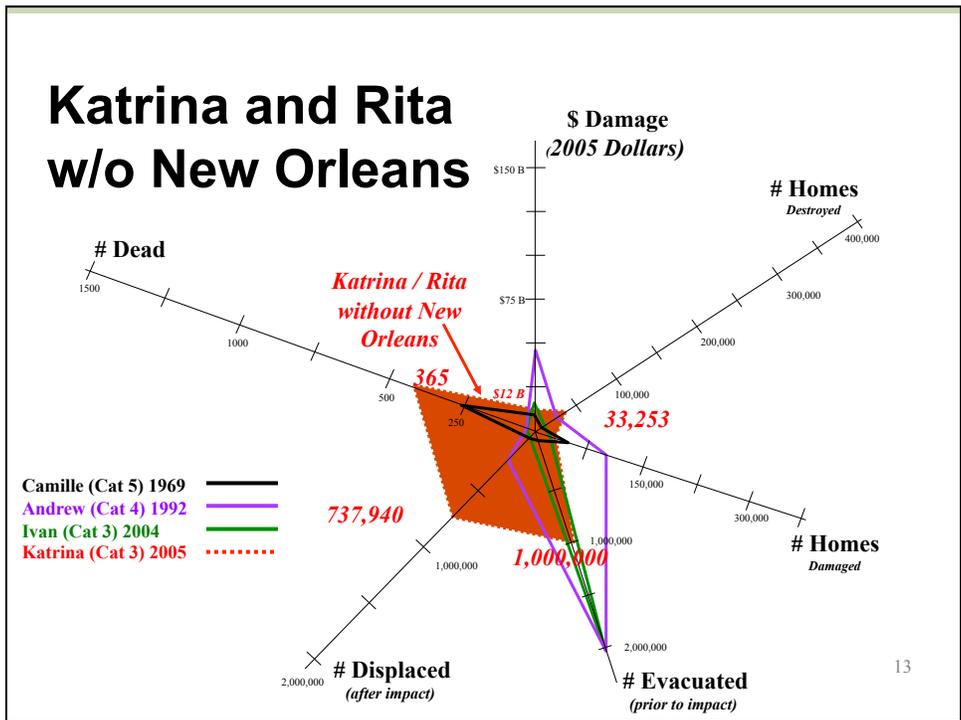
Camille and Andrew



Camille, Andrew and Ivan

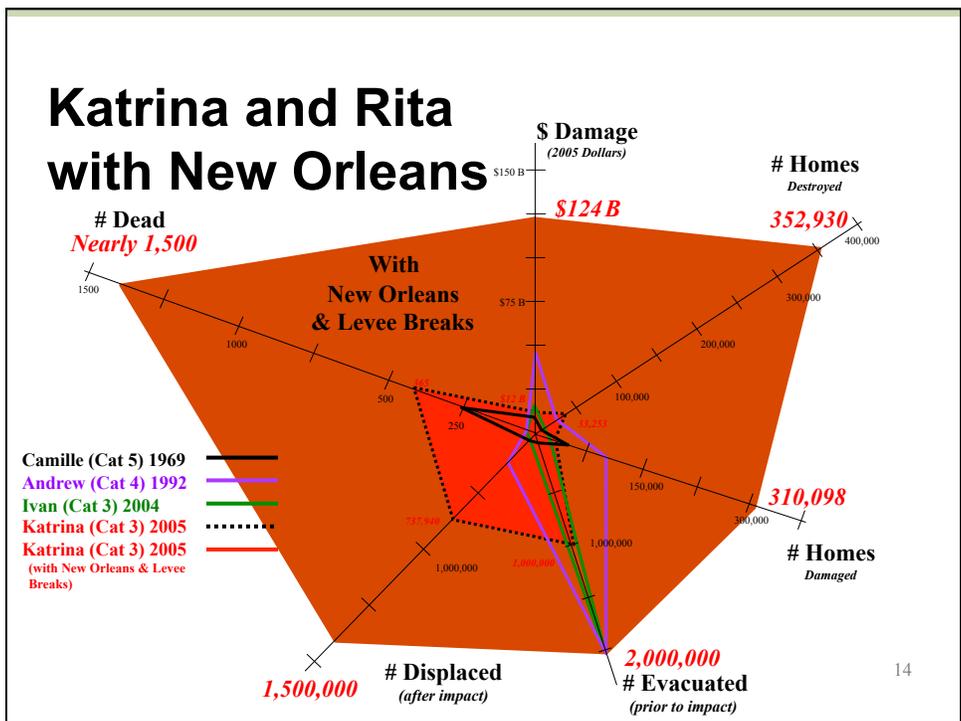


Katrina and Rita w/o New Orleans



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Katrina and Rita with New Orleans



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the big 5

NON-DISASTER

- 1 *Pre-Disaster Mitigation (PDM)*
- 2 *Flood Mitigation Assistance (FMA)*
- 3 *Repetitive Flood Claims (RFC)*
- 4 *Severe Repetitive Loss (SRL)*

DISASTER

- 5 *Hazard Mitigation Grant Program (HMGP)*





Purpose of Workshops

- ✓ Available dollars.
- ✓ Your local needs.
- ✓ Connecting the dollars to your needs.





WORKSHOPS

the big 5

Workshop 1:

- ✓ *Hazard Mitigation Assistance Program (HMA 101)*

Workshop 2:

- ✓ Application Development: How to expedite the award decision through better applications.



WORKSHOPS

the big 5

Workshop 3:

- ✓ Project Management: Now that your project is funded.





the big 5

NON-Disaster

- 1 Pre-Disaster Mitigation (PDM)
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Disaster

- 5 Hazard Mitigation Grant Program (HMGP)

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workshop #1

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workshop #1 / Hazard Mitigation Assistance (HMA) and Planning

Workshop #1

Hazard Mitigation Assistance (HMA)

Program Overview



Hazard Mitigation Planning



Why Plan?

- Federal Emergency Management Agency (**FEMA**) requires *Hazard Mitigation Plans* in order to receive any *Hazard Mitigation Assistance (HMA)*.
 - **Stafford Act (1977)**
 - **Disaster Mitigation Act (2000)**

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44 CFR

- § 201.4 Standard *State Mitigation Plan* update.
- 201.6 *Local Mitigation Plan* update.
(October 2008)
- Local Plans must be updated every 5 years.
- State Plans must be updated every 3 years.

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What Does My Plan Tell Me?



Standard Mitigation Plan

Establishes a process for defining:

- What **hazards** exist.
- What mitigation **actions** will be taken and why?



Components of a Local Mitigation Plan



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Planning Process

- A **committee/team** is formed.
- **Hazards** and **vulnerability** are identified.
- **Consensus** is reached on how to reduce losses.

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Planning Process (cont.)



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Planning Process (cont.)

The best resource available is the **people** that live in your jurisdictions!!!



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Risk Assessment

- Defines the **hazards** most prevalent to that community.
 - Actual versus *perceived* hazards.
- Addresses **risk** and **vulnerability** to those hazards.

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Risk Assessment (cont.)

- **Identifies** where hazards exist.
- Lists **assets**, defines **future land uses**.
- Estimates potential **dollar losses**.

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Composite Risk Assessment

See RESOURCES Section for
Composite Risk Assessment Maps.



Composite Risk Assessment (cont.)

See RESOURCES Section for
Composite Risk Assessment Maps.



Composite Risk Assessment (cont.)

See RESOURCES Section for
Composite Risk Assessment Maps.



HMGP Sites and Composite Risk Assessment

See RESOURCES Section for
Composite Risk Assessment Maps.



HMGP Sites and Composite Risk Assessment (cont.)

See RESOURCES Section for
Composite Risk Assessment Maps.



Repetitive Loss and V Zone

See RESOURCES Section for
Composite Risk Assessment Maps.



Repetitive Loss and V Zone (cont.)

See RESOURCES Section for
Composite Risk Assessment Maps.



Louisiana Mapping

- For more mapping information and updates please visit:
 - www.lamappingproject.com
 - <http://lamp.lsuagcenter.com>



Interim Final Rule and the FMA Program

- October 31, 2007 - *FEMA Flood Mitigation Plan (Assistance)* requirements are **consistent** with hazard mitigation planning requirements.
- *National Flood Insurance Program (NFIP).*
- *Community Rating System (CRS).*



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National Flood Insurance Program

- *National Flood Insurance Act (1968).*
- Cost of flood losses from **tax payer** to **homeowner**.
- Guides development **away from flood hazard areas**.
- Construction **standards** for new and substantially improved (damaged) structures.

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Community Rating System

- Rewards communities that go **above** and **beyond** minimum NFIP requirements.
- Flood insurance premiums **reduced** for homeowners in the community.



Community Rating System (cont.)

Reducing your CRS rating is easy!!!

- Drainage improvements.
- Public outreach on flooding hazards.
- Placing mitigation-related materials in your public library.



Mitigation Strategy

Blueprint for reducing the potential losses identified in the *Risk Assessment*:

- Description of **mitigation goals**.
- Identification of **mitigation actions**.
- **Prioritization and implementation**.



Mitigation Strategy (cont.)

The Plan's **mitigation strategy** should serve as a guide to applying for mitigation projects!!!



Plan Maintenance

- Incorporation into **other** planning mechanisms.
- Continued **public participation**.

Plans must be updated every 5 years!!!



How Does My *Hazard Mitigation Plan* Tie Into Project Funding?



Plan Approval

- Once the Plan has been approved by FEMA, communities are eligible for:

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the big 5

Non-Disaster

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Disaster

- 5 *Hazard Mitigation Grant Program (HMGP)*

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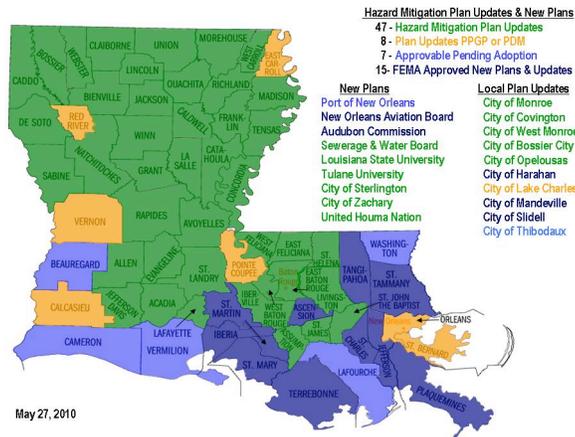


Planning in Louisiana

- *Planning Pilot Grant Program.*
- Traditional plan updates.



Hazard Mitigation Plan Updates and New Plans



Resources Available

- FEMA – Mitigation Planning
 - www.fema.gov/plan/mtplanning/index.shmt
- NCDC – National Climatic Data Center
 - www.ncdc.noaa.gov/oa/reports/weather-events.html
 - » Storm Data
 - » Storm Events Database
- *National Flood Insurance Program*
 - www.fema.gov/business/nfip
- *Community Rating System*
 - www.fema.gov/business/nfip/crs.shtm



GOHSEP Planning Staff

- **Brenda Cooper – Team Lead/Planner**
- **Margaret Sanz – Senior Planner**
- **Carrie Robinette – Planner**
- **Patty Sanchez - Planner**
- **Shenetia Henderson – Planner**
- **Charmaine Thompson - Planner**



For More Information

Contact: Brenda Cooper // brenda.cooper@la.gov
225-267-2523

Steven Garcia // steven.garcia@la.gov
225-267-2644 // cell 225-439-5343

Visit:

getagameplan.org



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Mitigation Planning

Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards. Hazard mitigation planning is the process State, Tribal, and local governments use to identify risks and vulnerabilities associated with natural disasters, and to develop long-term strategies for protecting people and property from future hazard events.

www.fema.gov/plan/mitplanning

-  FLOOD
-  INSURANCE
-  HAZUS
-  DAMS/LEVEES
-  PLANNING

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended, State, Tribal, and local governments are required to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects.

Mitigation Planning Process

The planning process promoted by Federal Emergency Management Agency (FEMA) is as important as the resulting plan because it creates a framework for governments to reduce the negative impacts from future disasters on lives, property, and the economy. Mitigation planning includes the following elements:

Public Involvement – Planning creates a way to solicit and consider input from diverse interests. Involving stakeholders is essential to building community-wide support for the plan. In addition to emergency managers, the planning process involves other government agencies (e.g., zoning, floodplain management, public works, community and economic development), businesses, civic groups, environmental groups, and schools.



Risk Assessment – Mitigation plans identify natural hazards and risks based on history, estimate the potential frequency and magnitude of disasters, and assess the potential losses of life and property. The assessment considers the built environment, including the type and numbers of existing and future buildings, infrastructure, and critical facilities located in or near identified hazard areas.

Mitigation Strategy – Based on the risk assessment, communities develop mitigation goals and objectives, as part of a strategy for mitigating disaster losses. The strategy is a community’s approach for implementing mitigation activities that are cost-effective, technically feasible, and environmentally sound as well as allowing strategic investment of limited resources.

Benefits of Mitigation Planning

- Increases public awareness and understanding of vulnerabilities as well as support for specific actions to reduce losses from future natural disasters.
- Builds partnerships with diverse stakeholders, thereby maximizing opportunities to leverage data and resources, which can help reduce workloads and achieve shared community objectives. For example, managing floodplain development may not only reduce flood losses, but also protect water quality by restoring natural functions.

- Expands understanding of potential risk reduction measures to include structural and regulatory tools, where available, such as ordinances and building codes. Implementation of local floodplain ordinances prevents an estimated \$1.1 billion in flood damages annually.
- Informs development, prioritization, and implementation of mitigation projects. Benefits accrue over the life of the project as losses are avoided from each subsequent hazard event.

Planning Guidance, Tools, and Training

To assist with mitigation planning, FEMA and its partners offer a variety of guidance, training, and informative publications, such as:

- Multi-Hazard Mitigation Planning Guidance, or "Blue Books," designed to increase State, Tribal, and local governments' understanding of the requirements for developing new or updated mitigation plans. They also help Federal and State reviewers fairly and consistently evaluate mitigation plans from different jurisdictions.
- Training sessions, including the following courses: Mitigation Planning Workshop for Local Governments (G318), HAZUS Multi-Hazard/DMA 2000 Risk Assessment (E296), and Protecting Tribal Communities and Acquiring Resources (E344).
- A series of "How-To" guides with information beyond FEMA's basic requirements. The guides focus on initiating and maintaining a planning process that will result in safer communities and are applicable to jurisdictions of all size, resource, and capability levels.

Hazard Mitigation Planning Results

History shows that the physical, financial, and emotional losses caused by disasters can be reduced significantly through hazard mitigation planning. A broad range of activities designed to reduce risk can result from the mitigation planning process. The examples listed below illustrate a range of possible long-term mitigation actions; however, they are not necessarily intended to serve as examples of eligible activities under the FEMA Hazard Mitigation Assistance programs:

- Consider adopting and enforcing regulatory tools, including ordinances, regulations, and building codes to guide and inform land use, development, and construction decisions in areas affected by hazards. Where authorized, adopt more stringent criteria to provide greater protection for citizens, as conditions may change over time. For example, consider:
 - Exceeding the National Flood Insurance Program (NFIP) floodplain management regulations by elevating structures above the Base Flood Elevation (BFE) in high-risk areas.
 - Creating a buffer area by protecting natural resources, such as floodplains, wetlands, or sensitive habitats. Additional benefits to the community may include improved water quality and recreational opportunities.
- Develop mitigation projects to acquire and demolish flood damaged structures, such as homes or businesses, or to retrofit public buildings, schools, and critical facilities to withstand extreme wind events or ground shaking from earthquakes.

Hazard Mitigation Assistance (HMA)

FEMA's HMA programs fund eligible mitigation activities that reduce future disaster losses and protect life and property. Funding is available for mitigation plan development and updates as well as mitigation projects. For more information on FEMA's HMA programs, visit www.fema.gov/government/grant/hma/index.shtm.



Tribal Mitigation Planning

Hazard mitigation planning is the process State, Indian Tribal, and local governments use to identify risks and vulnerabilities associated with natural disasters, and to develop long-term strategies for protecting people and property from future hazard events.

The Stafford Act, as amended by the Disaster Mitigation Act of 2000, provides a way for States, federally recognized Indian Tribal governments, and local governments to undertake mitigation planning to reduce risks to natural hazards.

Mitigation plans also help Tribes meet grant eligibility requirements for Federal Emergency Management Agency (FEMA) grant programs. Tribes can develop their own mitigation plan or participate in multi-jurisdictional plans with other Tribes and/or local governments.



Mitigation Planning Raises Awareness and Support

The planning process is as important as the resulting plan because it creates a framework and includes the following elements:

Public Involvement – Planning creates an opportunity to involve Tribal officials, emergency managers, Tribal members, and elders, and consider their input and risk assessment data regarding multiple hazards such as flooding, wildfires, earthquakes, and tornadoes. Tribes may also want to involve others, usually called stakeholders, who may be affected such as nearby business owners or non-Tribal members living on or near the reservation. In addition to emergency managers, the planning process generally involves other agencies (e.g., health care, environmental, zoning, public works), businesses, senior centers, and schools. Under the regulations, Tribal governments have the option of defining “the public” and should work with their FEMA Regional office to determine how they will involve their members and other stakeholders throughout the planning process.

Special Consideration for Extraordinary Circumstances

The FEMA Regional Administrators may grant an exception to the Tribal Mitigation Plan requirement in extraordinary circumstances, such as in a small and impoverished community, when justification is provided and the Tribe is interested in subgrantee status for that disaster. In these cases, a plan must be completed within 12 months of the project grant award.

Risk Assessment – Mitigation plans identify natural hazards and risks based on history, estimate the potential frequency and magnitude of disasters, and assess the potential losses of life and property. The risk assessment identifies vulnerabilities to the built environment, including the type and numbers of existing and future buildings, infrastructure, and critical facilities relative to identified hazard areas. The risk assessment may include data from other Tribal, Federal, State, and local agencies and may also include man-made threats if the Tribe wishes to include them. Culturally significant and sacred sites can also be addressed in the risk assessment.



Develop and Implement a Tribal Mitigation Plan – Once the risk assessment is complete, the Tribe will develop a mitigation strategy, establish priorities to reduce risk, and identify mitigation actions and projects to implement the plan. Grant funding may be available to help a Tribe develop or update a mitigation plan, and for implementing mitigation projects identified in the plan.

How Tribal Mitigation Plans Can Provide Flexibility

Prior to October 1, 2008, Indian Tribal governments could either meet the requirements of a State Mitigation Plan to be eligible for FEMA grant programs as a Grantee or meet the requirements of a Local Mitigation Plan to be eligible for these grant programs as a subgrantee. The Tribal Mitigation Plan was created under 44 CFR §201.7 to give Tribes more flexibility and the ability to meet the eligibility requirements of a Grantee or subgrantee. All mitigation plans approved for Indian Tribal governments prior to October 1, 2008, will remain in effect as approved (for either three or five years, depending on the type of plan adopted). After October 1, 2008, Indian Tribal governments must meet the requirements of a Tribal Mitigation Plan. These plans will be valid for five years. When FEMA approves a Tribal Mitigation Plan, the Tribe will be eligible for Grantee status; if the Tribe also coordinates with the State for plan review, then the Tribe will also have the option to request subgrantee status. This process promotes flexibility for Tribes to request either Grantee or subgrantee status for each program under each Presidential Disaster Declaration.

In addition, Indian Tribal governments acting as Grantees may elect to develop Enhanced Mitigation Plans. When a disaster is declared, an Indian Tribal government with an Enhanced Mitigation Plan is eligible to receive up to 20 percent of available funds under the Hazard Mitigation Grant Program, as opposed to the 15 percent maximum possible with a standard Tribal Mitigation Plan.

Mitigation Planning Requirements for FEMA Grant Programs

Enabling Legislation	Program	State	Local	Tribal
Stafford Act	Individual Assistance (IA)	No Mitigation Plan Requirement		
	Public Assistance (PA) (Categories A and B: e.g., debris removal, emergency protective measures)	No Mitigation Plan Requirement		
	Public Assistance (Categories C through G: e.g., repairs to damaged infrastructure, publicly owned buildings)	✓	N	✓ (ONLY if Grantee)
	Fire Management Assistance Grants	✓	N	✓ (ONLY if Grantee)
	Hazard Mitigation Grant Program (HMGP) Planning Grant (\$)	✓	✓	✓
	Pre-Disaster Mitigation (PDM) Planning Grant (\$)	✓	✓	✓
National Flood Insurance Act	Flood Mitigation Assistance (FMA) (\$)	✓	✓	✓
	Severe Repetitive Loss (SRL)	✓	✓	✓
	Repetitive Flood Claims (RFC)	✓	N	N

(\$)= Grant funds available to develop mitigation plans ✓ = Mitigation Plan required N = No plan required

Find additional information about FEMA’s Mitigation Planning at www.fema.gov/plan/mitplanning/index.shtm.

Download the resources electronically from the FEMA Library at www.fema.gov/library.



NON-DISASTER

the big 5

- 1 *Pre-Disaster Mitigation (PDM)*
- 2 *Flood Mitigation Assistance (FMA)*
- 3 *Repetitive Flood Claims (RFC)*
- 4 *Severe Repetitive Loss (SRL)*

DISASTER

- 5 *Hazard Mitigation Grant Program (HMGP)*



Hazard Mitigation Defined

Hazard Mitigation is any *sustained* actions taken to *reduce* or *eliminate future risk* to people and property from natural and man-made disasters.



Mitigation's Value to Society

- Creates **safer** communities.
- Enables communities to **recover rapidly** from disasters.
- Lessens the **financial impact** of disasters.

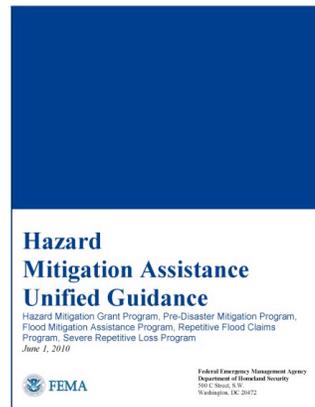


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Unified HMA Guidance

- Released yearly.
- FY 2010 highlight:
 - HMGP added to HMA.
 - Single location for all 5 grant program details.
- FY 2011 highlight:
 - Elevation project-specific guidance developed.
- Download at www.fema.gov



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Eligible Applicants

ELIGIBLE APPLICANTS	HMGP	PDM	FMA	RFC	SRL
State Agencies	•	•	•	•	•
Tribal Governments	•	•	•	•	•
Local Governments	•	•	•	•	•
Private Nonprofit Organizations	•	*Able to apply through local jurisdiction			



Eligible Activities Overview



Eligible Activities

ELIGIBLE ACTIVITIES	HMGP	PDM	FMA	RFC	SRL
Property Acquisition and Structural Demolition	•	•	•	•	•
Property Acquisition and Structural Relocation	•	•	•	•	•
Structure Elevation	•	•	•	•	•
Mitigation Reconstruction					•
Dry Floodproofing of Historic Residential Structures	•	•	•	•	•
Dry Floodproofing of Non-Residential Structures	•	•	•	•	
Minor Localized Flood Reduction Projects	•	•	•	•	•
Structural Retrofitting of Existing Buildings	•	•			

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Eligible Activities (cont.)

ELIGIBLE ACTIVITIES	HMGP	PDM	FMA	RFC	SRL
Non-Structural Retrofitting of Existing Buildings and Facilities	•	•			
Safe Room Construction	•	•			
Infrastructure Retrofit	•	•			
Soil Stabilization	•	•			
Wildfire Mitigation	•	•			
Post-Disaster Code Enforcement	•				
5% Initiative Projects	•				
Hazard Mitigation Planning	•	•	•		

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Project Activities

Elevation

- Existing structures to Base Flood Elevation (BFE), Advisory Base Flood Elevation (ABFE) or higher.



ELIGIBLE ACTIVITIES	HMGP	PDM	FMA	RFC	SRL
Structure Elevation	●	●	●	●	●




Before Elevation






Elevation Day



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Elevated Dwelling



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Project Activities (cont.)

Acquisition

- All structures and slab must be removed.
- Property will remain **deed restricted** as open space permanently.

Demolition



Relocation



ELIGIBLE ACTIVITIES

HMGP

PDM

FMA

RFC

SRL

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Property Acquisition and
Structural Demolition

Property Acquisition and Structural Demolition	•	•	•	•	•
Property Acquisition and Structural Relocation	•	•	•	•	•



Management Costs

Funds to support the approved application:

- **Compensation** of employees.
- Cost of **materials**.
- **Travel** expenses.



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Non-Disaster Grants Overview



Non-Disaster Grant Programs

- **Federal Emergency Management Agency (FEMA) grants funded by National Flood Insurance Program (NFIP):**
 - *Flood Mitigation Assistance (FMA)*
 - *Repetitive Flood Claims (RFC)*
 - *Severe Repetitive Loss (SRL)*



Non-Disaster Grant Programs (cont.)

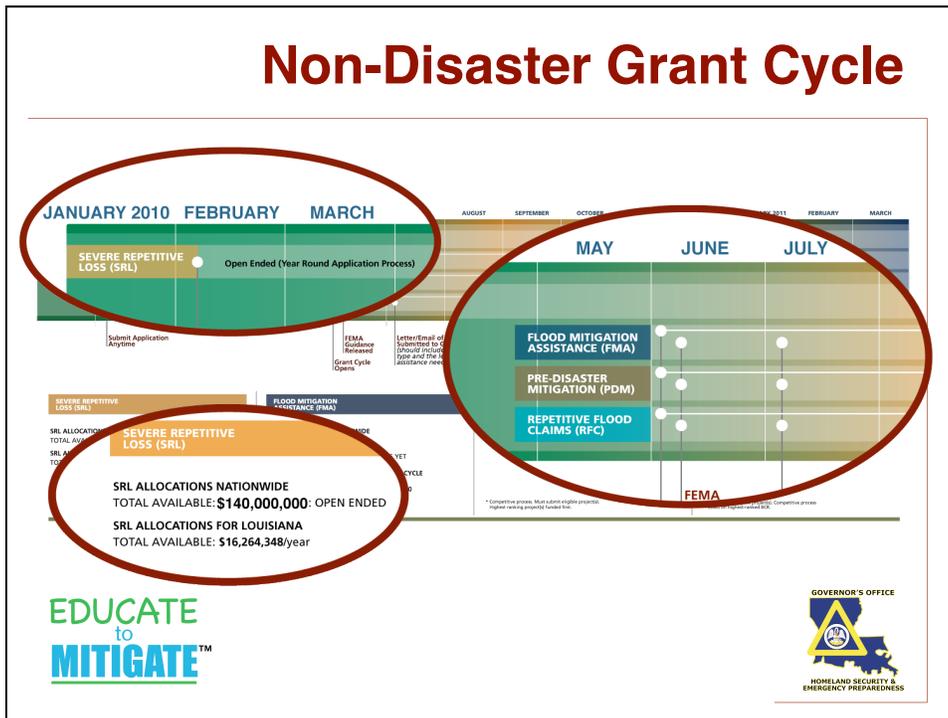
- FEMA grant funded by congressional appropriation:
 - *Pre-Disaster Mitigation (PDM)*



	 FMA FLOOD MITIGATION ASSISTANCE	 RFC REPETITIVE FLOOD CLAIMS	 SRL SEVERE REPETITIVE LOSS	 PDM PRE-DISASTER MITIGATION	 HMGP HAZARD MITIGATION GRANT PROGRAM
COST SHARE					
BASIS OF FUNDING					
CYCLE					
FUNDING BASED ON					
DUE DATE TO GOHSEP					



Non-Disaster Grant Cycle



Non-Disaster Application Period

PDM, FMA, RFC



- National application period:
June 1, 2010 – December 3, 2010.
- Applications must be submitted to Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) in *eGrants* by **September 3, 2010.**



Flood Grants Overview



Flood Grants Participation Requirements (cont.)

FMA, RFC, SRL

- Structures must be NFIP insured.
- A FEMA-approved mitigation plan is required to receive project grants.



Flood Mitigation Assistance (FMA)

- Fiscal year (FY) 2010 national funding estimate - **\$40 million**
- FY 2010 Louisiana allocation - **\$3.6 million**
- Maximum 5-year awards:
 - Local Government: **\$3.3 million**

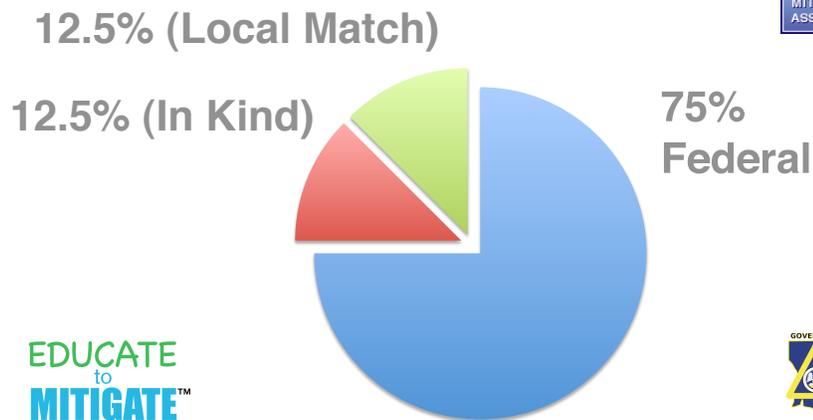


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FMA Cost Share

All Hazard Mitigation Assistance (HMA) grants are paid on a cost-reimbursement basis.



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FMA Eligible Activities

ELIGIBLE ACTIVITIES	FMA
Property Acquisition and Structural Demolition	●
Property Acquisition and Structural Relocation	●
Structure Elevation	●
Mitigation Reconstruction	●
Dry Floodproofing of Historic Residential Structures	●
Dry Floodproofing of Non-Residential Structures	●
Minor Localized Flood Reduction Projects	●
Structural Retrofitting of Existing Buildings	●
Non-Structural Retrofitting of Existing Buildings and Facilities	●
Safe Room Construction	●
Infrastructure Retrofit	●
Soil Stabilization	●
Wildfire Mitigation	●
Post-Disaster Code Enforcement	●
5% Initiative Projects	●
Hazard Mitigation Planning	●



	FMA FLOOD MITIGATION ASSISTANCE	RFC REPETITIVE FLOOD CLAIMS	SRL SEVERE REPETITIVE LOSS	PDM PRE-DISASTER MITIGATION	HMGP HAZARD MITIGATION GRANT PROGRAM
COST SHARE	75/25%				
BASIS OF FUNDING	NFIP				
CYCLE	ANNUALLY				
FUNDING BASED ON	ALLOCATION				
DUE DATE TO GOHSEP	9/3/10				



Repetitive Flood Claims (RFC)

Nationally Competitive Grant Program

- Maximum of **\$10 million** annually nationwide.

Ranked by FEMA according to *Benefits Cost Ratio (BCR)*.



RFC Cost Share

All Hazard Mitigation Assistance (HMA) grants are paid on a cost-reimbursement basis.



Repetitive Flood Claims (RFC) (cont.)

NFIP insured structures that **have one or more** flood claim payments.

Project **cannot be funded under the FMA:**

- Lack of capacity.
- Lack of 25% match.



RFC Eligible Activities

ELIGIBLE ACTIVITIES	RFC
Property Acquisition and Structural Demolition	Yes
Property Acquisition and Structural Relocation	Yes
Structure Elevation	Yes
Mitigation Reconstruction	No
Dry Floodproofing of Historic Residential Structures	Yes
Dry Floodproofing of Non-Residential Structures	Yes
Minor Localized Flood Reduction Projects	Yes
Structural Retrofitting of Existing Buildings	No
Non-Structural Retrofitting of Existing Buildings and Facilities	No
Safe Room Construction	No
Infrastructure Retrofit	No
Soil Stabilization	No
Wildfire Mitigation	No
Post-Disaster Code Enforcement	No
5% Initiative Projects	No
Hazard Mitigation Planning	No



					
COST SHARE	75/25%	100%			
BASIS OF FUNDING	NFIP	NFIP			
CYCLE	ANNUALLY	ANNUALLY			
FUNDING BASED ON	ALLOCATION	COMPETITIVE			
DUE DATE TO GOHSEP	9/3/10	9/3/10			

Severe Repetitive Loss (SRL)

Residential Properties

- At least **four** NFIP claim payments (building and contents) **over \$5,000**; OR
- At least **two** separate NFIP claim payments (building only) with the total amount **exceeding the value of the property**.



SRL Properties

FEMA maintains a database of all validated SRL properties.

- 8,828 nationwide properties.
- **2,936** Louisiana properties.



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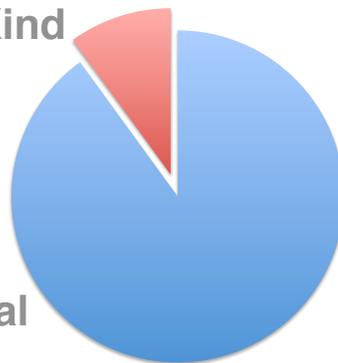


SRL Cost Share

All Hazard Mitigation Assistance (HMA) grants are paid on a cost-reimbursement basis.

10% Local/In Kind

90%
Federal



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SRL Eligible Activities

ELIGIBLE ACTIVITIES	SRL
Property Acquisition and Structural Demolition	●
Property Acquisition and Structural Relocation	●
Structure Elevation	●
Mitigation Reconstruction	●
Dry Floodproofing of Historic Residential Structures	●
Dry Floodproofing of Non-Residential Structures	
Minor Localized Flood Reduction Projects	●
Structural Retrofitting of Existing Buildings	
Non-Structural Retrofitting of Existing Buildings and Facilities	
Safe Room Construction	
Infrastructure Retrofit	
Soil Stabilization	
Wildfire Mitigation	
Post-Disaster Code Enforcement	
5% Initiative Projects	
Hazard Mitigation Planning	



SRL Available Funds

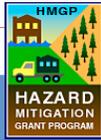
- There are currently **\$140 million** available nationwide.
- FEMA will award eligible projects on a **first-come-first-serve** basis until all funds are expended.



SRL Application Period

- **Open-ended** application period.
- Applications can be submitted to GOHSEP in eGrants monthly.



					
COST SHARE	75/25%	100%	90/10%		
BASIS OF FUNDING	NFIP	NFIP	NFIP		
CYCLE	ANNUALLY	ANNUALLY	OPEN ENDED		
FUNDING BASED ON	ALLOCATION	COMPETITIVE	OPEN ENDED		
DUE DATE TO GOHSEP	9/3/10	9/3/10	MONTHLY		



Increased Cost of Compliance



- Coverage D of NFIP policy.
- Used as **match** for cost share.

the big 5

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Increased Cost of Compliance (cont.)

- *SRL Increased Cost of Compliance (ICC) Pilot Program*

- Homeowner **assigns coverage** to community.
- **Community receives** the eligible ICC funds per property.
- **Community distributes** the funds to the homeowner.



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Congressional Appropriation Grant Overview



Pre-Disaster Mitigation (PDM)

- Funding is subject to **Congressional appropriations.**
- FY 2010 - Approximately **\$100 million** appropriated.
- FY 2011 – Appropriations have not been released to date.



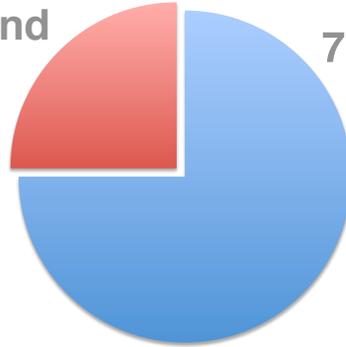
PDM Cost Share

All Hazard Mitigation Assistance (HMA) grants are paid on a cost-reimbursement basis



25% Local/In Kind

75% Federal



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PDM National Technical Review

- Funds are awarded on a **nationally competitive** basis to the highest ranked applications.
- Applications reviewed by panel.
- Panel Participants:
 - FEMA
 - States
 - Tribes
 - Local Governments



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PDM Eligible Activities

ELIGIBLE ACTIVITIES	PDM
Property Acquisition and Structural Demolition	●
Property Acquisition and Structural Relocation	●
Structure Elevation	●
Mitigation Reconstruction	●
Dry Floodproofing of Historic Residential Structures	●
Dry Floodproofing of Non-Residential Structures	●
Minor Localized Flood Reduction Projects	●
Structural Retrofitting of Existing Buildings	●
Non-Structural Retrofitting of Existing Buildings and Facilities	●
Safe Room Construction	●
Infrastructure Retrofit	●
Soil Stabilization	●
Wildfire Mitigation	●
Post-Disaster Code Enforcement	●
5% Initiative Projects	●
Hazard Mitigation Planning	●



	FMA FLOOD MITIGATION ASSISTANCE	RFC REPETITIVE FLOOD CLAIMS	SRL SEVERE REPETITIVE LOSS	PDM PRE-DISASTER MITIGATION	HMGP HAZARD MITIGATION GRANT PROGRAM
COST SHARE	75/25%	100%	90/10%	75/25%	
BASIS OF FUNDING	NFIP	NFIP	NFIP	CONGRESSIONAL APPROPRIATION	
CYCLE	ANNUALLY	ANNUALLY	OPEN ENDED	ANNUALLY	
FUNDING BASED ON	ALLOCATION	COMPETITIVE	OPEN ENDED	COMPETITIVE	
DUE DATE TO GOHSEP	9/3/10	9/3/10	MONTHLY	9/3/10	



For More Information

Contact: Marion Pearson // marion.pearson@la.gov
225-267-2522

Kimberly Rodrigue // kimberly.rodrigue@la.gov
225-267-2627

Visit:

getagameplan.org

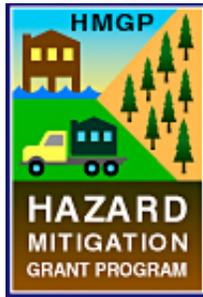


[www.fema.gov/government/grant/
hma/grant_resources.shtm](http://www.fema.gov/government/grant/hma/grant_resources.shtm)



Disaster Grant Program Overview

HAZARD MITIGATION GRANT PROGRAM (HMGP)



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Mitigation is breaking the cycle of disaster, damage, reconstruction and repeated damage.



*Investing a dollar now to **save four dollars** in the future...*

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Hazard Mitigation Grant Program (HMGP)

Authorities

- Authorized by § 404 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act)* 42 U.S.C. 5170c.



HMGP

Program Purpose

- To provide funds to states, territories, local governments, communities, Indian tribes and certain nonprofits to significantly reduce or permanently **eliminate future** risk to lives and property from hazards.



ALL HAZARDS

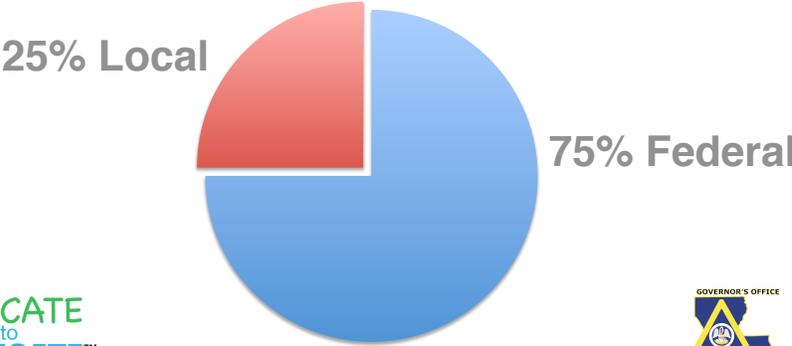


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HMGP Cost Share

- Cost share a 75% federal share and a 25% local share



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HMGP Funding

- HMGP is a ***cost-reimbursement*** grant program.
- In-kind services or global match can be used to cover the 25% local share.



Disaster Grant Formula

HAZARD MITIGATION GRANT PROGRAM (HMGP)

AVAILABLE FUNDING UNDER HMGP INCLUDES BUT IS NOT LIMITED TO

15% FOR THE FIRST **\$2,000,000,000** OF IA/PA FUNDING OR LESS

10% FOR AMOUNT OVER **\$2,000,000,000** OF IA/PA FUNDING AND NOT TO EXCEED **\$10,000,000**

7.5% FOR AMOUNT OVER **\$10,000,000,000** OF IA/PA FUNDING AND NOT TO EXCEED **\$35,333,000,000**

7.5%

10%

15%



Eligible Applicants

ELIGIBLE APPLICANTS	HMGP	PDM	FMA	RFC	SRL
State Agencies	●	●	●	●	●
Tribal Governments	●	●	●	●	●
Local Governments	●	●	●	●	●
Private Nonprofit Organizations	●				

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Eligible Activities

ELIGIBLE ACTIVITIES	HMGP
Property Acquisition and Structural Demolition	●
Property Acquisition and Structural Relocation	●
Structure Elevation	●
Mitigation Reconstruction	
Dry Floodproofing of Historic Residential Structures	●
Dry Floodproofing of Non-Residential Structures	●
Minor Localized Flood Reduction Projects	●
Structural Retrofitting of Existing Buildings	●
Non-Structural Retrofitting of Existing Buildings and Facilities	●
Safe Room Construction	●
Infrastructure Retrofit	●
Soil Stabilization	●
Wildfire Mitigation	●
Post-Disaster Code Enforcement	●
5% Initiative Projects	●
Hazard Mitigation Planning	●

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HMGP –Types of Projects

ELIGIBLE ACTIVITIES	HMGP	PDM	FMA	RFC	SRL
Minor Localized Flood Reduction Projects	★	★	★	★	★
Structural Retrofitting of Existing Buildings	★	★			
Non-Structural Retrofitting of Existing Buildings and Facilities	★	★			
Safe Room Construction	★	★			



HMGP –Types of Projects

Acquisition

- Acquiring and relocating or demolition of structures from hazard-prone areas.

Retrofit

- Retrofitting structures to protect them from floods, high winds, earthquakes, or other natural hazards.



HMGP –Types of Projects (cont.)

Elevation

- Elevating existing structures to avoid flooding damages.

Drainage

- Constructing certain types of minor and localized flood control projects.

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Drainage System Improvements



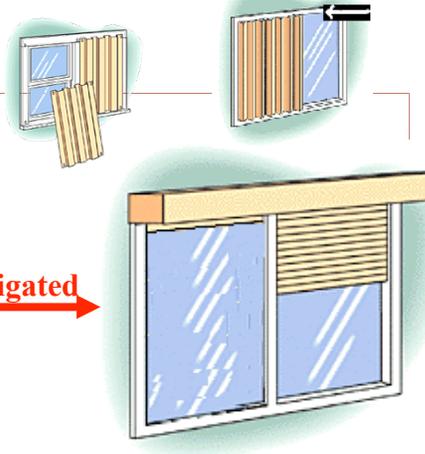
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Shutter Protection



Mitigated →



One of the *most affordable*, simplest way to protect a structure is the use of hurricane shutters, screens, panels or similar materials.

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Retrofitting of Facilities



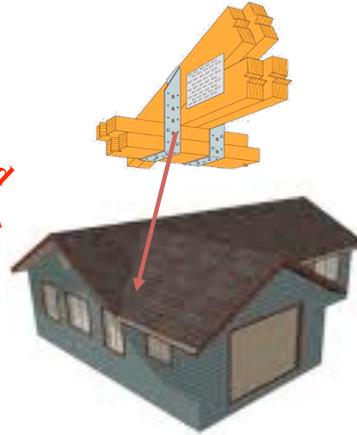
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Roof Strap



Mitigated



Structure on right has hurricane roof straps. Adding hurricane roof straps only adds a small percentage to the overall cost of building, but increase the wind load protection of the roof.

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High Performance Safe Room



Mitigated



House on right had safe room that survived tornado. No recorded incident of anyone hurt in a properly constructed safe room.

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What Makes An Eligible HMGP Project?

- Conformance with the *State Hazard Mitigation Plan* and *Local Mitigation Plan* approved under 44 CFR Part 201.
- Beneficial impact upon designated disaster area, whether or not located in the designated area.



What Makes An Eligible HMGP Project?

(cont.)

- Conformance with 44 CFR *Part 9 Flood Plain Management and Protection of Wetlands*, and 44 CFR *Part 10 Environmental Considerations*.



What Makes An Eligible HMGP Project?

(cont.)

- Solves a problem independently or constitutes a functional portion of a solution where there is assurance that the project as a whole will be completed.
- Is technically feasible.

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What Makes An Eligible HMGP Project?

(cont.)

- Meets all applicable state and local codes.
- **Is cost-effective** and substantially reduces the risk of future damage, hardship, loss, or suffering resulting from a major disaster.

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Minimum Applicant Criteria

- Have a FEMA-approved mitigation plan.
- Participate in the *National Flood Insurance Program (NFIP)*.
- Have the ability to provide the non-federal cost share.



Minimum Applicant Criteria (cont.)

- Located within a community that has **adopted** the *Advisory Base Flood Elevation (ABFE)* requirements (*if applicable to your parish*).

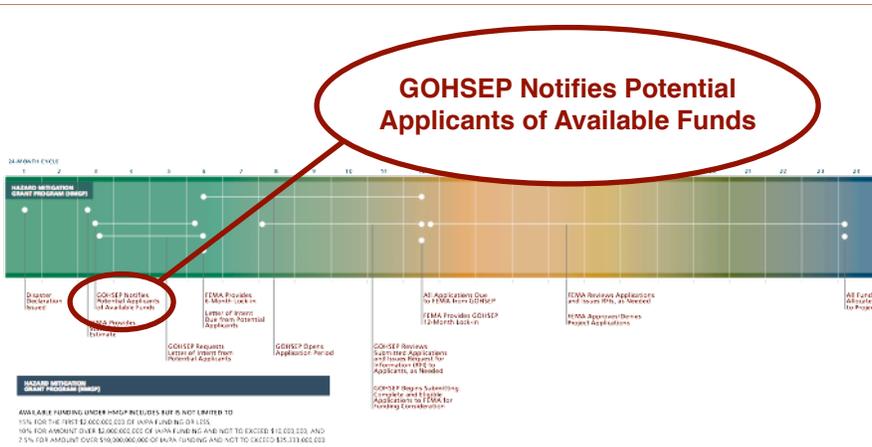


How Do I Apply for Funding?

- HMGP funds are only available after a Presidentially declared disaster.
- GOHSEP will notify all potential eligible applicants of the availability of funds.
- Completed HMGP application must be submitted to GOHSEP for funding consideration.
- Importantly, GOHSEP staff is available to assist you with developing your HMGP application.



HMGP Grant Cycle



Applicant's Responsibilities

- Develops and submits complete and eligible project applications (original and 3 copies) to the state.
- Implements project in accordance with approved Scope of Work (SOW).
- Manages project and funds received.



Applicant's Responsibilities (cont.)

- Submits **quarterly reports** to state.
- Audit projects in accordance with 44 CFR Part 14.
- Applicants should also be **proactive** and prepare applications in advance of a disaster and **over-submit** to increase funding opportunities that other applicants may not use.



State's Responsibilities

- Develops mitigation strategy.
- Identifies potential applicants.
- Recommends projects to FEMA for funding.
- Monitors approved projects.



FEMA's Responsibilities

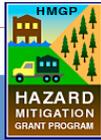
- Assists state in setting HMGP priorities.
- Approves or denies applications.
- Provides project oversight.
- Provides tracking/analysis-problem indicators.
- Approves extensions (past the 3 year Period of Performance [POP]).



FEMA's Responsibilities (cont.)

- **Reconciles** final project funding.
- Approves **scope changes** and any project cost overruns.
- **Closes out** projects at federal level.



					
COST SHARE	75/25%	100%	90/10%	75/25%	75/25%
BASIS OF FUNDING	NFIP	NFIP	NFIP	CONGRESSIONAL APPROPRIATION	DISASTER
CYCLE	ANNUALLY	ANNUALLY	OPEN ENDED	ANNUALLY	DISASTER
FUNDING BASED ON	ALLOCATION	COMPETITIVE	OPEN ENDED	COMPETITIVE	ALLOCATION
DUE DATE TO GOHSEP	9/3/10	9/3/10	MONTHLY	9/3/10	ANNOUNCED AFTER DISASTER



For More Information

Contact: Tonia Bergeron // tonia.bergeron@la.gov
225-267-2749

Shontae Harris-Davis // shontae.harris@la.gov
225-267-2847

Visit:

getagameplan.org



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The Other HMGP



The Other HMGP

Office of Community Development
Disaster Recovery Unit
Hazard Mitigation Grant Program
(OCD-DRU HMGP)

OCD-DRU HMGP is a sub-grantee to
GOHSEP



OCD-DRU HMGP

- The OTHER HMG

GOHSEP

Traditional HMGP's

(parish, local community)

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OCD-DRU HMGP

Katrina/Rita
Elevate-Reconstruct-IMM



Who Is This For?

- Homeowners affected by Hurricanes Katrina and Rita.
- Signed up for Road Home and chose **Option 1** – keep their home.

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What Is It For?

- **Elevation** of existing home.
- **Reconstruction** of a new home.
- Individual Mitigation Measures (IMM).

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Elevation/Reconstruction

Elevation means raising the lowest floor of the structure to comply with the FEMA HMGP required height and construction method.

Pilot Reconstruction does not mean repairing. It means **demolishing** and **rebuilding** a structure in compliance with the FEMA HMGP required height and construction method.



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IMM

Up to \$7,500 for:

- Installing **window protection**.
- Installing **hurricane straps/clips**.
- **Bolting walls** to foundation.
- **Strengthening doors**.
- **Anchoring** propane tank/heating fuel tank.
- **Elevating** electrical panel, HVAC unit, furnace and/or water heater.



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Homeowner Payments

Reimbursement of past expenditures

- Requires canceled checks, receipts, paid invoices and other **proof of payment**.

Advanced payment option

- Mechanism by which FEMA-cleared applicants whose OCD-DRU HMGP awards have been calculated may receive **advance funding** for either mitigation work performed to date or to be performed.

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Choose One

Homeowners **cannot** get money from both!

GOHSEP

**Traditional
HMGP**

(local, parish or statewide)

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**OCD-DRU
HMGP**

(Katrina/Rita Elevate/Reconstruct)



For More Information

1-877-824-8312

Or visit:

getagameplan.org



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Office of
Community
Development



Federal Mitigation Funding

Opportunities Across the Federal Government



Mitigation Opportunities

- FEMA not *only* source of mitigation funds.
- *Disaster Assistance: A Guide to Recovery Programs:*
www.fema.gov/library/view/Record.do?=2152



Sampling of Agencies

- Army Corps of Engineers (USACE)
- Department of Agriculture (USDA)
- Department of Commerce (DOC)
- Environmental Protection Agency (EPA)
- Department of the Interior (DOI)
- Department of Housing and Urban Development (HUD)
- Small Business Administration (SBA)

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US Army Corps of Engineers

Sampling of USACE Programs

- Beneficial use of dredged material.
- Planning assistance to states.
- Non-structural alternatives to structural mitigation.



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US Department of Agriculture

Sampling of USDA Programs

- Farm Services Agency (FSA): *Farm Ownership Loans.*
- Natural Resources Conservation Service (NRCS): *Watershed Protection Program.*
- Rural Development (RD): *Housing assistance.*
- Rural Development: *Utilities.*



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Department of Commerce

Sampling of DOC Programs

- Economic Development Administration (EDA): *Post-Disaster Economic Recovery Grants.*
- Economic Development Administration (EDA): *Disaster Mitigation Planning and Technical Assistance.*
- National Oceanic and Atmospheric Administration (NOAA), *Coastal Zone Management Program.*

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Dept. of Housing & Urban Development

Sampling of HUD Programs

- *Community Development Block Grant.*
- *Housing Recovery Initiative.*
- *Section 108 Loan Guarantee Program.*



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Small Business Association

- Sampling of SBA Programs
 - Disaster assistance loans to homeowners.
 - Disaster assistance loans to business owners.



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For More Information

Visit:

getagameplan.org



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Benefit Cost Analysis (BCA) Overview



BCA - Basics

- Benefit cost ratio.
- Present value.
- What is a benefit?
- Frequency-damage relationship.



BCA Overview



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Generally required for *all* Federal Emergency Management Agency (FEMA) mitigation programs:

- 1 Flood Mitigation Assistance (FMA)
- 2 Pre-Disaster Mitigation (PDM)
- 3 Repetitive Flood Claim (RFC)
- 4 Severe Repetitive Loss (SRL)
- 5 Hazard Mitigation Grant Program (HMGP) (404)
& Public Assistance (PA) (406)

the big
big



BCA Overview (cont.)

The law:

- *Stafford Act requires projects to be cost-effective.*
- This has been delegated to FEMA, state and local staff.

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BCA Overview (cont.)

Whenever FEMA regulations require a project to be “**cost effective**,” it means that a BCA is necessary.*



BCA Overview (cont.)

HMGP, PA, FMA, RFC

- Goal: **Benefit-Cost Ratio (BCR) >1.0.**

PDM & SRL: Projects should **count** all significant benefits.



BCA Overview (cont.)

BCA

- Is a way to understand and *use technical information* to make decisions.
- Because federal agencies are interested in a *Return On Investment (ROI)*.



BCA Overview (cont.)

- To be effective, a BCA **MUST** be used as a planning device *early in the evaluation process*.
- Projects that appear to be “good” may not be when examined carefully.



BCA Overview (cont.)

- Every BCA needs to be ***credible and defensible to FEMA.***
- If estimates and techniques are not based on sound judgment, it is difficult to defend an analysis.

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BCA Overview (cont.)

BCA is conceptually pretty simple.

Things to remember:

- 1 Comparison of ***before-mitigation*** and ***after-mitigation*** conditions.
- 2 If damages are reduced after mitigation is implemented, then ***there are benefits to count.***

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BCA Overview (cont.)

- 3 If the **benefits are greater than costs**, the project is cost-effective.
- 4 Some mitigation projects are more cost-effective than others.
- 5 The **Benefit-Cost Ratio (BCR)** is used to compare cost-effectiveness.

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Benefit Cost Ratio

A project is **cost effective** if:

$$\frac{\text{Project Benefit}}{\text{Total Project Cost}} > 1$$

Benefit = Damage

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BCA Overview

- **Benefits are more difficult to count than costs.**
- Benefits **happen in the future** and must be calculated based on statistics.
- **Project costs occur up front** and are determined by cost estimates.

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Key to BCA success:

Start early in the project evaluation process and ***provide reasonable and defensible data.***

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Concept of Risk

- “Risk” is a simple term for the **monetary value of future damages**.
- “**Value**” means that future damages are expressed in terms of money.
- **Risk** is the **single most important concept** in mitigation planning and BCA’s.

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Concept of Risk (cont.)

BCA **normalizes** information and makes it understandable.



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Concept of Risk (cont.)

The risk equation has 3 components:



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Concept of Risk (cont.)

Risk Depends On

- **Severity** of the hazard.
- **Vulnerability** of the facility.
- **Importance** of the function.
- **Degree of life-safety risk.**
- **Project effectiveness.**
- **Value of asset being protected.**

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Concept of Risk (cont.)

When hazard events are *frequent or severe*:

- *Damages and losses are high.*
- *Benefits are high.*
- *BCRs are often (but not always) > 1.0 .*
- *“Good” mitigation projects.*

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Concept of Risk (cont.)

When hazard events are *infrequent or minor*:

- *Damages and losses are low.*
- *Benefits are low.*
- *BCRs are rarely > 1.0 .*
- *“Poor” mitigation projects.*

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Is It Worth \$1 Million To . . . ?

- Protect one doghouse or one outhouse?
- Protect one house that floods infrequently?
- Protect a flood-prone hospital, city hall, school, and other important buildings?
- Protect 150 flood-prone houses?

Probably	Probably Not
	✓
	✓
✓	
✓	

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Frequency

- **Frequency** refers to how often a particular event occurs (e.g., if you get paid every two weeks, the frequency is bi-weekly).
- **All recurrent events can be assigned a frequency.**

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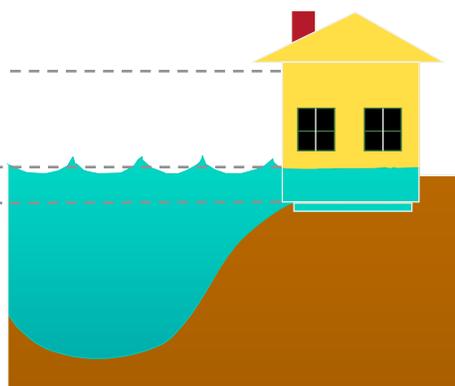


Frequency and Severity

100-year flood = 510'

10-year flood = 502'

Finished Floor
Elevation (FFE) = 500'



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What is a Benefit?

A benefit is an ***avoided loss***.

- Good mitigation projects, damages are ***reduced or eliminated*** due to the project.

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What is a Benefit? (cont.)

Benefits to Consider

- **Direct damages** to buildings, contents and infrastructure.
- **Avoided deaths and injuries.**
- **Avoided loss of function** for economic impacts.



Benefits – Direct Damages

Direct Damages

- Damages to **buildings** requiring repairs or replacement.
- Damages to **contents** (i.e., movable items within a building).
- Damages to **roads, bridges, utility lines.**



Benefits - Casualties

Avoided Deaths and Injuries

- Are a primary impact of disasters: Earthquakes and tornadoes / hurricanes.
- ***Do not count*** except for flash floods or dam/levee failures.
- Benefits of reducing casualties are ***always*** counted for earthquake and hurricane or tornado shelter projects.



Benefits – Casualties (cont.)

FEMA uses statistical values of

- ***\$3.1 million per person for deaths.***
- ***\$18,085 for major injuries.***
- ***\$1,809 for minor injuries.***



Benefits – Loss of Function

Loss of Function

- Usually the ***largest single benefit*** for projects that protect non-residential buildings or infrastructure.
- ***Often overlooked*** by analysts.



Benefits – Loss of Function (cont.)

- Occurs when a ***government facility, a road, a utility or a business is interrupted*** by a natural hazard event.
- There is guidance in “***What is a Benefit?***” on counting these benefits.



Benefits – Loss of Function (cont.)

For residential buildings, a *loss of function impact results in a “displacement”* to temporary quarters and includes:

- *Temporary rental costs.*
- *Other monthly costs.*
- *One-time costs.*

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Benefits – Loss of Function (cont.)

Examples

- Damage to a hospital's electrical or gas connections during an earthquake.
- A road washing out in a flood.
- An EOC losing the roof during high winds.
- A utility line breaking during an ice storm.

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Project Costs

Items to Consider

- Costs *appropriate for the project.*
- Costs in *present-day dollars.*
- Costs are *well documented and from a credible source.*



BCA Modules

FEMA has 9 computer BCA modules for various hazards:

- Two for **riverine** flooding.
- One for **coastal A-zone** flooding.
- One for **coastal V-zone** flooding.
- Two for **earthquakes**.
- One for **tornado / hurricane shelters**.
- One for **hurricane wind**.
- One for **wildland/urban fires**.



BCA Documentation

It is important to track, record and include in the application:

- *Data sources*
- *Dates*
- *Assumptions*
- *Analysis procedures*



BCA Documentation (cont.)

Use data from *credible and reliable* sources

- *Federal*
- *State*
- *Local Agencies*



Flood Control Worksheet

**HAZARD MITIGATION GRANT PROGRAM
PROJECT INFORMATION**

FLOOD CONTROL WORKSHEET

B. DESCRIBE PROBLEM:

Date	Storm Frequency	Damages

C. DESCRIBE THE PROPOSED SOLUTION: (Briefly narrate the proposed solution.)

D. TYPE OF PROTECTION: (From 100 Year Event, 50 Year Event, etc.)

E. FLOOD ZONE DESIGNATION:
Site is in as:

Flood Zone Floodway Non-designated location

*Please Note: Any local government as defined in 44 CFR 201.2 developing a mitigation project for FEMA funding for disasters declared post November 1, 2004 must have an approved mitigation plan in place which complies with all applicable 44 CFR 201 requirements.





Wind Retrofit Worksheet

**HAZARD MITIGATION GRANT PROGRAM
PROJECT INFORMATION**

WIND RETROFIT WORKSHEET

B. OWNER INFORMATION:

First Name _____ Last Name _____
 Street Address _____
 City _____ State _____ Zip Code _____

C. EXISTING BUILDING CONSTRUCTION TYPE/INFORMATION:

Prefabricated N/E Wood Frame N/E Brick/Block Frame L/E
 Reinforced Masonry F/E Masonry N/E Other - Identify: _____

Note: [N/E-Non-engineered, L/T- Lightly engineered, F/E- Fully engineered]

Building Size (Sq. Ft.) _____ Date Constructed _____
 Number of Stories Above Grade _____
 Value Per Sq. Ft. \$ _____ Displacement Costs \$ _____
 Estimated Replacement Value \$ _____ Contents \$ _____
 Locally Adopted Building Code Wind Speed _____
 Design Wind Speed _____





Acquisition, Elevation & Relocation Worksheet

**HAZARD MITIGATION GRANT PROGRAM
PROJECT INFORMATION**

**ACQUISITION, ELEVATION & RELOCATION
WORKSHEET**

City _____
Latitude _____

B. OWNER INFORMATION:
First Name _____ Last Name _____
Social Security # _____
Spouse First Name _____ Spouse Last Name _____
Spouse's Social Security # _____
Street Address _____
City _____ State _____ Zip Code _____

C. OCCUPANCY TYPE:
 Owner Occupied Renter Occupied

D. BUILDING TYPE/INFORMATION:
 Manufactured One Story (w/basement) One Story (w/o basement)
 Two Story (w/basement) Two Story (w/o basement)
 Other (Describe): _____
Construction Type: Wood Frame Masonry
Foundation Type: Slab Piling Pier and Beam
Date Constructed _____ Building Size (Sq. Ft.) _____
Value Per Sq. Ft. \$ _____ Est. Replacement Value \$ _____



First Key to BCA success:

Start early in the project evaluation process
and ***provide reasonable and defensible data.***



Second Key to BCA Success:

Someone other than the original
BCA analyst ***can easily verify and
re-create*** the data inputs and
conclusions of the BCA.



For More Information

Non-Disaster

Contact: Marion Pearson // marion.pearson@la.gov
225-267-2522

Disaster

Contact: Tonia Bergeron // tonia.bergeron@la.gov
225-267-2749

Visit:

getagameplan.org



**funding hazard
mitigation** NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

workshop #2

Application Process

- Application Types (PPt)
- Application Exercise (PPt)
- Sample Application
- Sample Application Checklist
- Sample Worksheets and Application Exercise Worksheet
- Sample Project Descriptions

workshop #2 / Application Process

Application Types/ Types of Projects Overview



Application Types



eGRANTS

A web-based, electronic grants (eGrants) management system that allows applicants to apply for and manage their mitigation grant application processes electronically.



- 1 Flood Mitigation Assistance (FMA)**
- 2 Repetitive Flood Claims (RFC)**
- 3 Severe Repetitive Loss (SRL)**
- 4 Pre-Disaster Mitigation (PDM)**



Application Types (cont.)

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PAPER APPLICATION

HMGP applications are currently completed on paper, however, the state is working on a program which will allow the application to be completed and submitted electronically.

5 Hazard Mitigation Grant Program (HMGP)



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Funding Process

Presidential Disaster Declaration



\$\$\$ Federal Emergency Management Agency (FEMA) \$\$\$
Individual Assistance (IA) / Public Assistance (PA) / HMGP



State



Applicant



\$\$\$\$ Project \$\$\$\$

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HMGP Funding Availability

Federal funding under the HMGP is available following a major disaster declaration, if requested by the Governor.



HMGP Funding Availability (cont.)

Up to 15% for amounts not more than \$2 billion of the total of Public and Individual Assistance (PA and IA) funds authorized for the disaster.	Up to 10% for amounts of \$2 billion to not more than \$10 billion.	7.5% for amounts of \$10 billion to not more than \$35.333 billion.
15% = 0 to \$2 billion	10% = \$2 billion to \$10 billion	7.5% = \$10 billion to \$35.333 billion



Mitigation Goals and Objectives

Type of Project

- When focusing on mitigation goals - focus on **actions that produce repetitive benefits** over time, not on those actions that might be considered emergency planning or emergency services, and the **long-term vision** of the community.



Mitigation Goals and Objectives (cont.)

Type of Project

- To determine what type of project to select, mitigation **Goals and Potential Actions** should have been previously determined.
 - The focus should be on actions that **produce repetitive** benefits.



Mitigation Goals and Objectives (cont.)

Type of Project

- Example: Continuous flooding of homes in a certain area due to storm events could have been identified as a potential “**Property Protection**” project during the completion of your plan or your plan update. You might select **Elevation** or **Acquisition** of homes as your project.



Mitigation Goals and Objectives (cont.)

Type of Project

- In most cases, projects will be based on:
 - **Prevention**
 - **Property protection**
 - **Public education and awareness**
 - **Natural resource protection**
 - **Emergency services protection**
 - **Structural projects**



Types of Projects (cont.)

Selected projects should be those that:

- Clearly **reduce loss of life**, loss of essential services and/or damage to critical facilities.
- Or address severe **economic hardship**.

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Types of Projects

Projects should be in **conformance** with the *Code of Federal Regulations – 44 CFR 206.434(b)*.

Some types of projects that may be eligible include:

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Elevation of Flood Prone Structures

Prevention and Property Protection



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Acquisition of Flood Prone Property

Prevention



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Retrofit Existing Structures

Prevention, Property Protection and Structural Projects



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Storm Water Management

Prevention and Natural Resource Protection

Culvert Upgrade



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Flood Control

Prevention and Natural Resource Protection



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Project Identification



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Project Identification (cont.)

Projects that are in **conformance** with the current state and local hazard mitigation plans ensure that the proposed measures are in keeping with the appropriate state and local mitigation strategies.



Project Identification (cont.)

There are *five minimum criteria* that all projects **must** meet in order to be considered for funding:

- 1. Conforms with the appropriate state and/or local mitigation plan.**
 - The potential mitigation project must correspond with the policies set forth within the state or local mitigation plan.



Project Identification (cont.)

2. Provides a beneficial impact upon the disaster area.

- A project should entail mitigation measures that possess:
 - The potential for **reducing loss of life and property** in the disaster area.
 - The potential to solve **other social and economic problems** through multi-objective planning.



Project Identification (cont.)

3. Conforms with environmental regulations.

- A project must be in **conformance** with *44 Code of Federal Regulation (CFR) Part 9, Floodplain Management and Protection of Wetlands* (Executive Orders 11988 and 11990) as well as *44 CFR Part 10, Environmental Considerations* (environmental requirements of the *National Environmental Policy Act*).



Project Identification (cont.)

4. Solves a problem

- A project must **solve a problem** independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed. A study or plan that identifies or simply analyzes a problem without a funded, scheduled and implementation program will not be eligible.



Project Identification (cont.)

5. Demonstrates cost-effectiveness

- A project must be cost-effective and substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major disaster. This requirement is satisfied by performing an analysis to determine whether the benefits to be gained are greater, or at least equal to, the cost of the project.



HMGP Application Process

Step 1

State notifies potential applicants of the availability of funds.

Step 2

Applicants submit projects to the state - application cycle closes.



HMGP Application Process (cont.)

Step 3

State begins review of submitted applications, which includes:

- Review for program eligibility.
- Environmental coordination and compliance review.
- Flood plain implications.
- Benefit Cost Analysis (BCA).



HMGP Application Process (cont.)

Step 4

State **submits** selected projects to FEMA.

Step 5

FEMA reviews the application and either **approves** or **denies**.



HMGP Application Process (cont.)

Step 6

If the application is approved by FEMA, the state informs the applicant of **approval** sets up a sub-grantee **meeting** and begins the **project/ grant management process**.



HMGP Application Process (cont.)

In Louisiana, FEMA's role in the review process is primarily to confirm the state's project eligibility decisions.



For More Information

Contact: Leanne Guidry // leanne.guidry@la.gov
225-267-2787

Visit:

getagameplan.org



Application Exercises



Application Exercise



An application is a road map that identifies a solution to an existing problem, documents the cost of that solution and identifies the timeline for its implementation.



Forms of Application

There are two forms of applications that can be used to apply for funding through the state:

- **Paper application**, used for *Hazard Mitigation Grants Program (HMGP)*, which can be downloaded from the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) website at:
http://ohsep.louisiana.gov/mitigation/LAHMGPApp7_14.Doc
- **Electronic eGrants application**, used for non-disaster grants, which can be accessed from the Federal Emergency Management Agency (FEMA) website at:
<https://portal.fema.gov/famsVuWeb/home>



Application Checklist

- Use the *Application Checklist* as a guide for completing the application and to assure your application includes the required information for HMGP projects.
- The checklist contains an explanation, example and/or reference for information requested in the application.
- It is important to note that this checklist is similar to the form that will be used by GOHSEP staff during the application sufficiency review.



Scope of Work



A well-defined, clearly-written, eligible Scope of Work (SOW) is the foundation that your application for *Hazard Mitigation Assistance (HMA)* will be built upon.



Scope of Work (cont.)

the big 5

- In order to obtain funding under the Scope of Work (SOW) must describe an activity that is eligible under the assistance program that is being applied for.
- The SOW should briefly **identify** the problem that is being addressed in order to establish a **clear need** for funding.
- The main function of the SOW is to provide a detailed, easily understood description of the proposed solution to the problem.
- Once the proposed solution has been outlined the SOW should identify the **expected outcome**.



Scope of Work (cont.)

I. Project Description **ELEVATION EXAMPLE**

A. Project Description / Protection

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

As a result of heavy rains, 16 inches over a 24 hour span, the Hillcrest subdivision became inundated with several feet of standing water. As a result of this flooding several homeowners required rescue and 10 homes received water damage. The flooding damages the structure of the residences and the contents inside.

The proposed project will elevate 10 residential properties located in the Hillcrest subdivision in the southwestern area of the City. To date, all of the affected property owners in the Hillcrest area have expressed an interest in elevating their homes.

The proposed project will reduce future flood damages, health and safety risks, clean-up costs, and displacement time for the homeowners. The elevations will also bring cost savings to the NFIP through reduced flood insurance claims.

The future flood damages will be reduced by elevating the first floor of each of the 10 structures to elevations that are 1.5-feet above the 100-year flood.



Budget



The budget will outline the cost of each eligible element, or line item that is necessary to complete the identified SOW.



Budget (cont.)

- The budget is a *detailed listing* of all of the anticipated costs for the completion of the project. In order to be reimbursed or counted as match, a line item — and all of its elements — must be an *eligible* expense.
- Each line item in the budget must be a *necessary* part of completing the project. The SOW and documentation provided should establish the necessity of the items included in the budget.

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Budget (cont.)

- The cost of each line item in the budget must be *reasonable*, does not exceed what would be incurred by a prudent person under the circumstances prevailing at the time, in order to be included in the budget. The best way to establish reasonableness is to provide the source of the estimate.
- Each item in the budget should be broken out (materials/labor/fees) and should only use whole numbers (unit costs and totals).

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Budget (cont.)

V. Scope of Work / Budget

Benefit of this information is that cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion. **Do not include contingency costs in the budget.**

A. Materials

Item	Dimension	Quantity	Cost per Unit
Elevation of Structures (Materials)	N/A	N/A	N/A

Total Cost
\$356,000

B. Labor

Item	Hours	Rate	Cost
Preparation	10 Structures	\$1,500	\$15,000
Elevation of Structures (Labor)	N/A	N/A	\$356,000

C. Fees Paid

Item	Hours	Rate	Cost
Design/Eng.	N/A	N/A	\$85,000
Permits / Records / Utilities	10 Structures	\$2,500	\$25,000
Relocation	10 Structures	\$4,500	\$45,000
Inspections / Elevation Cert.	10 Structures	\$1,200	\$12,000
Soil Analysis	10 Structures	\$2,700	\$27,000

Total Estimated Project Cost **\$921,000**



Budget (cont.)

Sample Breakout by Structure

ID • Site Prep • Elevation of Structures – Labor • Elevation of Structures – Material • Planning Design Engineering • Permits Records Utilities • Relocation • Inspections Elevation Certificate • Soil Analysis • Total

ID	Site Prep	Elevation of Structures-Labor	Elevation of Structures-Material	Planning Design Engineering	Permits Records Utilities	Relocation	Inspections Elevation Certificate	Soil Analysis	Total
1	\$1,500	\$63,750	\$63,750	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$148,400
2	\$1,500	\$92,500	\$46,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$113,400
3	\$1,500	\$36,000	\$36,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$92,900
4	\$1,500	\$25,500	\$25,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$71,900
5	\$1,500	\$46,225	\$46,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$113,400
6	\$1,500	\$40,500	\$40,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$101,900
7	\$1,500	\$25,000	\$25,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$70,900
8	\$1,500	\$22,500	\$22,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$65,900
9	\$1,500	\$21,225	\$21,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$63,400
10	\$1,500	\$29,000	\$29,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$78,900
Total	\$15,000	\$356,000	\$356,000	\$85,000	\$25,000	\$45,000	\$12,000	\$27,000	\$921,000



Milestones



The milestones are the critical steps in the process that will lead you from the beginning of the project all the way through to its completion.

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Milestones (cont.)

- It is important to add steps for the *sub-grantee agreement*, *procurement* and *project closeout* to the other items necessary to complete the project.
- The milestones will outline the *three year* Period of Performance for the grant. It may be tempting to list a shorter time period due to the nature of the project, but it is best to use the entire three years so that an extension is not required.
- Milestones can be used as a tool for the sub-grantee and GOHSEP during the reporting that takes place during project management.
- GOHSEP requires that the milestones be broken out into *90 day increments*.

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Milestones (cont.)

THE STATE REQUIRES
[e.g. Demolition of 6 structures and

90 DAY MILESTONES

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant	
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP	90 days
Procure any necessary services	90 days
Update list of interested property owners	90 days
Soil Analysis	90 days
Planning / Design / Engineering	90 days
Permits	90 days
Elevation of Structures	90 days
Elevation of Structures Continued	90 days
Elevation of Structures Continued	90 days
Inspections	90 days
Project Closeout	90 days
Total Time Estimate:	
36 months	

Some tasks may overlap or occur simultaneously.

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Alternatives



The application's eligible alternatives will serve as an opportunity to describe the selection process and serve as a potential safety net for the project.

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Alternatives (cont.)

- The purpose of the two alternatives included in the application is to provide a potential *fallback option* in case there is some issue with the project and to meet environmental requirements.
- It is important to include an alternative that is an *eligible project* under the program that is being applied for. It can be an entirely different type of mitigation or a substitution of properties.
- One of the alternatives is to take *no action*. This alternative must include a description of what the expected outcome will be if no action is taken.
- The format of the alternative is very similar to the information provided for the selected mitigation project. The main difference is that a line item budget is not required.



Alternatives (cont.)

A. No Action Alternative

Consideration of the No Action Alternative indicates that, with no action, Adversity could expect to suffer further damage, injury, or death of even greater magnitude in the future.

The No Action option does nothing to reduce or eliminate future risk to City residents, damage to their property, the need for emergency response, and it does not offer a means to reduce or eliminate the need for future disaster assistance.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

Acquisition would solve the flooding problems if the homeowners were agreeable to moving. The ten homeowners have informed the city that they do not want to leave the neighborhood or the nearby schools.

In addition, the city at first considered an acquisition program. The plan was dropped after the first three purchase offers, which were prepared by licensed appraisers, were rejected by the homeowners as being 20% to 30% too low in their estimation.



Group Exercise

- Scenario: There are **22** homes in the Magnolia Heights subdivision in Sunrise, LA. All of these homes are on the Severe Repetitive Loss (SRL) list. This neighborhood experienced heavy flooding during Hurricane Katrina and **8** of the homes were declared substantially damaged. At least **3** roads in the area have had to be closed on multiple occasions because of water overtopping the roadways.
- Possible Solutions:

1 Elevation

22 homes

2 Acquisition

3 Drainage

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Group Exercise (cont.)

1 Elevation 2 Acquisition 3 Drainage

Using the exercise handouts you have been provided, select one of the above mitigation project types to solve the problem.

Once you have chosen your mitigation solution, begin your application process by developing the following items:

- Scope of work
- Estimated budget
- Milestones
- Alternatives

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For More Information

Non-Disaster

Contact: Marion Pearson // marion.pearson@la.gov
225-267-2522

Disaster

Contact: Tonia Bergeron // tonia.bergeron@la.gov
225-267-2749

Visit:

getagameplan.org





**GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS
HAZARD MITIGATION GRANT PROGRAM**

PROJECT APPLICATION

Applicant _____

Project Location _____
(street, city, parish, and state)

Project Title (descriptive) _____

Estimated Project Cost (total) _____

**THIS SECTION FOR STATE USE ONLY
FEMA-LA-DR-**

- Standard HMGP or
- HMGP 5% Initiative
- FMA
- Other _____

- Initial Submission *or*
- Resubmission

- Completeness Checklist
- State 322 Plan
- Eligible Applicant
- B/C Analysis

- Project Type(s)**
- Acquisition/Demolition
 - Acquisition/Relocation
 - Elevation
 - Drainage
 - Wind Retrofit
 - Tornado
 - Seismic Retrofit
 - Other _____

Community NFIP Status:

- Participating Community ID #: _____
- CRS Participant
- In Good Standing
- Sanctioned
 - Regulatory Floodway
 - Coastal V-Zone

State Application ID _____

Date Received _____

State Reviewer _____

Reviewer Phone # _____

Reviewer Fax # _____

Reviewer Email: _____

This application is for all Federal Emergency Management Agency (FEMA Region VI) Hazard Mitigation Grant Program (HMGP) projects. Please complete ALL sections and provide the documents requested. If you require technical assistance with this application, please contact your State Mitigation Division at (225) 925-7500.

A. To Fill Out This Application: complete all sections of the main application, if the project involves acquisition, elevation or engineered drainage projects fill out the following supplemental worksheets:

- **Acquisition Worksheet:** Acquisition Projects only -- one per structure
- **Elevation Worksheet:** Elevation Projects only -- one per structure
- **Drainage Worksheet:** Drainage Projects only
- **Wind Retrofit Worksheet:** one per structure
- **Alert and Notification Worksheet:** one per site

B. Applicant Information

1. **Applicant (Organization)**

2. **Applicant Type**

- State or Local Government Recognized Indian Tribe Private Non-Profit

3. Parish / Parishes

4. State Legislative District(s)

5. Congressional District(s)

6. Tax I.D. Number

7. FIPS Code (if known)

8. Duns Number

(If you do not have a Duns number, contact Dun & Bradstreet at 1-800-705-5711.)

9. **Point of Contact**

Ms. Mr. Mrs. First Name Last Name

Title

Street Address

City State Zip Code

Telephone () - Fax () -

Email Address (if available)

10. **Application Prepared by:** Ms. Mr. Mrs. First Name Last Name

Title Telephone () - Fax () -

11. **Authorized Applicant Agent**

Ms . Mr . Mrs. First Name Last Name

Title Telephone () - Fax () -

Street Address

City State Zip Code

Email Address (if available)

Date

Signature

NOTE: If your project is approved, work must begin within 90 days of the obligation of funds.

Attach any continuations or additional items to this page

I. Planning Requirement

For all disasters declared after November 1, 2004, a community must have a FEMA approved Local Hazard Mitigation Plan in order to be eligible for HMGP. Please provide:

Date of Plan Approval:

Section and page in Plan where project is included:

Describe how project is consistent with the risk assessment, goals and actions in plan:

Please include copy of page where project is included

II. History of Hazards / Damages in the Area to be Protected*

In this section describe all past damages from hazardous events (include name of storms if applicable) in the project area. Include Presidentially declared disasters as well as events that did not result in a Presidential declaration. Do not list county-wide or community-wide damages. Damages described must be site specific.

A. Overview of Past Damages

Provide a detailed past history of damages in the project area, including direct and indirect costs. Include information for as many past incidents as possible. Attach any supporting documents, i.e. proofs of loss, PW's, force account logs. Direct costs should include damages to structures and infrastructure in the project area as a result of the hazard. Indirect costs should include the cost to the local government to respond to victims of the hazard in the project area, any interruption to local businesses, and losses of public services.

- **For Acquisitions and Elevations, provide an overview in this section and specific damages to each property in the Individual Property Worksheets.**

<u>Date</u>	<u>Level of Event</u>	<u>Damages</u>	<u>Indirect costs (describe)</u>
<i>[e.g. 10/7/89]</i>	<i>50 year flood</i>	<i>Total of \$195,000 in damages to 16 homes in project area</i>	<i>Emergency Services Evacuation of 58 people.]</i>
<i>e.g. 8/18/92</i>	<i>100 year flood</i>	<i>Total of \$1,895,000 in damages to 23 homes in project area</i>	<i>Emergency Services Evacuation of 108 people.]</i>

III. Project Description

A. Project Description / Protection Provided

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

B. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:

Flood Wind Seismic Other (list) _____

2. Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year (1%) flood. List data in Flood Levels (10, 25, 50, 100...) mph winds or Mercalli Scale Earthquake (1-12)

_____ Structures protected against the _____

3. Engineered Projects Only (e.g. Drainage Improvements)

Include (attach to this page) **ALL** engineering calculations used to determine the above level of protection.

The following documents are attached:

4. Useful life of the project:

Proposed project will provide protection against the hazard(s) above for _____ years.

IV. Project Location Fully describe the location of the proposed project. (If project is involving multiple locations, provide project location information for **each** site on worksheet.)

A. Site

1. Physical Location

Describe the area and/or population affected/protected by this project, include the location (street numbers or neighborhoods, city, county, zip codes, latitude/longitude).

2. Population Affected

Provide the number of each type of structure (listed below) in the project area. Include **all** structures in project area.

- _____ Residential properties
 _____ Businesses / Commercial properties
 _____ Public Buildings
 _____ Schools / Hospitals / Houses of worship

B. Legible Copy of Flood Insurance Rate Map (FIRM) showing Project Site

- Attach a copy of the panel(s) from the FIRM, and, if available, the Floodway Map, (along with the appropriate flood profile and discharge tables from the community FIS) with the project site and structures marked on the map (FIRMs are typically available from your local floodplain administrator who may be located in the planning, zoning, or engineering office, or the FEMA web page at <http://www.fema.gov/maps>. Maps can also be ordered from the Map Service Center at 1-800-358-9616.

Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area).

- VE or V 1-30
 AE or A 1-30
 AO or AH
 A (no base flood elevation given)
 B or X (shaded)
 C or X (un shaded)
 Floodway
 Coastal Barrier Resource Act (CBRA) Zone
 (Federal regulations strictly limit federal funding for projects in this zone; please coordinate with your state agency before submitting an application for a CBRA Zone project.)

- If the FIRM for your area is not published**, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures marked on the map.

Project Location (*Continued*)

C. City or Parish Map with Project Site and Photographs (*All Maps Are Mandatory*)

- Attach a copy of a city or Parish scale map (large enough to show the entire project area) with the project site and structures marked on the map.
- USGS 1:24,000 **Topo Map** with project site marked on the map. (*Topographic maps can be printed from the Internet at www.topozone.com.*)
- For **acquisition** or **elevation** projects, include a copy of the Parcel Map (Tax Map, Property Identification Map, etc.) with each property in the project clearly marked on the map. Use SAME ID number as in the property worksheet.
- Attach overview **photographs (2 copies each)** for each project site. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas which affect the project site or will be affected by the project.

Attach 2 copies of each site photograph here

Clearly label the back of each photograph with address, front and side view of the project

Notes:

Attach any continuations or additional items to this page

V. Scope of Work / Budget

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion.

Do not include contingency costs in the budget.

A. Materials

Item	Dimension	Quantity	Cost per Unit	Total Cost
------	-----------	----------	---------------	------------

B. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

Description	Hours	Rate	Cost
-------------	-------	------	------

C. Fees Paid Include any other costs associated with the project

Description of Task	Hours	Rate	Cost
---------------------	-------	------	------

Total Estimated Project Cost \$_____

D. Funding Sources (round figures to the nearest dollar)

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME) may not be used for the State or Local match.

Estimated FEMA Share \$_____ % of Total

Non-Federal Share

Estimated Local Share (Include In-Kind Value) \$_____ % of Total

List Funding Sources

Estimated State Share \$_____ % of Total

List Funding Sources

Estimated Other Agency Share

\$_____ % of Total

Identify Other Non-Federal Agency

Other Non-FEMA Federal Funds \$ **Do Not Include In Total**

Identify Other Federal Agency

Scope of Work / Budget (Continued)

E. Project Milestones List the major milestones in this project:

THE STATE REQUIRES 90 DAY MILESTONES

[e.g. Demolition of 6 structures and removal of debris

[e.g. Design, Engineering and H & H Studies]

SAMPLE

F. Benefit Cost Ratio: _____

Attach Copy of Benefit Cost Analysis and All Supporting Documentation

Alternative Actions

This application cannot be reviewed if this section is incomplete.

List **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative" (section A).

A. No Action Alternative

Discuss the impacts on the project area if no action is taken.

B. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

2. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site.
- Photographs (2 copies) of alternative site

Attach 2 copies of each photograph here

Clearly label the back of each photograph with address, front and side view of the project.

Alternative Actions (Continued)

C. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but those funds cannot be used as match. Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME,) may be used for the State or Local match.

Estimated FEMA Share \$ _____ _____ % of Total

Non-Federal Share

Estimated Local Share \$ _____ _____ % of
 (Include In-Kind Value) Total

List Funding Sources

Estimated State Share \$ _____ _____ % of
 Total

List Funding Sources

Estimated Other Agency Share \$ _____ _____ % of
 Total

List Other Non-Federal Agency

Other Non-FEMA Federal Funds \$ _____ **Do Not Include In Total**

List Other Federal Agency

D. Impacts of Other Feasible Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues: Environmental Justice; Endangered Species; Wetlands; Hydrology (Upstream and Downstream Impacts); Floodplain/ Floodway; Historic Issues; Hazardous Materials.

VI. Environmental Documents

The applicant **must** provide the following environmental documentation to FEMA before starting construction activity **or** jeopardize project funding.

**The Following Types of Projects
Do Not Require Environmental Documentation:**

- Development of Mitigation Plans
- Inspection and monitoring activities
- Studies involving only staff time and funding
- Training activities using existing facilities

Other projects require certain environmental documentation depending upon the project type and its potential effects on the physical, biological and built environment. The various types of projects and their required environmental documentation are as follows:

Warning Systems, Shutters, and Communication Projects

- Coordination from the State Historic Preservation Officer (SHPO) regarding cultural resources (archeological and historical). **Provide the SHPO with:**
 - a description of the project referencing structure/site addresses
 - a map of sufficient scale and detail that shows the project site and surrounding project area (Area of Potential Effects)
 - several original photographs of the project site and adjacent area/structures

**Acquisition/Demolition, Elevation and Individual Safe Room Projects
Residential Sites Require**

- Coordination from the State Historic Preservation Officer (SHPO) regarding cultural resources (archeological and historical). **Provide the SHPO with:**
 - a description of the project referencing structure/site addresses
 - a map of sufficient scale and detail that shows the project site and surrounding project area (Area of Potential Effects)
 - several original photographs of the project site and adjacent area/structures

Notes: Commercial/Industrial Sites also require:

- Coordination from the State Environmental Protection Agency (or equivalent) regarding hazardous waste and toxic materials.

Acquisition/Relocation Projects (Residential Only)
And
Stormwater Management Projects
(Road/Bridge/Culvert Repair, Detention Ponds And Drainage)

Coordination from the following Federal and State agencies:

- **State Historic Preservation Officer (SHPO)** regarding cultural resources (archeological and historical). ***Provide the SHPO with:***
 - several original photographs of the project site and adjacent area/structures
- **State Environmental Protection Agency** (or equivalent) regarding required permits for erosion and sediment control, stormwater management, water and air quality
- **State Environmental Protection Agency** (or equivalent) regarding hazardous and toxic materials
- **U.S. Army Corp of Engineers** District regarding Individual (404 Wetlands) Permit or approval under an existing Nationwide Permit
- **U.S. Fish and Wildlife Service** regarding Federal Threatened and Endangered Species
- **State Fish and Game Agency** regarding fish and wildlife
- **State Natural Heritage Agency** regarding State Threatened and Endangered Species

Provide the following documentation to each agency listed above:

- a description of the project referencing structure/site addresses
- a map of sufficient scale and detail that shows the project site and surrounding project area (Area of Potential Effects)

Additional Documentation

- *If the project involves five or more acres of land* – provide a **National Pollutant Discharge Elimination System (NPDES)** permit from the U.S. Environmental Protection Agency
- *If the project is located outside of town/city limits* - provide documentation from the **USDA National Resource Conservation Service** (Prime, Unique or other Important Farmlands).
- *If the project is located in a coastal area* - provide letters from the:
 - **State Coastal Management Agency** (Coastal Zone Management Act)
 - **U.S. Fish and Wildlife Service** (Coastal Barrier Resources Act and Coastal Barrier Improvement Act)
 - **U.S. Dept. of Commerce National Marine Fisheries Service** (Commercial fishing and breeding grounds)
- *If the project will affect any low-income or minority groups in the project area* – provide applicable **Environmental Justice information** (census, economics, housing and employment).

FEMA Can Provide Additional Environmental Technical Assistance. Your State Hazard Mitigation Officer Can Provide FEMA Environmental Points Of Contact.

Additional Documentation and/or Site Visits May Be Required For Final Environmental Review

Attach any continuations or additional items to this page

VII. Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting their application to FEMA.

(NOTE: those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ (City, Town, Parish) of _____, State of _____, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the **routine** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub grantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supercede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ (printed/typed name of signing official)

the duly authorized

_____ (title) of _____ (name of applicant),

this _____ (day) of _____ (month), _____ (year).

Signature _____

(iii) After completion of the project, no application for additional disaster assistance will be made for any purpose with respect to the property to any Federal entity or source, and no Federal entity or source will provide such assistance.

2. In general, allowable open space, recreational, and wetland management uses include parks for outdoor recreational activities, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow evacuation), temporary storage in the open of wheeled vehicles which are easily movable (except mobile homes), unimproved, previous (sic; should read "pervious") parking lots, and buffer zones.
3. Any structures built on the property according to paragraph (d)(1) of this section, shall be floodproofed or elevated to the Base Flood Elevation plus one foot of freeboard.

Any other use of acquired structures or properties must be approved by both the State and Federal Emergency Management Agencies' Directors. (Please contact your State Hazard Mitigation Officer for further details)

Certified this _____ day of _____, _____.
 (day) (month) (year)

By _____
 (signature of responsible official)

Acknowledgement of Conditions For Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds

Property Owner _____
 Street Address _____
 City _____, State _____, Zip Code _____
 Deed dated _____, Recorded _____
 Tax map _____, Block _____, Parcel _____
 Base Flood Elevation at the site is _____ feet (NGVD).
 Map Panel Number _____, effective date _____

As a recipient of Federally-funded hazard mitigation assistance under the Hazard Mitigation Grant Program, as authorized by 42 U.S.C. §5170c / Pre-Disaster Mitigation Program, as authorized by 42 U.S.C. §5133 / Flood Mitigation Assistance Program, as authorized by 42 U.S.C. §4104c / Severe Repetitive Loss, as authorized by 42 U.S.C. §4102a, the Property Owner accepts the following conditions:

1. That the Property Owner has insured all structures that will **not** be demolished or relocated out of the SFHA for the above-mentioned property to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less, through the National Flood Insurance Program (NFIP), as authorized by 42 U.S.C. §4001 *et seq.*, as long as the Property Owner holds title to the property as required by 42 U.S.C. §4012a.
2. That the Property Owner will maintain all structures on the above-mentioned property in accordance with the flood plain management criteria set forth in Title 44 of the Code of Federal Regulations (CFR) Part 60.3 and City/Parish Ordinance as long as the Property Owner holds title to the property. These criteria include, but are not limited to, the following measures:
 - i. Enclosed areas below the Base Flood Elevation will only be used for parking of vehicles, limited storage, or access to the building;
 - ii. All interior walls and floors below the Base Flood Elevation will be unfinished or constructed of flood resistant materials;
 - iii. No mechanical, electrical, or plumbing devices will be installed below the Base Flood Elevation; and
 - iv. All enclosed areas below Base Flood Elevation must be equipped with vents permitting the automatic entry and exit of flood water.

For a complete, detailed list of these criteria, see City/Parish Ordinance attached to this document.

3. The above conditions are binding for the life of the property. To provide notice to subsequent purchasers of these conditions, the Property Owner agrees that the City/Parish will legally record with the parish or appropriate jurisdiction's land records a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

"This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. §5154a, failure to maintain flood

insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the flood plain management criteria of Title 44 of the Code of Federal Regulations Part 60.3 and City/Parish Ordinance.”

4. Failure to abide by the above conditions may prohibit the Property Owner and/or any subsequent purchasers from receiving Federal disaster assistance with respect to this property in the event of any future flood disasters. If the above conditions are not met, FEMA may recoup the amount of the grant award with respect to the subject property, and the Property Owner may be liable to repay such amounts.

This Agreement shall be binding upon the respective parties' heirs, successors, personal representatives, and assignees.

THE CITY/PARISH OF _____

A _____ municipal corporation

By: _____
[Name, Title]

Of the City/Parish of _____ and

[Name of Property Owner]

WITNESSED BY:

[Name of Witness]

[SEAL]

Notary Public

**HAZARD MITIGATION GRANT PROGRAM
PROJECT INFORMATION**

FLOOD CONTROL WORKSHEET

A. SITE LOCATION:

Street Address _____

City _____ Parish _____ ZIP Code _____

Longitude _____ Latitude _____

B. DESCRIBE PROBLEM: (Briefly narrate the problem.)

Date	Storm Frequency	Damages

C. DESCRIBE THE PROPOSED SOLUTION: (Briefly narrate the proposed solution.)

D. TYPE OF PROTECTION: (From 100 Year Event, 50 Year Event, etc.)

E. FLOOD ZONE DESIGNATION:

Site is in a:

- Flood Zone Floodway Non-designated location

***Please Note: Any local government as defined in 44 CFR 201.2 developing a mitigation project for FEMA funding for disasters declared post November 1, 2004 must have an approved mitigation plan in place which complies with all applicable 44 CFR 201 requirements.**

HAZARD MITIGATION GRANT PROGRAM PROJECT INFORMATION

WIND RETROFIT WORKSHEET

A. BUILDING LOCATION:

Street Address _____

City _____ Parish _____ ZIP Code _____

Longitude _____ Latitude _____

B. OWNER INFORMATION:

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____

C. EXISTING BUILDING CONSTRUCTION TYPE/INFORMATION:

Prefabricated N/E Wood Frame N/E Brick/Block Frame L/E

Reinforced Masonry F/E Masonry N/E Other – Identify:

Note: [N/E-Non-engineered, L/T- Lightly engineered, F/E- Fully engineered]

Building Size (Sq. Ft.) _____ Date Constructed _____

Number of Stories Above Grade _____

Value Per Sq. Ft. \$ _____ Displacement Costs \$ _____

Estimated Replacement Value \$ _____ Contents \$ _____

Locally Adopted Building Code Wind Speed _____

Design Wind Speed _____

D. MITIGATION PROJECT DATA:

Project Useful Life (years)

Mitigation Project Costs

Base Year of Costs Annual Maintenance Costs (\$/year) _____

E. BUILDING SIZE AND USE:

Total Floor Area (SF) _____

Area Occupied by Owner or Public/Non-Profit Agencies (if applicable) _____

F. BUILDING VALUE:

Building Replacement Value \$ _____

Demolition Threshold (Defer to engineering) _____

G. BUILDING CONTENTS:

Contents Description:

Total Value of Contents \$ _____

H. DISPLACEMENT COSTS DUE TO WIND:

Rental Cost of Temporary Building Space (\$/sf/month) \$ _____

Other Displacement Costs (\$/Month) \$ _____

I. VALUE OF PUBLIC NON-PROFIT SERVICE:

Description of Service Provided:

Annual Budget of Public Non-Profit (applicant) Agencies \$ _____

Post Disaster Continuity Premium (Defer to engineering) (\$/day) \$ _____

J. RENT AND BUSINESS INCOME: (DEFER TO ENGINEERING)

Total Mo. Rent from all Tenants (\$/mo) \$_____

Est. Net Income of Commercial Businesses (\$/month) \$_____

K. MITIGATION PROJECT DATA:

Project Description:

Project Useful Life (Years) _____

Mitigation Project Costs \$_____

Base Year of Costs _____

Annual Maintenance Costs (\$/year) \$_____

L. TEMPORARY RELOCATION COSTS: (DEFER TO ENGINEERING)

Relocation Time Due to Project (months) _____

Rental Cost During Occupant Relocation (\$/month) \$_____

Other Relocation Costs (\$/month) \$_____

HAZARD MITIGATION GRANT PROGRAM PROJECT INFORMATION

ACQUISITION, ELEVATION & RELOCATION WORKSHEET

PROJECT TYPE: Acquisition Elevation Relocation

A. BUILDING LOCATION:

Street Address _____

City _____ ZIP Code _____ Parish _____

Latitude _____ Longitude _____

B. OWNER INFORMATION:

First Name _____ Last Name _____

Social Security # _____

Spouse First Name _____ Spouse Last Name _____

Spouse's Social Security # _____

Street Address _____

City _____ State _____ Zip Code _____

C. OCCUPANCY TYPE:

Owner Occupied Renter Occupied

D. BUILDING TYPE/INFORMATION:

Manufactured One Story (w/basement) One Story (w/o basement)

Two Story (w/basement) Two Story (w/o basement)

Other (Describe): _____

Construction Type: Wood Frame Masonry

Foundation Type: Slab Piling Pier and Beam

Date Constructed _____ Building Size (Sq. Ft.) _____

Value Per Sq. Ft. \$ _____ Est. Replacement Value \$ _____

Fair Market Value of Building \$ _____ Percent Damaged _____ %

Total Value of Contents \$ _____

Base Flood Elevation (BFE) _____

First Floor Elevation (elevation above sea level) _____ Ft.

Depth of water (Depth of water in structure in inches) _____

Duration of water in structure _____

Number of Stories above Grade _____

Outbuilding(s) (Attached/Detached) _____ Number _____

Sq. Ft. of Building(s) _____ Value of Building(s) \$ _____

Location _____ Type _____ Age _____

E. History of Hazards/Damages (to the Property being acquired):

Current and Past Damages:

F. FLOOD ZONE DESIGNATION:

Building is in a:

- Flood Zone Floodway Non-designated Area

HMGP APPLICATION REVIEW

DR # _____ - _____

Effective June 2009

Date Received:	Application Review Date:
FEMA Reviewer:	

Application Requirements	Application Review	Verify		
		No	Yes	NA
Title/Brief Descriptive Project Summary		✓	✓	✓
1. Applicant (Organization) <i>44 CFR 201.3(c)(1)</i> <i>44 CFR 201.4(a)</i> <i>44 CFR 201.6(a)(1)</i>	Verify the jurisdiction or organization is an eligible applicant (Approved State HM and Admin Plan; local mitigation plan) A copy of the local mitigation plan approval letter must be attached. Is this consistent with your approved state HM and Admin Plan and where can the justification be found in that plan?			
2. Assurances <i>HMA Guidance Part IV B</i> <i>44CFR 206.436(c)</i> <i>OMB A-102</i>	Ensure that a SF 424 or equivalent documentation is provided per project.			
3. Applicant Type <i>44CFR 206.434(a)</i>	If Private Non-Profit -- is there documentation showing legal status as a 501(C)? (Example - IRS letter) or Native American Tribal ID			
4. County/Parish <i>44CFR 206.436 (c)(3)</i>	County/Parish in which the project is located..			
5. Congressional District(s)	Verify congressional districts for applicant and project. Maps: http://nationalatlas.gov/printable/congress.html			
6. Federal Tax I.D. Number (EIN)	Verify the EIN number has been entered.			
7. FIPS Code <i>NEMIS Required</i>	Verify the FIPS code is correct. Search by State & county: http://www.census.gov/geo/www/fips/fips65/ Search by State: http://mcdc.missouri.edu/webrepts/commoncodes			
8. DUNS Number <i>NEMIS Required</i>	Verify the DUNS number. http://ccr.dnb.com/ccr/pages/CCRSearch.jsp			
9. NFIP Participation <i>44 CFR 206.592(a)</i> <i>44CFR 9.3(b)(10)</i> <i>HMA Guidance Part III D. 7</i>	Verify the applicant is eligible and is compliant. (CID is not required.)			
10. CFDA	Verify that the correct CFDA is entered: 97.039			
11. Point of Contact <i>44 CFR 206.436 (c)(2)</i>	Assure that all pertinent contact information is provided.			
12. Authorized Applicant Agent <i>NEMIS Required</i>	Verify that the signature belongs to an authorized agent. "The chief elected official of a local government has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or county Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government does delegate, it should provide us with a copy of the resolution by which the delegation is made."			
13. Endorsement Letter	Assure that a letter of endorsement signed by state for the project from the Grantee is included in the application.			
14. Benefit Cost	Assure that a BCA is attached and the BCR is 1.0 or above confirming			

<p>44CFR 206.436(c)(6) HMA Guidance Part IV G. HMA Guidance Part III D.3</p>	<p>that the project is cost effective. Review the BCA to ensure validity and all documentation is included..</p>			
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Section I - Project Description

A. Hazards to be Mitigated/Level of Protection

Application Requirements	Application Review	Verify		
		No	Yes	NA
<p>1. Type of Hazards the Proposed Project Will Mitigate:</p> <p>44 CFR 206.434(c)(5)(i) HMA Guidance Part IV H.1.1</p>	<p>Applicant may identify more than one.</p>			
<p>2. Identify the Type of Proposed Project</p>	<p>What type of mitigation is being proposed?</p>			
<p>3. Number of Persons Protected by this project</p>	<p>Assure an explanation for the stated number of persons protected is included in the application. Also, if the project is a critical facility, the applicant needs to include the number of persons that will be in the facility during an event and may include the number of individuals dependent on services from that structure.</p>			
<p>4. Level of protection Statement</p> <p>HMA Guidance Part IV H.5</p>	<p>Assure support documentation accompanies the application that verifies the stated level of protection. Should be stated in Narrative.</p>			
<p>5. Engineered Projects only (e.g. Drainage)</p> <p>HMA Guidance Part III D.4 HMA Guidance Part V A</p>	<p>Assure that engineering checklist is attached.</p>			
<p>6. Life of the project</p> <p>BCA Required</p>	<p>If FEMA standard value (infrastructure, 50; elevation, 30; wind, 15; acquisition, 100) is not utilized, the applicant's support documentation should include justification of the value entered. For example, in a wind retrofit project, the product specifications should include product life.</p>			
<p>7. Public Notice</p>	<p>Has a public notice been enclosed in the application to assure that the public was notified of this pending project. Examples would include but are not limited to public meetings, press releases, news articles, internet references, legal notices.</p>			
<p>8. Policy: In lieu of BCA (for 5%)</p> <p>HMA Guidance Part III D.3</p>	<p>FEMA policy dated September 19, 1996 states that in lieu of a benefit cost analysis for 5% initiatives, the state must include a narrative that identifies the mitigation benefits and indicates that there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented.</p>			

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

<p>1. Existing Problem</p> <p>44 CFR 206.434 (c)(5)(i)</p>	<p>Assure the applicant provided a reasonable narrative that includes a description of the existing problem, location, source of the hazard and the history and extent of the damage.</p>			
<p>2. Type of Protection</p>	<p>Assure the applicant provided a reasonable narrative regarding the type of protection that will be provided by the proposed project. How will the funding solve the problem?</p>			
<p>3. Scope of Work –</p>	<p>Assure the project description, proposed scope of work and level of</p>			

<p>For Proposed Project</p> <p>44 CFR Part 206.436 44CFR Part</p> <p>206.434(c) HMA Guidance Part IV H.1.1</p>	<p>protection are sufficiently detailed and documented to determine eligibility based on HMGP regulations and guidance and explains how the proposed problem will be solved. The scope of work must include a narrative that identifies the mitigation benefits and indicates that there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented. (NOTE: The proposed project must be mitigation-- not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434(b)(4))?</i></p> <p><i>Does the proposed project address a problem that has been repetitive or that poses a significant risk to public health and safety if left unresolved (44 CFR 206.434(b)(5)(i))?</i></p>			
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C. Alternative Actions

Application Requirements	Application Review	Verify		
		No	Yes	NA
1. No Action Alternative	Assure the applicant has discussed the impacts on the project area if “no action” is taken.			
2. Other Feasible Alternative Action <i>HMA Guidance Part IV H.1.1</i>	Assure a <u>reasonable</u> alternative to the proposed project is provided. The alternative must be described in detail. What would the impact of the alternatives be? Lack of funding is not an acceptable alternative.			
3. Reason for Selection <i>44CFR206.434 (c)(5)(iii) HMA Guidance Part IV H.1.1</i>	Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options (44 CFR 206.434(b)(5)(iii))? Narrative of the applicant’s decision making process.			

D. Maintenance Agreement

1. Signature <i>44 CFR 206.434(c)(5) HMA Guidance Part IV G</i>	Verify authorized applicant’s agent has signed and dated the maintenance agreement, if applicable.			
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Section II - Project Location

A. Site

1. Physical Location <i>44 CFR 206.436(c)(3)</i>	Assure the <u>address</u> , including the <u>street numbers</u> , (P.O. Box not acceptable), <u>zip code</u> , <u>latitude</u> and <u>longitude</u> are provided. Must be entered into NEMIS before submittal.			
2. Title Holder	Assure the titleholder’s name is provided (acquisition).			
3. Number of structures types affected	Assure the number and type of properties affected by the project is provided - Example: Drainage project that affects 250 homes, 29 businesses and 2 schools. What does the project protect?			
4.VPN (Part 80) (Voluntary Participation Notification) <i>44 CFR § 80.5(a)(3) 44 CFR § 80.13(a)(4)</i>	Must be signed by owner/co-owner (Acquisition and Elevation projects only) *Copy of Power of Attorney is required if signed by third party			

44 CFR § 80.13(a)(4)				
5. Substantial Damage Certificate	Must have signed and dated Certificate from Flood Plain Administrator, BCA not Required (Acquisition in floodplain only)			

B. Flood Insurance Rate Map (FIRM) showing Project Site

1. Copies of FIRM <i>HMA Guidance Part IV H.1.1</i>	* Assure a copy of the FIRM is included with the application and the project site clearly identified. The FIRM Panel number and Flood Zone must be included.			
2. Flood Hazard Boundary Map (FHBM) – not required if FIRM provided	Communities may not have a FIRM but do have a FHBM			

C. City or County Map with Project Site and Photographs

Application Requirements	Application Review	Verify		
		No	Yes	NA
Application Requirements	Application Review	No	Yes	NA
Application Requirements	Application Review	No	Yes	NA
1. City/Parish Map with Project Site <i>44CFR206.434(b)(3)</i> <i>44 CFR 9.3(a)+(b)</i>	* Assure the "Project site" is clearly identified on the City/Parish/tribe map (this includes planning projects).			
2. Site Photograph <i>HMA Guidance Part IV H.1.1</i> <i>Part IX A.4</i> <i>Region 6 Requirement</i>	Assure each photograph is clearly identified. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas, which affect the project site or will be affected by the project. The front, back and both side angles is required for each structure.			

Section III - Budget/Cost

Review detailed budget summary sheet. (What support documentation justifies the budget? Is a vendor quote, professional estimate, i.e. engineer, architect, local building official, etc.?) Do all of the proposed budget items represent eligible and reasonable costs as outlined in the OMB Circulars? Provide a detailed line-item budget that is based on industry standards and specifies unit and/or lump sum costs. Line items should reflect elements identified in the scope of work. Ensure the applicant's costs are accurate, complete, and reasonable compared to industry standards. General policies for determining allowable costs are established in 44 CFR 13.22; exceptions to those policies are provided in 44 CFR 206.439.

A. Cost Breakdown

1. Labor/Materials <i>44 CFR 206.436 (c)(5)</i> <i>OMB Circ. A-87</i> <i>A-122</i> <i>A-21</i> <i>HMA Guidance Part IV G.</i>	Need breakdown of description, hours, rate, and cost or lump sum labor cost. Can be used for "in-kind" contribution as part of the 25% match. (Applicant must provide support documentation for in-kind match) Be sure to document in detail all wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy "in-kind" match contributions.			
2. Fees Paid <i>OMB Circular A-87</i> <i>Attachment B Section 9</i> <i>44 CFR 206.439</i> <i>OMB Circ. A-87</i> <i>A-122</i> <i>A-21</i>	Need breakdown of associated fees. Maintenance is not an allowable cost under HMGP. <ul style="list-style-type: none"> Contingency not allowable Pre-award Cost only allowable after the date of declaration Reference guidance for approvable cost Verify horizontal calculations are correct.			
3. Total Estimated Project Cost <i>OMB Circular</i>	Verify the vertical and horizontal calculations are correct.			

B. Funding Sources (round figures to the nearest dollar)

Do the proposed sources of non-federal matching funds meet eligibility requirements? (Except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated FEMA Share	If FEMA's share is not 75%, assure actual amount is entered. It could be 50% or 35%, etc. of the total dollar amount of project.			
2. Duplication of Benefits	Assure that the application states that any duplication of benefits will be deducted.			
3. Estimated Local Share <i>44 CFR 13.24 (b)(6)</i> <i>HMA Guidance Part VI B.1</i> <i>HMA Guidance Part IV H.3</i>	May include all 3 sources, i.e. cash, "in kind" and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity. For example, CDBG funds.			
4. Total In-Kind <i>44 CFR 13.24 (b)(6)</i>	Explanation of In-kind matches is required. Must include a cost breakdown of In-Kind matches.			
5. Total Global Match	Global match must 1) be a project funded 100% within the county/parish; 2) meet all the eligibility requirements of HMGP and 3) begin after the declaration date of the disaster. The global match is not required to be an identical project. Projects submitted, as global match for another project, must meet the same period of performance time constraints as HMGP program. 4) Must Meet requirements identified in approved Admin Plan			
6. Total Funding	Total must represent up to 100% of the 75% funds from FEMA and the 25% from the applicant.			
7. Funds Commitment <i>NEMIS Requirement</i>	Verify that a funds commitment letter is signed and dated and entered into NEMIS.			

C. Project Milestones/Schedule of Work

Application Requirements	Application Review	Verify		
		No	Yes	NA
Milestones (Work Schedule) <i>44 CFR 206.436 (c)(7)</i> <i>FEMA Policy Memo</i> <i>NEMIS Required</i> <i>HMA Guidance Part IV G.</i>	Assure that the major milestones in the proposed project are provided in <u>90 days increments</u> with an estimated time-line for the critical activities not to exceed a period of 3 years for performance. Quarterly reports should meet the expectations found in the milestones/schedule of work. (e.g. designing, engineering, permitting, procurement, installation, contracting, delays, project implementation, inspections, closeout, etc.)			

Section IV - Environmental Review & Historic Preservation Compliance

1. Project Location <i>44 CFR 206.436(c)(3)</i>	Provide address and Lat/Long coordinates for each site. Include street/aerial map with project location() marked. See Section II, part B & C.			
2. Detailed project description , scope of work	What, how, and how many? Include dimensions (heights, depths, acreage etc.) location (interior vs. exterior; above or below; north, south, east, west) and details on all components of work (e.g, additional utilities, foundations, support wires, protective structures, increases in system capacities). Include any alternate properties. See Section I &II			
3. Project area/structure photographs	See Section II, Part C.			
4. Age of Structure	Indicate construction date of each structure. Attach SHPO* response if 45 years or older or if project is near historic resources.			

5. Ground Disturbance <i>HMA Guidance Part III D.6</i>	Does project affect undisturbed ground? If so, attach SHPO* response.			
6. Endangered Species <i>HMA Guidance Part III D.6</i>	Applicant should provide FEMA with copies of USFWS letters and response, if applicable to that state. Attach State Wildlife Department response letters.			
7. Water and Wetlands <i>HMA Guidance Part III D.6</i>	Attach U.S. Army Corps of Engineers response letter if project is in, near, or otherwise affects a water body or wetland. Attach response letters from state environmental quality department.			
8. Farmland Protection <i>HMA Guidance Part III D.6</i>	Attach letter from NRCS if project located in agricultural, rural, or undeveloped location.			
9. Floodplains <i>HMA Guidance Part III D.6.1</i> <i>44 CFR Part 9</i> <i>HMA Guidance Part III D.6</i>	Attach FIRM with project site(s) indicated. FIRM should include panel number and effective date. See section II, part B. If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project. Attach letter from floodplain administrator.			
10. Environmental Justice for low income and minority populations <i>44 CFR 10</i>	Attach signed environmental justice statement			
11. Additional Documentation	If available and appropriate, attach environmental site assessments, biological assessments, H&H studies, drainage studies, preliminary engineering design plans etc.			
	*NOTE: Consultation letters are to be submitted to the SHPO in accordance with the state guidelines for 106 review submittals.			

Wind Retrofit Worksheet

Application Requirements	Application Review	Verify		
		No	Yes	NA
Photos of each side of the building to be retrofitted.	Assure the photos are included in the application and that they are clearly identified.			

A. Project Information

1. Building Name	Assure the information provided matches other entries in the application.			
2. Address	Assure the information provided matches other entries in the application.			
3. City, State & Zip	Assure the information provided matches other entries in the application.			
4. Owner/Applicant	Assure the information provided matches other entries in the application.			
5. Contact Person\ <i>Reg. 6 Requirement</i>	Assure the information is provided. The contact person will most likely be the same as provided. Flag if contact person is different than the POC.			

B. Building Data (Needed for Benefit Cost Analysis)

1. Select Building Type	<input type="checkbox"/> Non-Engineered Wood <input type="checkbox"/> Non-Engineered Masonry <input type="checkbox"/> Manufactured Building <input type="checkbox"/> Lightly Engineered <input type="checkbox"/> Fully Engineered <input type="checkbox"/> Other	} Assure one is checked.			
2. Building Site (Miles Inland)					
3. Number of Stories Above Grade	Assurance options include: 1. Photos 2. Property Valuation Assessor Should be included in Project Description				
4. Construction Date	Assure the date of construction for the structure is provided.				
5. Total Floor Area (SF) <i>Needed for BCA</i>	Assurance options include: 1. Insurance Policy (Declaration Page) 2. Tax Card 3. Appraisal Report				
6. Annual Maintenance costs (\$/year) <i>BCA Required</i>	Assure dollar amount is provided				

C. Building Value

1. Building Replacement Value	Assure support documentation is provided. Preferably: 1. Insurance policy (Declaration Page) 2. Public Works/Building Department 3. Property Valuation Assessor			
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D. Building Contents

1. Contents Description	Assure content description is provided.			
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Application Requirements	Application Review	No	Verify Yes	N/A
2. Total Value of Contents	Assure value of contents is provided. Note: Up to 30% of Total Value of Building is the FEMA default value – no support documentation required. Otherwise, <u>assure</u> documentation, such as, insurance records, appraisals, purchase receipts, or estimates based on current market prices for similar contents are provided.			

E. Displacement Costs Due to Wind (Needed for Benefit Cost Analysis)

1. Rental Cost of Temporary Building Space (\$/sf/month)	Assure FEMA default is \$1.00 per square foot. Otherwise, support documentation, such as, rental cost from a realtor, copy of rental agreements, commercial rental ads or property management organizations is required.			
2. Other Displacement Costs (\$/month)	Assure FEMA default is \$500. Otherwise, support documentation, such as receipts or estimate, is required.			
3. Relocation Time Due to Project (months)				
4. Rental Cost During Occupant Relocation (\$/month)				
5. Other Relocation Costs (\$/month)				

F. Value of Public Non-Profit Service

1. Description of Services Provided				
2. Annual Budget of Public Non-Profit (applicant) Agencies	Assure the operating budget, <u>specifically for the building/project site</u> , is provided. In other words, not the applicant's entire city/county/school district budget. The annual budget <u>may</u> be verified at the following website: http://www.nationmaster.com			
3. Post Disaster Continuity Premium (\$/day)				

G. Rent and Business Income (Needed for Benefit Cost Analysis)

1. Total Mo. Rent from all Tenants (\$/mo)				
2. Est. Net Income of Commercial Businesses (\$/month)				

Property Acquisition Worksheet

A. Assure a separate worksheet for each individual property to be acquired is provided.

Application Requirements	Application Review	Verify		
		No	Yes	NA
Photos (a minimum four color photographs) <i>Region 6 requirement</i>	Assure four clearly identified color photos showing the front, side and back views of each structure to be acquired are provided.		?	

B. Site Information

1. Owner/co-owner's Name	Assure the information provided matches other entries in the application.			
2. Street Address (city, state & zip) or Phys/Legal Location	Assure the information provided matches other entries in the application. (Include Latitude / Longitude)			
3. Voluntary Participation and	Assure a letter of voluntary participation is received from each homeowner. Letter/form should also include acknowledgement of match if homeowner is responsible for 25%			
4. Repetitive Loss #	Assure that the repetitive loss number is entered if applicable .			

C. Substantial Damage

1. Substantial Damage Certification	If applicant claims substantial damage, assure that a Substantial Damage Certificate signed by the Local Building Official/Floodplain Manager.			
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D. Needed for the Benefit Cost Analysis

The data for numbers 4, 5, and 6 of this part and all of Section D are *not required if the structure is located in the SFHA and a Substantial Damage Certificate is attached.*

1. Base Flood Elevation of Property or Advisory Base Flood Elevation	Assure the following information is provided: ➤ Base flood elevation, prepared by a surveyor ➤ Elevation Certificate			
2. Lowest (Finished) Floor Elevation of Principal Structure	Assure the following information is provided: ➤ Lowest (Finished) Floor Elevation of Principal Structure (above sea level) ➤ Elevation Certificate			
3. Depth of Water	Assure the following information is provided: ➤ Depth of water in the structure _____ inches for _____ day(s)			
4. Post Mitigation Property Use <i>44 CFR § 80.5 (a)(4)</i>	Assure post mitigation use provided in the statement of work and/or this worksheet is in concurrence with 44 CFR 206.434(e). Examples include open space, park, wetland, and retention pond.			

E. Structure Information

1. Building Type	Assure one option is checked.			
2. Building Use	Assure at least one option is checked.			
3. Construction Type	Assure one option is checked.			
4. Construction Date	Assure the date of construction for the structure is provided.			
5. Total Sq. Ft. of Principal Structure	Assure the square footage is provided (heated & cooled areas only).			

F. History of Hazards/Damages (to the Property being acquired)

NOTE: The following data are not required if the property is located in the Flood way or if a Substantial Damage Certificate (for most recent disaster) is attached.

Application Requirements	Application Review	Verify		
		No	Yes	NA
1. Current & Past Damages	Assure current and past damages to the property (including damages to the structure, its contents, and any displacement costs) are provided. The data should include damage from declared disaster events AND other hazard events that did not result in a presidential declaration.			

Note regarding damage estimates: the date, level of event, description of damages, cost of repairs/replacement must be specific to ONLY the building under consideration. Countywide damage estimates (e.g., Flood of 1999 caused 2 million dollars damage) cannot be used. Additionally, vague information is not useful or acceptable in lieu of specific building damage estimates. The property damages can be a homeowner’s estimate; however, please include a contractor’s itemized repair estimate, if possible.

G. Acquisition Cost Worksheet

Assure cost data is provided.

1. Acquisition Cost	Assure a separate Acquisition Cost Worksheet for each property to be acquired is provided. (If the project involves the acquisition of several properties, the applicant may provide a single spreadsheet that lists each property. The spreadsheet should contain all of the information fields in the Acquisition Cost Worksheet provided in the application.			
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Please note: (Pre-Disaster Fair Market Value) The community may determine the pre-disaster fair market value by using either the local tax assessed value (plus a percentage to approximate market value) or a State Certified Property Appraiser’s estimate. In either case, the market value must be based on pre-disaster conditions. Also, if a local tax assessed value is used, a letter from the Local Property Appraiser must accompany the application. All appraisals must be consistent.

Elevation Worksheet

- Recommended elevation is at least two feet above the Base Flood Elevation.
- **Assure** the number of feet to be elevated and the damage history for the structure under consideration (only) are provided.
- A separate elevation worksheet must be completed for each structure to be elevated.

Application Requirements	Application Review	Verify		
		No	Yes	NA
Photos (a minimum four color photographs) <i>Region 6 Requirement</i>	Assure four clearly identified color photos showing front, side and back views of each structure to be elevated are provided			

A. Site Information:

1. Owner's Name	Assure the information provided matches other entries in the application.			
2. Street Address (City, state and zip) or Phys/Legal Location	Assure the information provided matches other entries in the application.			
3. Voluntary Participation	Assure a letter of voluntary participation is received from each homeowner.			
4. Repetitive Loss #	Assure that the repetitive loss number is entered if applicable.			

B. Structure Information: Needed for the Benefit Cost Analysis

1. Building Type	Assure one option is checked.			
2. Building Use	Assure at least one option is checked.			
3. Construction Type	Assure one option is checked.			
4. Foundation Type	Assure one option is selected.			
5. Construction Date	Assure the date of construction for the structure is provided.			
6. Modification/Upgrades Date	Assure the date of any modification and/or upgrades for the structure is provided, if applicable. (If the applicant states the structure has been modified and/or upgraded the date must be provided.)			
7. Pre-disaster Value <i>Needed for BCA</i>	Assure the amount and support documents are provided. Documentation options may be: 1. Tax Assessor's record or 2. Certified appraisal (pre-disaster)			
8. Total Value of Contents <i>Needed for BCA</i>	Assure total value of content is provided. ➤ Up to 30% of the building replacement value or \$20,000 is the FEMA default and no support documentation required. <u>Otherwise, support documentation</u> , such as, insurance records, appraisals, purchase receipts, estimates based on current market prices for similar contents <u>is required</u>			
9. Flooding Depth	Assure the flooding depth is provided.			
10. Flooding Period	Assure the flooding period is provided.			
11. Level of Flooding	Assure the level of flooding is provided.			
12. Elevation Information	Assure an elevation certificate is provided.			

C. Required Information for Elevation Projects Located in a V-Zone or Numbered A-Zone

1. Elevation of Lowest Livable Floor	Assure a copy of the surveyor or engineer's Elevation Certificate for the building is provided. If not provided flag in tracker and defer to engineering.			
Application Requirements	Application Review	No	Verify Yes	N/A
2. Base Flood Elevation	Assure the Base Flood Elevation prepared by a surveyor is provided			
3. Local Code Elevation Requirement	Assure the local code requirement regarding elevation is provided (e.g., ABFE + 1.0', etc. assure a copy of the applicable local code is provided)			
4. Flood Frequency*	Assure the appropriate flood frequency information is provided.			

D. History of Hazards/Damages (to the Property being elevated)

NOTE: *The following data are not required if the property is located in the Flood way or if a Substantial Damage Certificate (for most recent disaster) is attached.*

Current & Past Damages	Assure current and past damages to the property (including damages to the structure, its contents, and any displacement costs) are provided. The data should include damage from declared disaster events AND other hazard events that did not result in a presidential declaration.			
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Note regarding damage estimates: the date, level of event, description of damages, cost of repairs/replacement must be specific to ONLY the building under consideration. Countywide damage estimates (e.g., Flood of 1999 caused 2 million dollars damage) cannot be used. Additionally, vague information is not useful or acceptable in lieu of specific building damage estimates. The property damages can be a homeowner's estimate; however, please include a contractor's itemized repair estimate, if possible.

E. Elevation Cost Information

Assure the Elevation Cost Worksheet includes *all* project costs to develop a detailed cost estimate. Any project costs that do not clearly fall under the specified categories should be submitted for review and determination of funding eligibility under the HMGP program. For example, newspaper articles, insurance records, receipts, logs or journals.

Verify both horizontal and vertical calculations.

Drainage Worksheet

Assure the municipality/county and project title is provided and correspond with other sections of the application.

Municipality/County: _____

Project Title: _____

Application Requirements	Application Review	No	Verify Yes	N/A
1. A Summary Report from the consultant or Professional Engineer describing the problem and the proposed solution with supporting Engineering Calculations for the project/solution. The report should also certify the level of protection and the magnitude of event the completed scope of work will mitigate. (Example: 40 homes will be protected against a 100 Year Flood Event.) Finally, the report should provide an estimate of damages that is anticipated for events beyond the mitigation efforts. (Example: The 40 homes can anticipate 15% structural damages for 250 Year Event and 30% structural damages for a 500 Year Flood Event).				
2. Plot the project area on a Flood Insurance Rate Map (FIRM), include the front page of map displaying the Community Identification Number.				
3. City or County Scale Map identifying the entire project area.				
<p>4. Provide attachment to verify the total number of repetitive loss structures within the affected basin. (Home owner name, address, type of home, content damage, structure damage). The following should also be provided:</p> <ul style="list-style-type: none"> ➤ Depth of flooding inside each structure. (For example, pictures, newspaper articles, and/or insurance damage estimates) ➤ Elevation Certificate for each structure. ➤ For each structure provide one of the following: Uniform Residential Appraisal Report (URAR) or Summary Appraisal from Realtor or Means Cost Estimate or Marshal & Swift cost estimate. ➤ Verification of the “Frequency of Event” which caused the damage to the property i.e., 10-Year, 25- Year, 50-Year 100-Year etc. (Information must be obtained from USGS, NWS, NOAA, or Hydraulic/Hydrology Engineer or Rainfall totals for specific date, month & year i.e. how many inches in what period of time). ➤ Verification of losses due to repetitive minor flood events (e.g.. 1, 2,5 Year Frequency) indicate name of event, date of incident and amount of loss per structure building and content. (Same support documentation as “depth of flooding inside each structure” above.) 				
<p>5. Economic loss per day for loss of function of bridge or road. The FEMA default is \$32.23 (note this figure includes premium for emergency vehicle response loss of function). Estimated number of -one way trips. (DOT, Public Works or internal transportation department reports.)</p> <ul style="list-style-type: none"> ➤ Detour & delay time per one-way trip (hours, days). (DOT, Public Works or internal transportation department reports.) 				
6. Total number of structures that will benefit from the mitigation project and history of past damage to those structures.				
7. Color photographs of the damaged infrastructure property. (Ditches, Culverts, Swales, Detention/retention basins and ponds). (DIRECTION must be identified.)				
8. Preliminary or final Engineering Design Plans or feasibility study including a line item breakdown of the Total Project Cost.				
9. A Letter of Map Revision (LOMR) may be needed for this project. Any changes to the FIRM need to be reflected on the flood maps, which is accomplished through the LOMR process. The construction of this project may lower the 100-year flood elevation and thus, possibly lower the flood insurance rates for structures in the project area.				

Plans Worksheet

All plan applications must contain the following in your statement of work:

Application Requirements	YES	NO
1. Does the application state that the plan will meet or exceed the Interim Final Rule for Local Mitigation Plan found in 44CFR Part 201? <i>Reference: 44 CFR 201.6</i>		
2. Does the application state whether funding is for a new plan or an update of a previously approved plan? <i>HMA Guidance Part IV H.1.2</i>		
3. Does the application provide a listing of all participating jurisdictions, school districts, quasi-governments, that will participate in the plan to justify funding? <i>HMA Guidance Part III H.1.2</i>		
4. Does the applicant provide a Notice of Intent from each participant? (Effective for Disasters after June 1, 2009) <i>Region 6 Requirement</i>		
5. Does the application state that the hazards assessed by the local plan, at minimum, will be coordinated with the current version of the State Hazard Mitigation Plan? <i>HMA Guidance Part III D.5.1</i>		
6. Does the application state that the plan will be submitted to FEMA no later than 6 months prior to the end of the original performance period? <i>Region 6 Requirement</i>		
7. Does the application state that the plan will be submitted to the State and FEMA for review and approval through the State Hazard Mitigation Officer? <i>44 CFR 201.6(d)(1)</i>		
8. Does the application state that the local plan developer will use the FEMA "Mitigation Planning How-To" (Pub 386 series) and the "Multi-Hazard Mitigation Planning Guidance Under the Disaster Mitigation Act of 2000" (Blue Book) as guidance for developing the plan? <i>Region 6 Requirement</i>		
9. Does the application state that the local plan developer will review and use the Local Mitigation Plan Crosswalk found in Part 4 of the Blue Book as a reference during the drafting of the plan to ensure that the plan is completed correctly? <i>Region 6 Requirement</i>		
10. Does the application state that a completed and accurate crosswalk will be submitted to the State and FEMA when a review is requested? <i>HMA Guidance IV H.1.2</i>		

Generator Worksheet 5%

Application Requirements	Application Review	Verify		
		No	Yes	NA
	Each grant application must contain the following information.			

A. Project Information

1. Building Use	Assure the information provided matches other entries in the application. Description of Building use where generator will be utilized.			
2. Address	Assure the information provided matches other entries in the application.			
3. City, State & Zip	Assure the information provided matches other entries in the application.			
4. Latitude and Longitude	Assure the latitude and longitude of the generator installations site (or sites if there will be more than one generator at a given building) is entered into NEMIS.			
4. Replacing/New/Additional	Is the generator replacing an existing generator, a new installation, or an additional generator? Why?			
<i>Region 6 Requirement</i>				
6. Generator Size	Assure Justification for the proper size of the generator for the building. (i.e. by wattage) Include specifications: how did you come to your decision about the appropriate size of Generator. <i>Region 6 Requirement HMA Guidance Part III D.3</i>			
7. Exterior or Interior	Explain if the generator will be placed on the exterior or interior of the building, If exterior how will it be protected. <i>Environmental Requirement</i>			

B. Floodplain Information

Application Requirements	Application Review	Verify		
		No	Yes	NA
1. Copies of FIRM Map	* Assure a copy of the FIRM is included with the application and the project site clearly identified . The FIRM Panel number must be included. NOTE: If the site will be located in the floodplain, the statement of work for the project should show that the generator will be ELEVATED above the base flood elevation.			
2. Flood Zone Determination	* Assure the flood zone is identified. (Contact NFIP Coordinator for information provided by NFIP)			

C. Historic Properties Information

Application Requirements	Application Review	Verify		
		No	Yes	NA
1. Construction Date	Assure the date of construction for the structure is provided.			
2. SHPO	SHPO consultation letters, which must include a copy of the "NO Historic Properties Affected" response, are required only for the following actions: <ul style="list-style-type: none"> • The Generator is being installed at a building that is 45 years or older; OR • The generator is being installed at a courthouse; OR • The generator is being installed on previously undisturbed ground. 			

* Additional information maybe required depending upon the nature of the project.

DRAFT

Step # 4: Alternative Development

Please develop, at a minimum two (2) alternatives for the proposed project activity and discuss the “No Action” alternative.

1.) Feasible Alternative #1:

2.) Feasible Alternative #2:

3.) No Action Alternative:

I. Project Description-**DRAINAGE EXAMPLE**

A. Project Description / Protection Provided

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

As a result of heavy rains, 16 inches over a 24 hour span, the Hillcrest subdivision became inundated with several feet of standing water. As a result of this flooding several homeowners required rescue and 10 homes received water damage. The flooding damages the structure of the residences and the contents inside.

The City proposes to construct three steel-and-concrete debris barriers, regrade a swale, replace culverts to prevent backwater and overtopping, install concrete stormwater aprons, raise the downslope bank of laterals to increase capacity and prevent overflow, install energy dissipating devices at the points where stormwater from the streets and swale enters the laterals. The attached design drawings and engineering calculation provide a more detailed description of the proposed project.

The Hillcrest subdivision was constructed on what was once an alluvial fan. A series of steep swales and canyons drain the small watersheds of the foothills lying south of the subdivision. The largest of these drainages, Big Fry Canyon, flows into a flood control channel constructed by the county flood control district. The remaining drainages flow on to the streets of the subdivision, where the flow collects in gutters, or into swales separating the backyards of the homes. Two small concrete laterals capture this runoff and transport it to the county flood control channel.

This system is undersized, given the volume of runoff from both the foothills and the subdivision streets and yards. During heavy rains, the conveyance system routinely overflows, and the homes lying downslope of the laterals are subject to shallow flooding. The problem is aggravated by rock and sediment, which routinely flow out of the foothills and are deposited in the conveyance system. The periodic occurrence of wildfires in the hills greatly increases the volume of material carried by stormwater into the subdivision. After the most recent fire, a storm caused flows laden with rock and sediment to damage 10 homes; additionally, debris accumulated to depths of up to two feet in three streets, which remained closed for two days.

The conditions affecting the Hillcrest area can be described as flash flooding. These conditions are most likely to occur during and after short, intense rainfall events and they typically occur with very little warning. Debris carried by stormwater poses an additional hazard. While no one has been killed as a result of these conditions, the fact remains that these events are life-threatening.

The proposed project will accomplish the following:

- Remove the bulk of rock and sediment from runoff before it enters the subdivision. This will reduce the bulked condition of the runoff and reduce the risk that this material will

jam the swales and laterals. It will also reduce the risk that this material will affect nearby homes.

- Increase the carrying capacity of the swales and laterals designed to carry runoff into the county flood control channel.
- Reduce the risk that overflow from the swales and laterals will reach the homes lying adjacent to the system.

B. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:

Flood Wind Seismic Other (list) _____

2. Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year (1%) flood. List data in Flood Levels (10, 25, 50, 100...) mph winds or Mercalli Scale Earthquake (1-12)

10 Structures protected against the 100-year

_____ Structures protected against the _____

_____ Structures protected against the _____

_____ Structures protected against the _____

3. Engineered Projects Only (e.g. Drainage Improvements)

Include (attach to this page) **ALL** engineering calculations used to determine the above level of protection.

The following documents are attached:

This can be found on page 4 of the HMGP Application.

V. Scope of Work / Budget

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion.

Do not include contingency costs in the budget.

A. Materials

Item	Dimension	Quantity	Cost per Unit	Total Cost
Steel barriers	125x50	3	\$16,000	\$48,000
Riprap	1x1	90	\$35	\$3,150
36-inch RCP	2x2	50	\$52	\$2,600
Concrete Aprons	N/A	7	\$540	\$3,780
Compact Beams	15x2	370	\$14	\$5,180

B. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

Description	Hours	Rate	Cost
Establish staging, utilities	1	\$27,500	\$27,500
Clearing and grubbing	1	\$22,050	\$22,050
Excavate Footings	225	\$7	\$1,575
Install Concrete Footing	125	\$540	\$67,500
Remove street sections	500	\$10	\$5,000
Install Headwalls	5	\$540	\$2,700
Restore Street Sections	500	\$20	\$10,000
Regrade Swale	400	\$3	\$1,200
Install Riprap	90	\$5	\$450

C. Fees Paid Include any other costs associated with the project

Description of Task	Hours	Rate	Cost
Mobilization	1	\$9,136	\$9,136
Permitting	1	\$500	\$500

Total Estimated Project Cost \$210,321

This can be found on page 7 of the HMGP Application.

E. Project Milestones List the major milestones in this project:

THE STATE REQUIRES 90 DAY MILESTONES

[e.g. Demolition of 6 structures and removal of debris

[e.g. Design, Engineering and H & H Studies]

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant.	90 days
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP.	90 days
Procure any necessary services	90 days
Obtain necessary permits	90 days
Mobilization	90 days
Remove Street Sections	90 days
Excavate Footings	90 days
Install Footings	90 days
Install Headwalls	90 days
Install Riprap	90 days
Install Street Sections	90 days
Project Closeout	90 days
Total Time Estimate:	36 months
Some tasks may overlap or occur simultaneously.	

This can be found on page 8 of the HMGP Application.

Alternative Actions

This application cannot be reviewed if this section is incomplete.

List **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative" (section A).

A. No Action Alternative

Discuss the impacts on the project area if no action is taken.

It is evident from the history of flooding in the vicinity of the Hillcrest subdivision that, with no action, the area could expect to suffer further damage, along with possible injury or death, in the future. Assuming a similar level of damage to homes in the future and similar costs to the City for response and cleanup, and assuming a 35-year lifetime of the project, the no-action alternative could result in future flood insurance and disaster assistance payments of approximately \$3,500,000 over the next 35 years.

The No Action option does nothing to reduce or eliminate future risk to city residents or damage to their property or the need for emergency response; and it does not offer a means to reduce or eliminate the need for future flood insurance payouts or disaster assistance.

B. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

Under this solution, the City would construct three subsurface, 48- inch diameter, reinforced concrete pipes to carry runoff from the canyons that contribute the most runoff to the system. Two of these pipes would be installed beneath streets; the third would be constructed beneath a swale between houses. These pipes would be tied into the county flood control channel. A debris basin or barrier would be installed the inlet to each pipe to reduce the entry of rock and sediment into the system.

This solution would involve the following:

- Excavation of city streets to install the pipes, and adjustments to other utilities that lie beneath the streets.
- Design of 90-degree bends in the pipes to allow tie-in with the county flood control channel
- Securing easements from two property owners for excavation on their property to bury the pipes; and easements from two additional property owners for construction of pipe inlets and debris basins.
- Modification to the channel walls of the county flood control channel; and installation of flap gates to prevent backflow into the pipes. This design must be coordinated with the county flood control district.

This option would remove stormwater from surface streets, swales, and laterals, eliminating the safety hazard posted by rapid surface flow. Additionally, once the work is complete, the visual impact of the project will be minimal, which is desirable to nearby homeowners.

The cost of this option would be significantly higher, due to the design complexities, materials, excavation, complications of working below ground, and expense of tying into the county's flood control channel. Additionally, the need to gain approval from the county flood control board before modifying the channel could delay the project significantly. The fact that the system will be underground could complicate maintenance and repairs, which could be a concern due to the amount of rock and sediment that may pass through the debris barriers at the inlets.

2. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site.
- Photographs (2 copies) of alternative site

Alternative Actions (Continued)

C. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but those funds cannot be used as match. Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME,) may be used for the State or Local match.

Estimated FEMA Share \$900,000 75 % of Total

Non-Federal Share

Estimated Local Share \$300,000 25 % of
(Include In-Kind Value) Total

List Funding Sources Local Funds

Estimated State Share \$0 0 % of
Total

List Funding Sources N/A

Estimated Other Agency Share \$0 0 % of
Total

List Other Non-Federal Agency N/A

Other Non-FEMA Federal Funds \$0 **Do Not Include In Total**

List Other Federal Agency N/A

This can be found on pages 8 and 9 of the HMGP Application.

I. Project Description-**ELEVATION EXAMPLE**

A. Project Description / Protection Provided

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

As a result of heavy rains, 16 inches over a 24 hour span, the Hillcrest subdivision became inundated with several feet of standing water. As a result of this flooding several homeowners required rescue and 10 homes received water damage. The flooding damages the structure of the residences and the contents inside.

The proposed project will elevate 10 residential properties located in the Hillcrest subdivision in the southwestern area of the City. To date, all of the affected property owners in the Hillcrest area have expressed an interest in elevating their homes.

The proposed project will reduce future flood damages, health and safety risks, clean-up costs, and displacement time for the homeowners. The elevations will also bring cost savings to the NFIP through reduced flood insurance claims.

The future flood damages will be reduced by elevating the first floor of each of the 10 structures to elevations that are 1.5-feet above the 100-year flood.

B. Hazards to be Mitigated / Level of Protection

- Select the type of hazards the proposed project will mitigate:
 Flood Wind Seismic Other (list) _____
- Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year (1%) flood. List data in Flood Levels (10, 25, 50, 100...) mph winds or Mercalli Scale Earthquake (1-12)
10 Structures protected against the 100-year
_____ Structures protected against the _____
_____ Structures protected against the _____
_____ Structures protected against the _____
- Engineered Projects Only (e.g. Drainage Improvements)
Include (attach to this page) **ALL** engineering calculations used to determine the above level of protection.

The following documents are attached:

This can be found on page 4 of the HMGP Application.

V. Scope of Work / Budget

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion.

Do not include contingency costs in the budget.

A. Materials

Item	Dimension	Quantity	Cost per Unit	Total Cost
Elevation of Structures (Materials)		N/A	N/A	\$356,000

B. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

Description	Hours	Rate	Cost
Site Preparation	10 Structures	\$1,500	\$15,000
Elevation of Structures(Labor)	N/A	N/A	\$356,000

C. Fees Paid Include any other costs associated with the project

Description of Task	Hours	Rate	Cost
Planning/Design/Eng.	N/A	N/A	\$85,000
Permits / Records / Utilities	10 Structures	\$2,500	\$25,000
Relocation	10 Structures	\$4,500	\$45,000
Inspections / Elevation Cert.	10 Structures	\$1,200	\$12,000
Soil Analysis	10 Structures	\$2,700	\$27,000

Total Estimated Project Cost \$921,000

SAMPLE BREAKOUT BY STRUCTURE:

ID	Site Prep	Elevation of Structures-Labor	Elevation of Structures-Material	Planning Design Engineering	Permits Records Utilities	Relocation	Inspections Elevation Certificate	Soil Analysis	Total
1	\$1,500	\$63,750	\$63,750	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$148,400
2	\$1,500	\$92,500	\$46,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$113,400
3	\$1,500	\$36,000	\$36,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$92,900
4	\$1,500	\$25,500	\$25,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$71,900
5	\$1,500	\$46,225	\$46,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$113,400
6	\$1,500	\$40,500	\$40,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$101,900
7	\$1,500	\$25,000	\$25,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$70,900
8	\$1,500	\$22,500	\$22,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$65,900
9	\$1,500	\$21,225	\$21,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$63,400
10	\$1,500	\$29,000	\$29,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$78,900
Total	\$15,000	\$356,000	\$356,000	\$85,000	\$25,000	\$45,000	\$12,000	\$27,000	\$921,000

This can be found on page 7 of the HMGP Application.

E. Project Milestones List the major milestones in this project:

THE STATE REQUIRES 90 DAY MILESTONES

[e.g. Demolition of 6 structures and removal of debris

[e.g. Design, Engineering and H & H Studies]

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant.	90 days
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP.	90 days
Procure any necessary services	90 days
Update list of interested property owners	90 days
Soil Analysis	90 days
Planning / Design / Engineering	90 days
Permits	90 days
Elevation of Structures	90 days
Elevation of Structures Continued	90 days
Elevation of Structures Continued	90 days
Inspections	90 days
Project Closeout	90 days
Total Time Estimate:	36 months
Some tasks may overlap or occur simultaneously.	

This can be found on page 8 of the HMGP Application.

Alternative Actions

This application cannot be reviewed if this section is incomplete.

List **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative" (section A).

A. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Calculations based on the history of flooding in Adversity indicate that, with no action, Adversity could expect to suffer further damage, injury, or death of even greater magnitude in the future.

The No Action option does nothing to reduce or eliminate future risk to City residents, damage to their property, the need for emergency response, and it does not offer a means to reduce or eliminate the need for future disaster assistance.

B. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

Acquisition would solve the flooding problems if the homeowners were agreeable to moving. The ten homeowners have informed the city that they do not want to leave the neighborhood or the nearby schools.

In addition, the city at first considered an acquisition program. The plan was dropped after the first three purchase offers, which were prepared by licensed appraisers, were rejected by the homeowners as being 20% to 30% too low in their estimation.

2. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site.
- Photographs (2 copies) of alternative site

Alternative Actions (Continued)

C. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but those funds cannot be used as match. Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME,) may be used for the State or Local match.

Estimated FEMA Share \$ **1,050,000** **75** % of Total

Non-Federal Share

Estimated Local Share \$ **350,000** **25** % of
(Include In-Kind Value) Total

List Funding Sources **Local Funds**

Estimated State Share \$ **0** **0** % of
Total

List Funding Sources **N/A**

Estimated Other Agency Share \$ **0** **0** % of
Total

List Other Non-Federal Agency **N/A**

Other Non-FEMA Federal Funds \$ **0** **Do Not Include In Total**

List Other Federal Agency **N/A**

This can be found on pages 8 and 9 of the HMGP Application.

I. Project Description-**WIND RETROFIT EXAMPLE**

A. Project Description / Protection Provided

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

The City's Courthouse was built in 1971, and the windows and doors are not protected against wind pressures and wind borne debris. In the past, high wind storms associated with hurricanes damaged the Courthouse by blowing out the windows, thereby, making the building's envelope vulnerable.

The proposed project will retrofit the entire building envelope. Shutters will be placed on all windows, doors will be replaced with wind rated steel doors, and the roof will be strapped down. Please see attached for window / door dimensions as well as product specifications for the materials that will be used.

The proposed project will reduce future damage, clean-up costs, and displacement time.

The future damages will be reduced by retrofitting the building envelope to withstand 105 mph wind speeds. Mitigating the building's envelope to withstand the 105 mph wind speed will place the building in above code compliance. Current code wind speeds for the area are 100 mph.

B. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:

Flood Wind Seismic Other (list) _____

2. Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year (1%) flood. List data in Flood Levels (10, 25, 50, 100...) mph winds or Mercalli Scale Earthquake (1-12)

1 Structures protected against the 105 mph wind speeds

_____ Structures protected against the _____

_____ Structures protected against the _____

_____ Structures protected against the _____

3. Engineered Projects Only (e.g. Drainage Improvements)

Include (attach to this page) **ALL** engineering calculations used to determine the above level of protection.

The following documents are attached:

This can be found on page 4 of the HMGP Application.

V. Scope of Work / Budget

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion.

Do not include contingency costs in the budget.

A. Materials

Item	Dimension	Quantity	Cost per Unit	Total Cost
Shutters	18x20	4	\$2,000	\$8,000
	20x20	2	\$2,100	\$4,200
	24x20	4	\$2,500	\$10,000
Steel Doors	48x96	5	\$4,000	\$20,000
Roof Straps		48	\$20	\$960

B. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

Description	Hours	Rate	Cost
Labor to install shutters / Doors / Straps	N/A	N/A	\$14,000

C. Fees Paid Include any other costs associated with the project

Description of Task	Hours	Rate	Cost
Permits	N/A	N/A	\$1,000

Total Estimated Project Cost \$58,160

This can be found on page 7 of the HMGP Application.

E. Project Milestones List the major milestones in this project:

THE STATE REQUIRES 90 DAY MILESTONES

[e.g. Demolition of 6 structures and removal of debris

[e.g. Design, Engineering and H & H Studies]

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant.	90 days
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP.	90 days
Procure any necessary services	90 days
Install Shutters	90 days
Install Shutters	90 days
Install Wind Rated Doors	90 days
Install Wind Rated Doors	90 days
Install Roof Straps	90 days
Install Roof Straps	90 days
Inspections	90 days
Project Closeout	90 days
Project Closeout	90 days
Total Time Estimate:	36 months
Some tasks may overlap or occur simultaneously.	

This can be found on page 8 of the HMGP Application.

Alternative Actions

This application cannot be reviewed if this section is incomplete.

List **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative" (section A).

A. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Calculations based on the history of high wind events in Adversity indicate that, with no action, the Courthouse could expect to suffer further damage of even greater magnitude in the future.

The No Action option does nothing to reduce or eliminate future risk to the City Courthouse, and it does not offer a means to reduce or eliminate the need for future disaster assistance.

B. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

An alternative would be to mitigate the structure's windows, doors, and roof with different mitigation materials and / or add a safe room component to the project. Different mitigation materials could include debris screens, window film, door bracing, structurally engineered roof, etc. The safe room would be designed to meet FEMA 320 and FEMA 361 standards based on the number of people the safe room would protect. The building's envelope would be protected against the 105 + mph wind speeds.

2. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site.
- Photographs (2 copies) of alternative site

Alternative Actions (Continued)

C. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but those funds cannot be used as match. Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME,) may be used for the State or Local match.

Estimated FEMA Share \$225,000 75 % of Total

Non-Federal Share

Estimated Local Share \$75,000 25 % of
(Include In-Kind Value) Total

List Funding Sources Local Funds

Estimated State Share \$0 0 % of
Total

List Funding Sources N/A

Estimated Other Agency Share \$0 0 % of
Total

List Other Non-Federal Agency N/A

Other Non-FEMA Federal Funds \$0 **Do Not Include In Total**

List Other Federal Agency N/A

This can be found on pages 8 and 9 of the HMGP Application.

I. Project Description-**PILOT RECONSTRUCTION EXAMPLE**

A. Project Description / Protection Provided

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

As a result of heavy rains, 16 inches over a 24 hour span, the Hillcrest subdivision became inundated with several feet of standing water. As a result of this flooding several homeowners required rescue and 10 homes were destroyed water damage. The flooding damages the structure of the residences and the contents inside.

After inspection it was determined that the homes were substantially damaged and could not be elevated. In addition, the city at first considered an acquisition program. The plan was dropped after the first three purchase offers, which were prepared by licensed appraisers, were rejected by the homeowners as being 20% to 30% too low in their estimation.

The proposed project will reconstruct 10 residential properties located in the Hillcrest subdivision in the southwestern area of the City. To date, all of the affected property owners in the Hillcrest area have expressed an interest in participating in a pilot reconstruction project.

The proposed project will reduce future flood damages, health and safety risks, clean-up costs, and displacement time for the homeowners. The pilot reconstructions will also bring cost savings to the NFIP through reduced flood insurance claims.

The future flood damages will be reduced by elevating the first floor of each of the 6 structures to elevations that are 1.5-feet above the 100-year flood level and provide wind protection to the structures.

B. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:

Flood Wind Seismic Other (list) _____

2. Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year (1%) flood. List data in Flood Levels (10, 25, 50, 100...) mph winds or Mercalli Scale Earthquake (1-12)

10 Structures protected against the 100-year

10 Structures protected against the XXX MPH

_____ Structures protected against the _____

_____ Structures protected against the _____

This can be found on page 4 of the HMGP Application.

V. Scope of Work / Budget

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion.

Do not include contingency costs in the budget.

A. Materials

Item	Dimension	Quantity	Cost per Unit	Total Cost
Demo/Design/Construction	N/A	\$1,412,598		\$1,412,598

B. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

Description	Hours	Rate	Cost
Soil Survey/Testing	10	\$3,000	\$30,000

C. Fees Paid (Include any other costs associated with the project)

Description of Task	Hours	Rate	Cost
Permitting	10	\$500	\$5,000
Displacement	10	\$4,000	\$40,000
Title search	10	\$1,000	\$10,000

Total Estimated Project Cost \$1,497,598

SAMPLE BREAKOUT BY STRUCTURE:

ID	Demo/Design/Construction	Title Search	Survey/Soil Testing	Permitting	Displacement	Total
1	\$139,293	\$1,000	\$3,000	\$500	\$4,000	\$147,793
2	\$145,500	\$1,000	\$3,000	\$500	\$4,000	\$154,000
3	\$143,200	\$1,000	\$3,000	\$500	\$4,000	\$151,700
4	\$115,125	\$1,000	\$3,000	\$500	\$4,000	\$123,625
5	\$145,900	\$1,000	\$3,000	\$500	\$4,000	\$154,400
6	\$142,300	\$1,000	\$3,000	\$500	\$4,000	\$150,800
7	\$148,750	\$1,000	\$3,000	\$500	\$4,000	\$157,250
8	\$150,000	\$1,000	\$3,000	\$500	\$4,000	\$158,500
9	\$135,780	\$1,000	\$3,000	\$500	\$4,000	\$144,280
10	\$146,750	\$1,000	\$3,000	\$500	\$4,000	\$155,250
Total	\$1,412,598	\$10,000	\$30,000	\$5,000	\$40,000	\$1,497,598

This can be found on page 7 of the HMGP Application.

E. Project Milestones List the major milestones in this project:

THE STATE REQUIRES 90 DAY MILESTONES*[e.g. Demolition of 6 structures and removal of debris**[e.g. Design, Engineering and H & H Studies]*

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant.	90 days
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP.	90 days
Procure any necessary services	90 days
Update list of interested property owners	90 days
Conduct Title Search	90 days
Conduct Surveys and Testing	90 days
Design and Engineering	90 days
Permitting	90 days
Demolition	90 days
Construction	90 days
Inspection	90 days
Project Closeout	90 days
Total Time Estimate:	36 months
Some tasks may overlap or occur simultaneously.	

This can be found on page 8 of the HMGP Application.

Alternative Actions

This application cannot be reviewed if this section is incomplete.

List **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative" (section A).

A. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Calculations based on the history of flooding in Adversity indicate that, with no action, Adversity could expect to suffer further damage, injury, or death of even greater magnitude in the future. Assuming property owners would collect a similar amount of disaster assistance every five years, and assuming a 100-year lifetime of the project, the no action alternative could result in future disaster assistance payments of approximately \$2,750,000 over the next 100 years.

The No Action option does nothing to reduce or eliminate future risk to City residents, damage to their property, the need for emergency response, and it does not offer a means to reduce or eliminate the need for future disaster assistance.

B. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

Under this solution, the City would construct three subsurface, 48- inch diameter, reinforced concrete pipes to carry runoff from the canyons that contribute the most runoff to the system. Two of these pipes would be installed beneath streets; the third would be constructed beneath a swale between houses. These pipes would be tied into the county flood control channel. A debris basin or barrier would be installed the inlet to each pipe to reduce the entry of rock and sediment into the system.

This solution would involve the following:

- Excavation of city streets to install the pipes, and adjustments to other utilities that lie beneath the streets.
- Design of 90-degree bends in the pipes to allow tie-in with the county flood control channel
- Securing easements from two property owners for excavation on their property to bury the pipes; and easements from two additional property owners for construction of pipe inlets and debris basins.

- Modification to the channel walls of the county flood control channel; and installation of flap gates to prevent backflow into the pipes. This design must be coordinated with the county flood control district.

This option would remove stormwater from surface streets, swales, and laterals, eliminating the safety hazard posted by rapid surface flow. Additionally, once the work is complete, the visual impact of the project will be minimal, which is desirable to nearby homeowners.

The cost of this option would be significantly higher, due to the design complexities, materials, excavation, complications of working below ground, and expense of tying into the county's flood control channel. Additionally, the need to gain approval from the county flood control board before modifying the channel could delay the project significantly. The fact that the system will be underground could complicate maintenance and repairs, which could be a concern due to the amount of rock and sediment that may pass through the debris barriers at the inlets.

2. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site.
- Photographs (2 copies) of alternative site

Alternative Actions (Continued)

C. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but those funds cannot be used as match. Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME,) may be used for the State or Local match.

Estimated FEMA Share **\$900,000** **75** % of Total

Non-Federal Share

Estimated Local Share **\$300,000** **25** % of Total
 (Include In-Kind Value)

List Funding Sources **Local Funds**

Estimated State Share **\$0** **0** % of Total

List Funding Sources **N/A**

Estimated Other Agency Share **\$0** **0** % of Total

List Other Non-Federal Agency **N/A**

Other Non-FEMA Federal Funds

\$0 Do Not Include In Total

List Other Federal Agency

N/A

This can be found on pages 8 and 9 of the HMGP Application.

SAMPLE

I. Project Description-**ACQUISITION EXAMPLE**

A. Project Description / Protection Provided

Describe, in detail, the proposed project. Also, explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section B. If any other projects are underway or proposed in the project area, please describe. Also describe any planned, future development in the project area. Please include building code requirements for new development and substantial improvements in the community.

As a result of heavy rains, 16 inches over a 24 hour span, the Hillcrest subdivision became inundated with several feet of standing water. As a result of this flooding several homeowners required rescue and 10 homes received water damage. The flooding damaged the structure of the residences and the contents inside.

The proposed project will acquire and remove 10 residential properties located in the Hillcrest subdivision in the southwestern area of the City. To date, all of the affected property owners in the Hillcrest area have expressed an interest in selling their homes to the City.

By acquiring the proposed properties, the City of Adversity will remove flood prone structures from the floodway and floodplain, thereby eliminating future damages and health and safety risks for those homeowners and any potential rescuers. This includes eliminating the need to provide emergency response services, subsidized flood insurance, and Federal disaster assistance to the residents. The acquisitions will also bring cost savings to the NFIP through reduced flood insurance claims.

The future flood damages will be eliminated through the acquisition of the 10 structures and the conversion of the properties into green space.

B. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:

Flood Wind Seismic Other (list) _____

2. Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year (1%) flood. List data in Flood Levels (10, 25, 50, 100...) mph winds or Mercalli Scale Earthquake (1-12)

10 Structures protected against the All Flooding

_____ Structures protected against the _____

_____ Structures protected against the _____

_____ Structures protected against the _____

This can be found on page 4 of the HMGP Application.

V. Scope of Work / Budget

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, **do not** include this in the budget. List all items and costs in line item fashion.

Do not include contingency costs in the budget.

A. Materials

Item	Dimension	Quantity	Cost per Unit	Total Cost
------	-----------	----------	---------------	------------

B. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

Description	Hours	Rate	Cost
Demo/Remediation	10	\$10,000	\$100,000

C. Fees Paid (Include any other costs associated with the project)

Description of Task	Hours	Rate	Cost
Property acquisition	N/A	N/A	\$1,185,376
Appraisal	10	\$500	\$5,000
Property survey	10	\$500	\$5,000
Title search/inspection/closing	10	\$1,000	\$10,000
Tenant relocation assistance	3	\$6,000	\$18,000
Legal Fees	10	\$600	\$6,000

Total Estimated Project Cost \$1,329,376

SAMPLE BREAKOUT BY STRUCTURE:

ID	Demo	Appraisal	Survey	Title/ Inspection/ Closing	Relocation	Legal Fees	Structure Fair Market Value	Total
1	\$10,000	\$500	\$500	\$1,000	\$6,000	\$600	\$70,000	\$88,600
2	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$95,000	\$107,600
3	\$10,000	\$500	\$500	\$1,000	\$6,000	\$600	\$100,000	\$118,600
4	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$175,000	\$187,600
5	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$188,000	\$200,600
6	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$90,000	\$102,600
7	\$10,000	\$500	\$500	\$1,000	\$6,000	\$600	\$88,000	\$106,600
8	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$179,000	\$191,600
9	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$100,000	\$112,600
10	\$10,000	\$500	\$500	\$1,000	\$0	\$600	\$100,376	\$112,976
Total	\$100,000	\$5,000	\$5,000	\$10,000	\$18,000	\$6,000	\$1,185,376	\$1,329,376

This can be found on page 7 of the HMGP Application.

E. Project Milestones List the major milestones in this project:

THE STATE REQUIRES 90 DAY MILESTONES

[e.g. Demolition of 6 structures and removal of debris

[e.g. Design, Engineering and H & H Studies]

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant.	90 days
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP.	90 days
Procure any necessary services	90 days
Update list of interested property owners	90 days
Appraise properties	90 days
Distribute offer letters	90 days
Accept any second appraisals	90 days
Begin closing proceedings	90 days
Close on properties and remediate properties	90 days
Demolish structures and remediate properties	90 days
Implement open space plan	90 days
Project Closeout	90 days
Maintain open space	Ongoing
Total Time Estimate:	36 months
Some tasks may overlap or occur simultaneously.	

This can be found on page 8 of the HMGP Application.

Alternative Actions

This application cannot be reviewed if this section is incomplete.

List **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative" (section A).

A. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Calculations based on the history of flooding in Adversity indicate that, with no action, Adversity could expect to suffer further damage, injury, or death of even greater magnitude in the future. Assuming property owners would collect a similar amount of disaster assistance every five years, and assuming a 100-year lifetime of the project, the no action alternative could result in future disaster assistance payments of approximately \$24,775,000 over the next 100 years.

The No Action option does nothing to reduce or eliminate future risk to City residents or damage to their property, nor does it offer a means to reduce or eliminate the need for future disaster assistance.

B. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Other Feasible Project Description and Scope of Work

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) / provide protection from the hazard(s).

Elevation would reduce the damages associated with the flooding problem if the houses were raised above the 100-year flood elevation. This would move much of the homeowner's real and personal property above the flood. However, some of the properties eligible for acquisition have suffered damage from floodwaters up to 8 feet.

Furthermore, elevation does not eliminate the risk of emergency rescue, nor does it eliminate the need to repair damaged infrastructure, such as the sewer system or utility lines, which also can be damaged by floods. These services and repairs would further raise the total damage of any future event.

The elevation option would reduce, but not eliminate, the risk of both physical danger and property damage. Residents could still be trapped by rapidly rising waters, causing the need for emergency evacuation. Utility lines would still be required for decent and sanitary living. Therefore, the high likelihood remains that the City, State, and Federal Governments will repeatedly be asked to spend funds on emergency disaster assistance and repairs of infrastructure.

An appropriate estimate for elevating a medium-sized brick or concrete slab house is \$30,000. It would cost approximately \$300,000 to raise the 10 sample houses previously mentioned, considering their varying sizes and variations in building materials.

Rescue services and utility repairs can cost up to \$500,000 per event. Assuming one event every five years, and assuming disaster and repair services cost from \$100,000-\$500,000 per event, over a project lifetime of 100 years, these services would total approximately \$6,000,000.

2. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site.
- Photographs (2 copies) of alternative site

Attach 2 copies of each photograph here

Clearly label the back of each photograph with address, front and side view of the project.

Alternative Actions (Continued)

C. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but those funds cannot be used as match. Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME,) may be used for the State or Local match.

Estimated FEMA Share **\$225,000** 75 % of Total

Non-Federal Share

Estimated Local Share **\$75,000** 25 % of
(Include In-Kind Value) Total

List Funding Sources **Local Funds**

Estimated State Share **\$0** 0 % of
Total

List Funding Sources **N/A**

Estimated Other Agency Share **\$0** 0 % of
Total

List Other Non-Federal Agency **N/A**

Other Non-FEMA Federal Funds **\$0** **Do Not Include In Total**

List Other Federal Agency **N/A**

This can be found on pages 8 and 9 of the HMGP Application.

funding hazard
mitigation NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

workshop #3

**Now That Your Project is
Funded. . .**

- Project Management Overview (PPT)
- Award Administration Information
- Sample Award Letters
- Sample Grant Agreement
- Sample Scope of Work Change
- Sample Extension Request Letters
- Procurement Summary
- Project Implementation Overview (PPT)
- Request for Payment: Advance/
Reimbursements
- Interim Payment Procedures
- Quarterly Report Sample and Deadlines
- Project Closeout Overview (PPT)
- Sample Closeout Letter
- Project Closeout Review Checklist
- Project Completion Certificate
- Hands-on Exercise

workshop #3 / Now That Your Project is Funded. . .

Grant Management 101

What Happens After Your Grant is Approved?



Today's Discussion Topics

- Sub-Grantee Agreement Meeting
- Scope of Work (SOW) and SOW Changes
- Performance Period and Extensions Requests
- Procurement

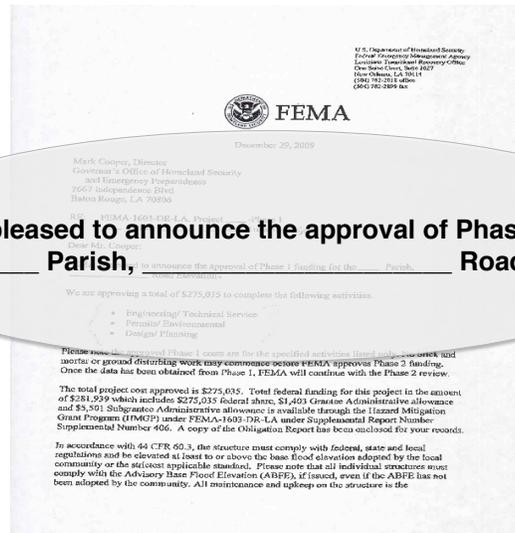


Sub-Grantee Agreement Meeting

- FEMA Approval Letter
- State Approval Letter
- Sub-grantee Agreement Document



Sample FEMA Approval Letter



State Approval Letter

On behalf of Governor Bobby Jindal, I am pleased to inform you that your Application for Federal assistance under the Hazard Mitigation Grant Program was approved by FEMA on December 29, 2009 (see enclosure) for the above Referenced Project.


 State of Louisiana
 GOVERNOR'S OFFICE OF HOMELAND SECURITY
 AND
 EMERGENCY PREPAREDNESS

BOBBY JINDAL, GOVERNOR MARK A. LOOPER, EXECUTIVE DIRECTOR

Approval and Funding Letter
 Road Elevation
 HMGP #1003, FEMA-1003-DR-LA, Project # _____

Dear Mr. _____:

On behalf of Governor Bobby Jindal, I am pleased to inform you that your application for Federal assistance under the Hazard Mitigation Grant Program was approved by FEMA on December 29, 2009 (see enclosure) for the above referenced project. Please be aware that the approval to participate in Phase 1 of this project and the additional funding will be determined once the required information is submitted to FEMA. The approved funding for eligible project activities is as follows:

Federal Share (100%)	\$ 375,035.00
Non-Federal Share/Global Match (0%)	\$ 0.00
TOTAL PROJECT AWARD	\$ 375,035.00
Sub-grantee Administrative Funds	\$ 5,501.00
Total Funds Available	\$ 280,530.00

7947 INDEPENDENCE BOULEVARD BATON ROUGE, LA 70804
 TELEPHONE: 225-383-7900 FAX: 225-383-7901

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Sub-Grantee Agreement

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

1.0 Introduction
 1.1 The Federal Emergency Management Agency (hereinafter referred to as "Grantor") has made federal funds available to the State of Louisiana for the Hazard Mitigation Grant Program (HMGP).
 1.2 This Agreement addresses the use of those funds and is between the Governor's Office for Homeland Security and Emergency Preparedness (hereinafter referred to as "Grantee") and _____

2.0 Applicable Laws, Regulations and Policies
 2.1 Federal
 Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-289
 24 United States Code Section 10297
 44 CFR Parts 101-109
 24 Federal Regulations Parts 13, 14 and 205
 OMB Circular A-119
 OMB Circular A-128
 OMB Circular 110
 2.2 State
 The Louisiana Homeland Security and Emergency Assistance and Disaster Act, LRS Title 26, Chapter 6
 Act 12 of the First Extraordinary Session, 2005
 Act 498 of the Regular Session, 2006
 Louisiana Revised Statute 6:1753.26
 Louisiana Procurement Code, LRS Title 39, Chapter 17
 Louisiana Hazard Mitigation Strategy (4 volumes)

3.0 Concept of Agreement
 3.1 In order to complete Phase 1 of LA 471, the Grantor has provided funds to the Sub-grantee through the Grantee's Hazard Mitigation Grant Program. The activities of Phase 1 include: Engineering/Technical Service, Permits/Environmental, and Design/Planning. The Sub-grantee shall perform the necessary tasks, meet the required milestones and stay within the budgetary parameters outlined in the application for this project HMGP #1003.
 3.2 The application of the Sub-grantee is incorporated into this Agreement as if copied here in its entirety.
 3.3 Additional responsibilities of the Grantee and Sub-grantee are as follows:
 3.3.1 All applicable state and federal laws, regulations and policies shall be adhered during the execution of this project and more specifically:
 3.3.2 Any change to scope or budget shall comply with 44 CFR Part 101.
 3.3.3 Sub-grantee will comply with the limitations on the use of appropriated funds to influence certain Federal contracting and financial transactions as stated in 31 United States Code Section 1352.
 3.3.4 Sub-grantee will comply with all Assurances for Non-Construction Programs as outlined in Standard Form 6048 (Rev. 7-87) as prescribed by OMB Circular A-102.

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What is Your Scope of Work?

- What is a Scope of Work (SOW)?
- When can a SOW be changed?
- Cost overruns associated with SOW changes.
- Steps to submitting a SOW change.

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Period of Performance

- What is the Period of Performance (POP)?
- What are the reporting requirements?
- How to request extensions?

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Quarterly Report Form

Disaster Number: FEMA- -DR-LA QUARTER: 1st 2nd 3rd 4th

Type of Project: HMGP PLANNING PDM FMA

FEMA Project Number: _____

State Project Number: _____

Subgrantee Name: _____

Project Description: _____

Amount Obligated: \$ _____

Project Start Date: _____

Federal Funds received to date: \$ _____

DATE OBLIGATED: _____

COMPLETION DATE: _____

QUARTER: 1st 2nd 3rd 4th

Project Status Narrative

1. Specific project activities achieved during this quarter:
2. Comparison of actual achievements to the planned objectives established in the application:
3. Reasons for problems / delays encountered if objectives were not met:
4. Indicate corrective actions proposed and/or undertaken to address problems / delays if objectives were not met:
5. Justification for any proposed scope changes or extensions:

Change of scope/Extension Date: _____

Do you anticipate:

a) cost overrun/underun next quarter? Yes No

b) a change in the Scope of Work? Yes No

c) an extension of performance period? Yes No

Was an AWS01 submitted for Repetitive Loss Structures? Yes No

Project Close Date: _____ Final cost of Project: \$ _____



Prepared by: Name: _____
 Organization: _____
 Title: _____
 Phone: _____
 e-mail: _____



Quarterly Report Deadline

- 1st Quarter – December 31st
- 2nd Quarter – March 30th
- 3rd Quarter – June 30th
- 4th Quarter – September 30th



Procurement

- You must follow the **most stringent** of state and federal procurement guidelines.



3 Contract Types

- **Materials and Supplies**
- **Public Works**
- **Professional Services**



Rules of Thumb

- Under \$20,000 - email, fax, or phone quotes.
- \$20,000-\$100,000 - advertise, formal bid process.
- Over \$100,000 - Sealed bids or competitive proposals.

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Professional Services

According to federal regulations, professional services require a **competitive selection** process regardless of the price.

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Contracts to be Avoided

- Cost plus percentage of cost
- “Piggyback” contracts
- Time and Materials
- Conflicts of interest (or appearance of such)
- Contracts dependent on FEMA reimbursement

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Cost Analysis

- What is a Cost Analysis?
- When to submit a Cost Analysis?
- Why are Cost Analysis important?

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**Please remember all costs
should be reasonable, comply
with federal, state and local laws,
and *competitively* bid out!**



For More Information

Contact: Marion Pearson // marion.pearson@la.gov
225-267-2522

Kimberly Barnett // kimberly.barnett@la.gov
225-267-2888

Visit:

getagameplan.org



PART VI. AWARD ADMINISTRATION INFORMATION

Part VI describes how successful Applicants will receive award information. Additionally, this part describes administrative requirements from the time an award is made through closeout and the maintenance actions that must occur after an activity is complete.

A. Notice of Award

FEMA will provide an award package to the Applicant for successful subapplications. Subapplicants will receive notice of award from the Applicant.

Award packages for **PDM**, **FMA**, **RFC**, and **SRL** include an award letter, FEMA Form 76-10A, Obligor Document for Awards/Amendments, and Articles of Agreement, which must be signed by the Applicant in eGrants and returned to FEMA for approval before funds can be obligated.

For **HMGP**, award packages for subgrants include an approval letter, an obligation document, and environmental and/or other conditions.

When the Applicant or subapplicant accepts an award, they are denoted as Grantee and subgrantee, respectively. The Grantee and subgrantee agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement or the FEMA-State Agreement.

B. Administrative and National Policy Requirements

B.1 Cost Share Documentation

Requirements for cash and third party in-kind contributions can be found in 44 CFR Section 13.24. Third party in-kind and cash contributions are only allowable for eligible program costs. The following documentation is required for cash and third party in-kind contributions:

- Record of donor;
- Dates of donation;
- Rates for staffing, equipment or usage, supplies, etc.;
- Amounts of donation or value of donation; and
- Deposit slips for cash contributions.

Such documentation must to be kept on file by the Grantee and subgrantee.

B.2 Scope of Work Modifications

In some cases, modifications to the submitted or approved SOW may be considered by FEMA. Eligible modifications are defined as changes to the details of implementation of the approved activity with no change to the type of the activity. Examples of modifications to the SOW include altering the design of the foundation for a structure elevation project, adjusting the diameter of a drainage pipe, or selecting alternate structures (identified at application) for a property acquisition and structure demolition or relocation project.

For **PDM**, **FMA**, **RFC**, and **SRL**, modifications may be considered after selection or award of the grant. For **HMGP**, FEMA may consider modifications during application review, as well as after award of the grant. A request for a modification to the SOW must be submitted in writing to

FEMA for review and must be approved prior to the implementation of the requested modification. Requests must include a justification and related documentation for FEMA review. The justification must include a description of the proposed modification and a written explanation of the reason(s) for the modification. Approval of modifications to the SOW is not guaranteed.

If the modification does not result in a request for additional Federal funds, a new BCA is not required. If the modification results in a request for additional Federal funds, a new BCA is required and must be submitted to FEMA for approval along with the request to modify the SOW.

If the modification reduces the scope of the activity (e.g., mitigating fewer structures), funding approved for activities that will not be completed will be de-obligated. If the Grantee wishes to use all approved funding for a reduced SOW, the funding above the reduced SOW will be considered a cost overrun and a new BCA is required. For more information on cost overruns and underruns, see Part VI B.3.1 below.

Changes to the type of the proposed or approved mitigation activity, as defined in Part III D.1, are not considered modifications to the SOW and are not allowed after the close of the application period. Examples include elevating a structure instead of acquiring it as approved in the subapplication, or mitigating structures or infrastructure not identified as part of the application or subapplication. All activities, including alternate structures, for which funding is requested must be identified in the SOW prior to the close of the application period.

B.3 Budget Revisions

FEMA categorizes changes to the approved budget of a mitigation activity in the following ways. A budget adjustment does not change the total amount of approved funding. A budget revision reflects a change in the total amount of funding. An increase in the cost of implementing an activity is called a cost overrun and a decrease is called a cost underrun.

A request for a budget revision must be justified and supported by the Grantee. If a budget is revised, the Grantee/subgrantee must comply with limitations on information dissemination, subapplicant management costs, and cost share.

Additional information regarding budget adjustments and revisions can be found in 44 CFR Section 13.30.

B.3.1 Cost Overruns and Underruns

A cost overrun or underrun can be associated with a SOW modification, or a change in the costs of activities in the approved SOW.

For **PDM** and **RFC**, the Federal award amounts are final and no additional Federal funds will be available for cost overruns. Funds available as a result of a cost underruns cannot be used to meet cost overruns incurred in another subgrant.

For **HMGP**, **FMA**, and **SRL**, Grantees may request funds available as a result of cost underruns be used to provide additional funds required due to cost overruns on other approved subgrants as part of the same award. FEMA must approve requested cost overruns prior to implementation and the subgrant must continue to meet programmatic eligibility requirements, including cost effectiveness and cost share. Cost overrun notifications must be accompanied by a new BCA; if the results of this analysis do not result in a BCR equal or greater than 1.0, Federal funds cannot

be used to meet the cost overrun.

B.4 Period of Performance

The POP is the period of time during which the Grantee is expected to complete all grant activities and to incur and expend approved funds. The POP begins on the date that the grant is awarded and ends no later than 36 months from the award of the final subgrant under the grant. The POP termination date is established by the subgrant with the latest completion date.

FEMA will not establish activity completion timeframes for individual subgrants. Grantees are responsible for ensuring that all approved activities are completed by the end of the grant POP.

For more information on POP for property acquisition and structure demolition or relocation projects, see Part IX A.11 and A.13.

B.4.1 Extensions

Requests for extensions to a grant POP will be evaluated by FEMA but will not be approved automatically. The initial request for an extension to a grant POP may not exceed 12 months. Grantees may request additional extensions; however, the grant POP will not be extended beyond 24 months from the POP termination date. All requests to extend the grant POP beyond 12 months from the original grant POP termination date must be approved by FEMA Headquarters.

All extension requests must be submitted to FEMA at least 60 days prior to the expiration of the grant POP and justifications must be submitted in writing. The justification must demonstrate that work is in progress and will be completed. The justification must address:

- Reason(s) for delay;
- Current status of the activity/activities;
- Approved POP termination date and new projected completion date;
- Remaining available funds, both Federal and non-Federal;
- Budget outlining how remaining Federal and non-Federal funds will be expended;
- Plan for completion including milestones and timeframe for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Certification that the activity/activities will be completed within the extended POP without any modification to the original SOW approved by FEMA.



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

Date

Name
Title
Address
City, Louisiana XXXXX

ATTENTION: Name

RE: Approval and Funding
Parish Name – Project Type
HMGP #xxxx-xxx-xxxx, FEMA-xxxx-DR-LA, Project #xxxx

Dear Name:

On behalf of Governor Bobby Jindal, I am pleased to inform you that your application for Federal assistance under the Hazard Mitigation Grant Program was approved by FEMA on Date of approved FEMA letter (see enclosure) for the above referenced project. The approved funding for eligible project activities is as follows:

Federal Share (75%)	\$	0.00
Non- Federal Share (25%)	\$	0.00
TOTAL PROJECT AWARD	\$	0.00
Sub-grantee Administrative Funds	\$	0.00

Total Funds Available

\$ 0.00

Name
Page 2
Date

A Sub-grantee Agreement briefing is required for this grant award. The following information will be explained to you and members of your staff:

- Project Performance Period of FEMA Letter Date to Project End Date
- Reporting requirements
- Procurement process
- Process for requesting reimbursement of funds
- Information on Sub-grantee Administrative costs
- Sub-grantee Agreement review

The Hazard Mitigation Grant Program requires a 25% non-federal cost share match. This non-federal cost share may include state or local funds, in-kind services, global match, or a combination of all of these. In an effort to reduce the financial burden placed on local governments as a result of Hurricanes Katrina and Rita, the State is utilizing global match to assist parishes with meeting the 25% non-federal cost share. Therefore, Name Parish will not be obligated to provide any funding toward eligible activities approved in the above referenced project. The State will reimburse the jurisdiction 100% of the Total Funds Available that are expended on eligible activities.

Full Name, your Disaster Recovery Specialist for this project, will be contacting you to schedule this briefing. If you have any questions, please contact First Name at phone number or e-mail address.

Sincerely,

D. Casey Levy
State Hazard Mitigation Officer
Disaster Recovery Division

DCL:xx

Enc. FEMA Approval Letter Dated Date of FEMA Letter

U.S. Department of Homeland Security
Federal Emergency Management Agency
Louisiana Transitional Recovery Office
1250 Poydras Street, Box #43
New Orleans, LA 70113
(504) 762-2018 office
(504) 762-2899 fax



FEMA

July 2, 2009

Mark Cooper, Director
Governor's Office of Homeland Security
and Emergency Preparedness
7667 Independence Blvd
Baton Rouge, LA 70806

RE: FEMA-1603-DR-LA, Project 0275
Parish Acquisition, HMGP

Dear Mr. Cooper:

FEMA is pleased to announce the approval for the acquisition of 1 (one) property located at [redacted] Louisiana, 71237.

Total federal funding for this project in the amount of \$48,279 has been approved. Additional federal funding for this project in the amount of, \$246 Grantee Administrative allowance and \$965 Subgrantee Administrative allowance, is available through the Hazard Mitigation Grant Program (HMGP) under FEMA-1603-DR-LA under Supplemental Report Number 255. A copy of the Obligation Report has been enclosed for your records.

Please note that a property may only be acquired as an approved HMGP project with the voluntary participation of the pre-mitigation deed-holder. In accordance with 44 CFR 206.434(e), any acquired property must be used in perpetuity for open space, with specific exceptions, and will be deed restricted as such. All maintenance and upkeep of the property will be the responsibility of the post-mitigation deed-holder. The property will not be eligible for any future federal disaster assistance.

While the use of global match allows for the individual projects to be funded at a greater federal share, the overall federal share for the entire HMGP cannot exceed 75%. Per the Governors' Office of Homeland Security and Emergency Preparedness' request, global match funds have been applied to fund this project at 100% federal share. The Grantee is responsible for ensuring the federal funds provided do not duplicate assistance available or provided from another source. The actions identified in the project application have been Categorically Excluded (CATEX) from the need to prepare an Environmental Impact Statement in accordance with 44 CFR 10.8(d) (2) (vii). No extraordinary circumstances were identified. The grantee must ensure that all conditions of the CATEX are met. A copy of the Environmental Report is enclosed. Please provide a copy of this document to the subgrantee.

279 has been approved.

Administrative allow

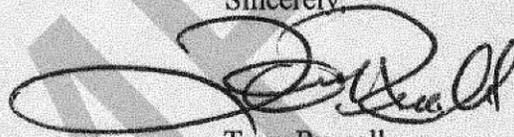
Mr. Cooper
July 2, 2009
Page 2

Quarterly progress reports for the HMGP are required in accordance with 44 CFR 206.438(c). Please include this project in future reporting. As stated in the application completion and closeout of the project is expected by July 2, 2012 which is a thirty-six (36) month performance period from the original approval date. An extension must be requested if you are unable to complete the project within the identified performance period. This request should be made at least sixty (60) days prior to the current deadline, and must include justification for the request.

The application period for FEMA-1603-DR-LA will end on October 30, 2009. Changes to the scope of work cannot be made after the application period expires. No new activities or activities that have not been pre-identified, approved, and submitted during the application period can be considered after the application period expires.

If you have any questions regarding the enclosures, please contact [REDACTED], Deputy Section Chief, Mitigation Programs at (504) 762-2215.

Sincerely,



Tony Russell
Acting Director
Louisiana Transitional Recovery Office

Enclosures

Cc: Gary Jones, Acting Administrator, FEMA Region VI
Col. Thomas Kirkpatrick, SCO, GOHSEP
D. Casey Levy, Mitigation Section Chief, GOHSEP

Obligation Report w/ Signatures

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
1603	275-R	1	137	1	255	LA	Statewide
Subgrantee: [REDACTED] (Parish)		Project Title : 1603N-123-0006		PARIS H ACQUISITION OF		PROPERTY	
Subgrantee FIPS Code: 123-99123							

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation	Project Amount	Grantee Admin Est	Subgrantee Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$48,279	\$48,279	\$0	\$0	\$48,279	\$246	\$965	\$49,490	06/22/2009	Accept	2009

Comments

Date: 06/22/2009 User Id: KWILLI23

Comment: HMO APPROVES OBLIGATION

Date: 06/22/2009 User Id: [REDACTED]

Comment: HMO Approves Obligation 1603-275-R

Authorization

Preparer Name: [REDACTED]

Preparation Date: 06/22/2009

HMO Authorization Name: [REDACTED]

HMO Authorization Date: 06/22/2009

Sliding Scale Percentage:

up to	\$100,000	=	3.00%
up to	\$1,000,000	=	2.00%
up to	\$5,000,000.00	=	1.00%
Excess		=	0.50%

Obligation Report w/ Signatures

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
1603	275-R	1	137	1	255	LA	Statewide

Subgrantee: West Carroll (Parish)
Subgrantee FIPS Code: 123-99123

Project Title : 1603N-123-0006 WEST CARROLL PARIS H ACQUISITION OF LINGEFELT PROPERTY

Admin Calculation

Admin Cost Calculation: Sliding Scale Calculation Percentage: N/A

Justification:



Authorizing Official Signature

Acting Director

Authorizing Official Title

7/2/2009

Authorization Date

Authorizing Official Signature

Authorizing Official Title

Authorization Date

Sliding Scale Percentage:

up to	\$100,000	=	3.00%
up to	\$1,000,000	=	2.00%
up to	\$5,000,000.00	=	1.00%
Excess		=	0.50%

Project Name
A Federally Funded Agreement
Between the
Governor's Office of Homeland Security and Emergency Preparedness
And the
Applicant name

1.0 Introduction

1.1 The Federal Emergency Management Agency (hereinafter referred to as "Grantor") has made federal funds available to the State of Louisiana under the Hazard Mitigation Grant Program (HMGP).

1.2 This Agreement addresses the use of those funds and is between the Governor's Office for Homeland Security and Emergency Preparedness (hereinafter referred to as "Grantee") and **Applicant name** (hereinafter referred to as "Sub-Grantee").

2.0 Applicable Laws, Regulations and Policies

2.1 Federal

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288

31 United States Code Section 1352

Title 44 Code of Federal Regulations Parts 13 (specifically part 13.36), 14 and 206

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

OMB Circular 110

2.2 State

The Louisiana Homeland Security and Emergency Assistance and Disaster Acts, LRS Title 29, Chapter 6 Act 12 of the First Extraordinary Session, 2005

Act 458 of the Regular Session, 2006

Louisiana Revised Statute 40:1730.28

Louisiana Procurement Code, LRS Title 39, Chapter 17

Louisiana Hazard Mitigation Strategy (4 volumes)

3.0 Concept of Agreement

3.1 In order to **Mitigation Activity**, the Grantor has provided funds to the Sub grantee through the Grantee's Hazard Mitigation Grant Program. The Sub grantee shall perform the necessary tasks, meet the required milestones and stay within the budgetary parameters outlined in the application for this project (**State Project Number**).

3.2 The application of the Sub grantee is incorporated into this Agreement as if copied here in its entirety.

3.3 Additional responsibilities of the Grantee and Sub grantee are as follows:

3.3.1 All applicable state and federal laws, regulations and policies shall be adhered during the execution of this project and more specifically:

3.3.2 Any changes to scope or budget shall comply with 44 CFR Part 13.

3.3.3 Sub grantee will comply with the limitation on the use of appropriated funds to influence certain Federal contracting and financial transactions as stated in 31 United States Code Section 1352.

3.3.4 Sub grantee will comply with all Assurances for Non-Construction Programs as outlined in Standard Form 424B (Rev. 7-97) as prescribed by OMB Circular A-102.

3.3.5 The Sub grantee will fully cooperate at all times with the Grantee as the project manager and the party accountable for all the funds of this project.

3.3.6 The Sub grantee agrees to meet all program and administrative requirements as dictated by the state and federal laws, regulations and policies referred to herein and by any other requirements deemed necessary by the Grantee to carry out the intent of this Agreement, which may not be specifically referred to in this document.

4.0 Summary of Statement of Work

4.1 Pursuant to **Hazard Mitigation Grant Program Project HMGP#**, the Sub grantee shall perform the following tasks:

4.1.1 **Brief Description of the Scope of Work**

5.0 Summary of Budget

5.1 Costs per task

5.1.1 For tasks 4.1.1 the total cost is: **\$00.00**

5.2 Total Costs **\$00.00**

5.3 Funding Sources

5.3.1 Federal share (75%) **\$00.00**

5.3.2 State share **\$00.00**

5.3.3 Other non-FEMA federal funds **\$00.00**

5.4 Other

The above costs do not include the Sub grantee's administrative expense of **00.00** pursuant to 44 CFR 206.439 (b)(1)(D)(ii).

6.0 Liability of Parties

6.1 This Agreement is intended for the benefit of the Grantor, Grantee and Sub grantee and does not confer any rights upon any other third parties.

6.2 All rights by and between the Grantor, Grantee and Sub grantee are limited to the actions outlined in the applicable state and federal laws, regulations and policies.

6.3 Sub grantee hereby holds harmless the Grantee from any actions or claims brought on behalf of any third parties who performs work and/or provides services on this project on behalf of the Sub grantee.

7.0 Legal Authorization

The Sub grantee hereby certifies that it possesses the legal authority to enter into this Agreement and that it is authorized to receive the federal funds outlined herein.

8.0 Notice and Contact

8.1 All notices between the Grantor and Sub grantor provided for pursuant to this Agreement shall be in writing, and sent first class, certified mail, return receipt requested.

8.2 The name and address of the Grantee's contract manager for this Agreement is:

**Mr. D. Casey Levy
State Hazard Mitigation Officer
Governor's Office of Homeland Security and Emergency Preparedness
415 North 15th Street, 4th Floor
Baton Rouge, Louisiana 70802**

The name and address of the designated agent responsible for the administration of this Agreement on behalf of the Sub grantee is:

Mailing and Overnight Address

Applicant Signature Authority

Agency Name

Address

City, State, Zip Code

8.3 In the event that the mailing address of the Grantee or Sub grantee changes during the terms of this Agreement, or that 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 of the change.

On behalf of their respective agencies, the Grantee and the Sub grantee have each executed this Agreement.

BY: _____
D. Casey Levy,
State Hazard Mitigation Officer
GOVERNOR'S OFFICE OF HOMELAND
SECURITY AND EMERGENCY PREPAREDNESS

DATE: _____

:
BY: _____
Applicant Signature Authority
Agency Name

DATE: _____



FEMA

February 18, 2010

Mark Cooper, Director
Governor's Office of Homeland Security
and Emergency Preparedness
7667 Independence Blvd
Baton Rouge, LA 70806

FEMA is pleased to announce approval of the amendment request dated December 22, 2009 to add 4 new properties to the above project. Please see the attached list of all approved properties that meet the eligibility criteria outlined in 44 CFR 206.434. The following properties were added to this project:

CORRECTION

RE: FEMA-1607-DR-LA, Project
Pilot Reconstruction, Amendment 2

Dear Mr. Cooper:

FEMA is pleased to announce approval of the amendment request dated December 22, 2009 to add 4 new properties to the above project. Please see the attached list of all approved properties that meet the eligibility criteria outlined in 44 CFR 206.434. The following properties were added to this project:

- [Redacted] Street
- [Redacted] Street
- [Redacted] Parkway
- [Redacted] Street

The total project cost previously approved was \$1,884,312. The total project cost now approved is \$2,593,379. Additional federal funding for this project has been obligated in the amount of \$650,366 which includes \$642,980 federal share, \$3,236 Grantee Administrative allowance and \$4,150 Subgrantee Administrative allowance is available through the Hazard Mitigation Grant Program (HMGP) under FEMA-1607-DR-LA under Supplemental Report Number 259. A copy of the Obligation Report has been enclosed for your records.

FEMA's regulations implementing Executive Order 11988, Floodplain Management, prohibits the Agency from funding new construction in V-Zones that are not functionally dependent on water or do not facilitate an open space use. The definition of new construction according to 44 CFR 9.4 includes "the replacement of a structure that has been totally destroyed." For Pilot projects, a structure is considered "totally destroyed" when it has been damaged by the event to a

Mr. Cooper
February 18, 2010
Page 2

threshold of 90% or more of its replacement value. FEMA may fund reconstruction activities that include the purposeful demolition and removal of remaining elements of a damaged structure to allow for the reconstruction of a similar sized structure for the same functional use.

For Pilot activities located in the V-Zone, FEMA will require a certification from the applicant or local jurisdiction that the structures were not "totally destroyed" based on the definition above. This certification should be based upon available damage data, which could include substantial damage determinations, Residential Substantial Damage Estimator data, Individual Assistance, National Flood Insurance Program claims data, photographs, or other data as available. The certification must detail the basis for this determination. FEMA is available to provide technical assistance to the applicant or local jurisdiction in making these determinations as required. This requirement is applicable to all Pilot Reconstruction activities located in V-Zones at the time of approval, regardless if funds have been obligated prior to the date of memo.

All Projects must meet all floodplain management requirements, codes and standards for V-Zones as established in FEMA regulations, as well as any more restrictive state and local floodplain standards and all other applicable program eligibility requirements. Please refer to the Pilot Reconstruction Program guidance for complete information.

The actions identified in the project application have been Categorically Excluded (CATEX) from the need to prepare an Environmental Impact Statement in accordance with 44 CFR 10.8(d) (2) (xv). No extraordinary circumstances were identified. The grantee must ensure that all conditions of the CATEX are met. A copy of the Environmental Report is enclosed. Please provide a copy of this document to the subgrantee.

Quarterly progress reports for the HMGP are required in accordance with 44 CFR 206.438(c). Please include this project in future reporting. As stated in the application, completion and closeout of the project is expected by November 21, 2011 which is a thirty-six (36) month performance period from the original approval date of November 21, 2008. An extension must be requested if you are unable to complete the project within the identified performance period. This request should be made at least sixty (60) days prior to the current deadline, and must include justification for the request.

The application period for FEMA-1607-DR-LA ended October 30, 2009. Changes to the scope of work cannot be made after the application period expires. No new activities or activities that have not been pre-identified, approved, and submitted during the application period can be considered after the application period expires.

Mr. Cooper
February 18, 2010
Page 3

If you have any questions regarding the enclosures, please contact Charlie Tobelman, Deputy Section Chief, Mitigation Programs at (504) 762-2215.

Sincerely,



Mark H. Landry
Interim Director
Louisiana Transitional Recovery Office

Enclosures

Cc: Tony Russell, Administrator, FEMA Region VI
Frank Pagano, Director of Mitigation, FEMA Region VI
Mark DeBosier, Deputy Director, Disaster Recovery Division, GOHSEP
D. Casey Levy, Mitigation Section Chief, GOHSEP



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

January 5, 2010

Mr. Bob Picarazzi
Deputy Mitigation Section Chief
Federal Emergency Management Agency
1 Seine Court, 4th Floor
New Orleans, Louisiana 70114

ATTENTION: [REDACTED]

RE: Addition of properties and Request for Additional Funds
– Reconstruction
HMGP #1607-071-0018, FEMA-1607-DR-LA, Project [REDACTED]

Dear Mr. Picarazzi:

On behalf of [REDACTED] Parish, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is requesting to add 4 properties to the above referenced application be approved by FEMA. As a result, the State is also requesting additional funds in the amount of \$709,067.00 for the above mentioned project. The additional costs will be applied to the 4 properties being added to the project. The properties being added are as follows:

- [REDACTED] Street
- [REDACTED] Street
- [REDACTED] Parkway
- [REDACTED] Street

Homeland Security
add 4 properties to
ult, the State is al

Mr. Picarazzi
Page 2
January 5, 2010

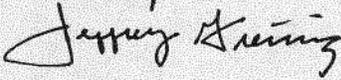
With the approval of the additional funds, the funding for the above mentioned project is as follows:

Total Project Cost: \$2,593,379.00
Federal Share: \$2,008,872.00
Non-Federal Share: \$ 270,260.00
Homeowner Share: \$ 314,247.00

GOHSEP is requesting to utilize \$63,838 of overmatch identified in project HMGP #1607-OCD-113, FEMA 1607-DR-LA, Project [redacted] to fund this project at 100%.

Upon review of this matter, if you discover additional information is needed, please contact [redacted] at 225-267-2662 or at [redacted]@la.gov.

Sincerely,^{for}



D. Casey Levy
State Hazard Mitigation Officer
Disaster Recovery Division

DCL:mdr

Enc. Orleans Parish request letter dated June 30, 2009

CITY OF NEW ORLEANS

C. RAY NAGIN
MAYOR

LT. COL. JERRY SNEED, USMC, (RET)
EXECUTIVE DIRECTOR

June 30, 2009

Casey Levy
State Hazard Mitigation Officer
Governor's Office of Homeland Security and Emergency Preparedness
415 North 15th Street, 4th Floor - Mitigation
Baton Rouge, LA 70802

Subject: Addition of Homes to HMGP Application [redacted] and
Addition of Second Alternative Action for HMGP Applications [redacted],
[redacted] and [redacted]

Dear Casey,

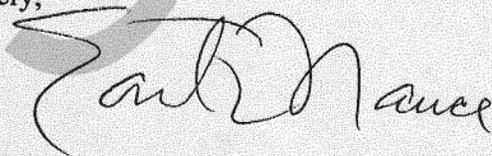
The City of New Orleans wants to add the following four repetitive loss homes to HMGP application 1607-071-0018:

[redacted]	/ Street
[redacted]	e Oak Street
[redacted]	Parkway
[redacted]	Street

We are submitting new budgets, maps, photos, and BCA's for these new additional homes.

We are also adding second story conversion as a second alternative action for our elevation projects. This applies to HMGP applications [redacted] and [redacted]. We are submitting alternative action descriptions and budgets for this scope change. Thank you.

Sincerely,



Earthea Nance, PhD, PE, CFM
Mitigation Director



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

May 20, 2010

Honorable [REDACTED]

[REDACTED] Louisiana 70448

Re: Extension of Period of Performance
HMGP # [REDACTED] FEMA # [REDACTED]

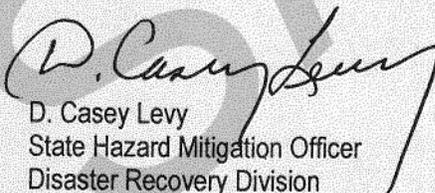
Dear Mayor [REDACTED]

In response to The Governor's Office of Homeland Security's (GOHSEP) request for extension, the Federal Emergency Management Agency (FEMA) is extending the period of performance (POP) for HMGP # 1603-103-0016, FEMA #1603-024 from October 29, 2010 to October 29, 2011.

The State is committed to a sound mitigation program and wants to ensure that our sub-applications are afforded every opportunity to take advantage of this effort.

Thank you for your continued support of the State's mitigation effort. If you have any questions, please contact your assigned Disaster Recovery Specialist, [REDACTED] at 225-267-2593 or at [REDACTED]@la.gov.

Sincerely,


D. Casey Levy
State Hazard Mitigation Officer
Disaster Recovery Division

DCL/jm

Enc: FEMA Memorandum dated May 14, 2010

cc: [REDACTED] Finance Director, City
[REDACTED] Engineer, [REDACTED] Engineer



FEMA

May 14, 2010

Mark Cooper, Director
Governor's Office of Homeland Security
and Emergency Preparedness
7667 Independence Blvd
Baton Rouge, LA 70806

Request for Extension of 12 month Extension

Re: [Redacted] Elevation Project Approval of 12 month Extension
Parish # [Redacted] FEMA # [Redacted]

Dear Mr. Cooper:

I am approving the request from D. Casey Levy, State Hazard Mitigation Officer to modify the performance period for the [Redacted] Parish elevation project. With this 12-month extension, the total performance period for this project will be 48 months. The additional time is being requested due to the difficulty in obtaining a contractor. We have updated the NEMIS record to reflect the following revised deadline:

FEMA NUMBER	APPLICANT	APPROVAL DATE	CURRENT POP DEADLINE	REVISED POP DEADLINE
Project # [Redacted]	Jurisdiction Name Parish [Redacted]	10/29/07	10/29/10	New POP date 10/29/11

An extension must be requested if you are unable to complete the project within the identified performance period. This request must be made at least sixty (60) days prior to the current deadline, and must include justification for the request.

Please contact me at (504) 762-2065 if you have any questions. I am confident that we can continue to work collaboratively to support the recovery and rebuilding of Louisiana communities and reduce their vulnerability to future hazards.

Sincerely,

Res Robert Picarazzi
Section Chief
Mitigation Programs

Mr. Cooper
May 14, 2010
Page 2 of 2

cc: Tony Russell, Regional Administrator, FEMA Region VI
Mark Landry, Interim Director, Louisiana Recovery Office
Frank Pagano, Director of Mitigation, FEMA Region VI
D. Casey Levy, State Hazard Mitigation Officer, GOHSEP
Jeffrey Giering, Acting Mitigation Section Chief, GOHSEP

SAMPLE



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

March 23, 2010

Mr. Bob Picarazzi
Mitigation Section Chief
1 Seine Court
New Orleans, Louisiana 70114

ATTENTION: Emanuel Lain

RE: Request for Extension of Period of Performance
City of [REDACTED] - Elevation Project
HMGP # [REDACTED] FEMA-1603-DR-LA, Project # [REDACTED]

Dear Mr. Picarazzi:

The purpose of this letter is to request an additional six (6) month extension for the period of performance for the above referenced City of [REDACTED] Elevation Project. The Federal Emergency Management Agency (FEMA), in initial correspondence, approved and obligated the above mentioned grant on October 29, 2007. The initial period of performance for this grant will expire October 29, 2010. This request for an extension in the period of performance would adjust this date to April 29, 2011.

As of the date of this request, there is one (1) approved structure scheduled for mitigation. The primary reason for the delay in completion of this project is because of a cost overrun and difficulty in finding a contractor.

EXTENSION REQUEST JUSTIFICATION

1. **REQUEST:** The request is being submitted 90 days prior to the expiration date of the Performance Period, which is October 29, 2010.
2. **REASON FOR DELAY:**
 - a. Identify the status of the project.
Elevation of the structure at [redacted] Avenue ([redacted]) has not started yet.
 - b. Give a brief description for delay in completion of the project within the Performance Period. Identify the circumstance(s), e.g. NEPA review, lack of match, unavailable contractors, etc., and if appropriate why this circumstance(s) caused the delay.
The project was delayed because of a cost overrun and difficulty in finding a contractor.
3. **BUDGET:**
 - a. Identify the remaining funds, both FEMA and match, available for the extended period.
The remaining funds from FEMA are \$75,000.
 - b. Outline how the remaining funds will be used.
The remaining funds will be used to elevate the house.
 - c. Identify the source for additional funding, if remaining FEMA funds will not support the extension period.
4. **PLAN FOR COMPLETION:**
 - a. Identify the Objectives necessary to complete the project.
The objectives necessary to complete the project are to elevate the house and re-connect the utilities.
 - b. Identify completion dates for each of the Objectives.
The project will be completed by April 29, 2011.
 - c. List the position/person responsible for oversight of the completion of the project.
[redacted] Project Manager, is responsible for the oversight in project completion.
5. **PROJECT COMPLETION DATE:** Identify the projected completion date for the project.
 - a. The project will be completed by April 29, 2011.
 - b. The initial grant award performance period expired on June 30, 2009 and was previously extended by GOHSEP in order to give the project a 36 month performance period.
6. **NO CHANGE TO THE SCOPE OF WORK:** The project will be completed within the extended Performance Period without modifications to the approved Scope of Work.

City of Mandeville

"THE HEART OF THE OZONE BELT"

EDWARD P. "BUBBY" LYONS
MAYOR



March 3, 2010

CITY COUNCIL

ADELAIDE J. BOETTNER
MAYOR PRO-TEM

TRILBY T. LENFANT
AT LARGE

JERRY COOGAN
DISTRICT I

CARLA BUCHHOLZ
DISTRICT II

JOHN F. (JEFF) BERNARD
DISTRICT III

Mr. D. Casey Levy
TRO
415 N. 15th Street
Fourth Floor Mitigation Section
Baton Rouge, Louisiana 70802

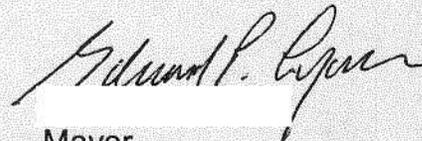
Re: [REDACTED] Hazard Mitigation Elevations
A/E Project No. 20-0604

Dear Mr. Levy,

By copy of this letter, the City of [REDACTED] is requesting a time extension of six (6) months for the performance period to elevate the structure at [REDACTED] Avenue [REDACTED]. The Extension Request Justification Form is attached, which explains that there was a delay in getting started due to the cost overrun and difficulty associated with finding a contractor for this structure. This would extend the performance period to April 29, 2011.

Thank you for your time and consideration regarding this matter. We look forward to working with you on this and other applications to mitigate repetitive flood loss structures in Mandeville. If you need additional information, please contact me.

Sincerely,


[REDACTED]
Mayor

AMT/

Enclosure

PROCUREMENT

The Purchase of Goods and Services

The Importance of Following Procurement Procedures

Care must be taken when purchasing goods and materials and contracting for services for projects approved under the Public Assistance program. All projects are subject to audit. Contracts must be of reasonable cost, generally competitively bid, and otherwise comply with Federal, State and local procurement standards. By Federal regulation, Applicants are to follow their own procurement procedures as long as those procedures meet or exceed the procurement standards in the Federal Regulations [44 CFR 13.36]. FEMA will only reimburse fair and reasonable costs of any contract an Applicant enters into.

The following tables summarize the typical types of contracts entered into between Applicants and service providers when performing work under the Public Assistance program and procurement methods. Each can be used as a checklist and a copy of each, appropriately marked, should be filed with each contract in a separate file for each Project Worksheet. Also included in this guidance document is a summary of the Federal procurement procedures.

These tables or checklists should be kept with the Project Worksheet file and used by the Applicant to determine the type of contract that is appropriate for a project. Refer to the Federal Procurement Regulations contained in 44 CFR 13.36 if further clarification is needed. A copy of the regulations can be obtained by contacting the State's Public Assistance Officer.

DIFFERENT TYPES OF CONTRACTS When and When Not to Use

Types of Contracts	Standards	Type Used
Lump sum	Contract for work within a prescribed boundary with a clearly defined scope and a total price	
Unit price	Contract for work done on an item-by-item basis with cost determined on a unit basis.	
Cost plus fixed fee	Either a lump sum or unit price contract with a fixed contractor fee added into the price	
Time and materials	Should be avoided, but may be allowed for work necessary immediately after the disaster occurs when a clear scope of work cannot be developed and after a determination that no other contract is suitable; <u>must</u> include a cost ceiling or "not to exceed" provision in the contract [44CFR13.36(b)(10)]. Applicants must engage in comprehensive active monitoring activities to ensure contractor efficiency and must contact the state to ensure proper guidelines are followed. Some consideration is given to restoration of damaged electrical utilities when using time and equipment-type contracts.	
Piggyback Contracts	FEMA does not favor "piggyback contracts." The variables associated with scopes of work, cost considerations, and competitive procurement requirements make this an option to be avoided. If used, reimbursement for eligible work will be predicated on reasonable costs for the work performed.	
Cost plus percentage of cost	Contracts awarded by an Applicant on the basis of cost plus percentage of cost shall not be used [44 CFR 13.36(f)(4)].	
Contingency	Contract payment provisions should not include any language that makes payment to the contractor contingent upon the Applicant's receipt of funding from FEMA.	
Any contract awarded to debarred contractors	Contracts awarded by an Applicant to debarred contractors are prohibited [44 CFR 13.35]. No Federal funding will be awarded for otherwise eligible work.	

PROCUREMENT METHODS

A Guide and Checklist to Help Determine an Appropriate Contract

To Purchase....	Procurement Methods	Standards	Award based on
Services and supplies under \$100,000	Small purchases [44CFR13.36(d)(1)]	<ul style="list-style-type: none"> • Do not exceed simplified acquisition threshold of \$100,000 • Obtain price or rate quotation from adequate number of qualified sources • Relatively simple and informal method 	Awarded based on lowest documented price quote
Construction, debris services, etc.	Sealed bids (formal advertising) [44CFR13.36(d)(2)]	<ul style="list-style-type: none"> • Bids publicly solicited and advertised and a firm-fixed-price contract (lump sum or unit price) awarded • Adequate and realistic description of project is available. • Two or more responsible bidders are able to compete effectively • Allow sufficient time for bidders to respond • Invitation for bids defines project adequately • Bids publicly opened at time and place prescribed in invitation • Approved and awarded in writing • All bids may be rejected for sound documented reason 	Awarded to the responsible bidder whose bid conforms with invitation for bid and whose bid is lowest in price
Architectural, engineering or professional services	Competitive proposals [44CFR13.36(d)(3)]	<ul style="list-style-type: none"> • Bids publicly advertised; identify all evaluation factors that will be used • Any response shall be honored to the maximum extent practical • Proposals solicited from an adequate number of qualified sources • Method for conducting technical evaluations of proposals in place 	Contracts are awarded to responsible firm based on contractor qualifications subject to fair and reasonable
When it can be documented that competition is inadequate or public urgency for work will not permit delay	Noncompetitive proposals 44CFR13.36(d)(4)]	<p>Preauthorization required in most instances and it must be documented that:</p> <ul style="list-style-type: none"> • Infeasible under small purchase procedures, sealed bids or competitive proposals • Item is only available from one source • Public exigency or emergency will not permit delay • Awarding agency authorizes noncompetitive proposal • Competition is determined inadequate • Cost or price analysis is required • Noncompetitive award to professionals under retainer not allowed <p>Applicants are required by 44 CFR 13.36 (f)(2) to negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where a cost analysis is performed.</p>	Proposal is received from only one source or after competition is documented inadequate

SUMMARY OF FEDERAL PROCUREMENT REGULATIONS [44 CFR13.36]

Federal Regulation	Regulatory Criteria
Procurement Standards [44CFR13.36(b)]	<ol style="list-style-type: none"> 1. Applicants are to follow their own procurement procedures as long as those procedures meet or exceed the procurement standards in the federal regulations. 2. Contracts must be monitored to assure compliance with terms, conditions and specifications of contracts or purchase orders 3. Applicant must maintain written code of standards governing award and administration of contracts (conflicts of interest, selection and award, etc.) 4. Applicant will review proposed procurements to avoid unnecessary or duplicate purchases 5. Intergovernmental agreements for procurement are encouraged 6. Use of excess and surplus property is suggested when feasible 7. Use of value engineering clauses in construction contracts of sufficient size is encouraged 8. Contracts will be awarded only to responsible contractors possessing ability to perform 9. Supporting documents must be maintained to be included - rationale for method of procurement, selection of contract type, contractor selection or rejection and basis for contract price 10. Use of time and material contracts is limited to situations where 1) no other contract is feasible, and 2) includes a ceiling price. 11. Applicants will have responsibility for settlement of all contractual and administrative issues arising out of procurements 12. Applicants to have protest procedures to handle and resolve disputes relating to procurements
Competition [44CFR13.36(c)]	<ol style="list-style-type: none"> 1. All procurement transactions will provide full and open competition. Examples of restrictive competition include: <ol style="list-style-type: none"> a. Unreasonable requirements on firms in order for them to qualify b. Requiring unnecessary experience or excessive bonding c. Noncompetitive awards to consultants on retainer d. Organizational conflicts of interest e. Specifying only brand name products f. Any arbitrary action in the procurement process 2. Geographical preferences in evaluation of bids is restricted 3. Written selection procedures must be in place for all procurements identifying all requirements. 4. Ensure all pre-qualified lists of persons, firms or products are current and include enough qualified sources to ensure maximum open and free competition
Methods of Procurement [44CFR13.36(d)]	<ul style="list-style-type: none"> • See Checklists
Affirmative Action [44CFR13.36(e)]	<p>Grantee will take all necessary affirmative action steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible</p>
Contract Cost and Price [44CFR13.36(f)]	<ol style="list-style-type: none"> 1. Applicants must perform cost or price analysis in connection with every procurement action 2. Applicants must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. 3. Costs and prices based on estimated costs will be allowable only to the extent that they are consistent with Federal cost principles. 4. Cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Regulation	Regulatory Criteria
Awarding Agency Review [44CFR13.36(g)]	<ol style="list-style-type: none"> 1. Applicants must make available to awarding agency technical specifications on proposed procurements and, on request, make pre award documents available i.e. requests for proposals or invitations for bids, independent cost estimates, etc. 2. <u>Review is required in all cases when Applicant's procurement procedure fails to comply with standards</u>, procurement exceeds simple acquisition threshold and is awarded without competition or only one bid or offer is received, or is awarded to other than low bidder or brand name is specified. 3. Applicant may request that its procurement system be reviewed to determine whether its system meets these standards, or Applicant may self-certify its procurement system
Bonding Requirements [44CFR13.36(h)]	<p>For construction or facility improvement contracts exceeding simplified acquisition threshold (\$100,000), the awarding agency may accept the Applicant's bonding policy and requirements. If such a determination has not been made, the following are minimum bonding requirements:</p> <ol style="list-style-type: none"> 1. A bid guarantee from each bidder equivalent to 5% of bid price; 2. A performance bond from contractor for 100% of the contract price; and 3. A payment bond on the part of the contractor for 100% of the contract price.
Contract Provisions [44CFR13.36(i)]	<p>Contracts must contain these provisions</p> <ol style="list-style-type: none"> 1. Administrative, contractual or legal remedies in instances where contractors violate or breach contract terms 2. Termination clause for cause and for convenience 3. Compliance with Equal Employment Opportunity regulations 4. Compliance with Anti-Kickback regulations 5. Compliance with Davis-Bacon Act 6. Compliance with Contract Work Hours and Safety Standards Act 7. Notice of reporting requirements and regulations pertaining to reporting 8. Notice of requirements pertaining to patent rights 9. Notice of requirements pertaining to copyrights and rights in data 10. Access of any records by grantee, sub grantee, Federal grantor, Comptroller or any duly authorized representatives 11. Records must be retained for at least three years after final payments are made 12. Compliance with CAA, CWA, EPA 13. Mandatory standards relating to energy efficiency

Louisiana Legislative Auditor's Basic Contracting Requirement

There are federal and state laws and rules for contracting. For a disaster, it is a good rule of thumb to follow the tougher law. You must always follow the state law for contracts. However, if the federal law is stricter, you should follow that since you may receive federal funds for reimbursement for a disaster. The table below is a basic guideline for Louisiana law and federal law for different contract amounts. If it is absolutely impossible to competitively bid for a contract during a declared disaster/emergency, be sure to document that you tried to bid, how you tried to bid, and why it was impossible. For instance, if phone lines are down and streets are impassible and you can only get to one company that will provide the medical supplies you need immediately, document the date and times that you tried to contact other companies and why you were unable to advertise and let a contract.

Basic Contracting Requirements			
Contract Amount	Contract Type	Louisiana Law Certain exceptions apply. Check the laws (see below) for specific information.	Federal Law Certain exceptions apply. Check the laws (see below) for specific information.
\$0-\$9,999	Materials and Supplies	No bid required	Obtain price quotes from a reasonable number of qualified sources.
	Public Works	May be undertaken by the public entity with its own employees	
	Professional Services	No bid required (Note: For state entities, a bid is required for architects, engineers, and landscape architects)	
\$10,000 - \$19,999	Materials and Supplies	Three quotes by telephone or fax with written confirmation of accepted offer	Obtain price quotes from a reasonable number of qualified sources.
	Public Works	May be undertaken by the public entity with its own employees	
	Professional Services	No bid required	Competitive selection required by 44 CFR 13.36.
\$20,000 - \$99,999	Materials and Supplies	Advertised and let by contract (formal bidding process)	Obtain price quotes from a reasonable number of qualified sources.
	Public Works	May be undertaken by the public entity with its own employees	
	Professional Services	No bid required	Competitive selection required by 44 CFR

			13.36.
\$100,000 – and up	Materials and Supplies	Advertised and let by contract (formal bidding process)	Sealed bids (formal advertising or competitive proposals.
	Public Works	Advertised and let by contract to the lowest responsible bidder	
	Professional Services	No bid required	Competitive selection required by 44 CFR 13.36.

When contracting public works in an emergency situation, remember to retain documents that show you made a good faith effort to follow applicable laws and requirements. (Note: There is a difference between “emergency” and “extreme public emergency” and the required contracting practices may change depending on which one has occurred. See Louisiana Revised Statute (LA R.S.) 38:2211 for the definitions.) According to Louisiana Revised Statute 38:2212, Subsection D, when you contract in an extreme public emergency, you must obtain written confirmation of the accepted offer. Your records must, at a minimum, contain the following information:

1. A description of the work to be performed
2. The name and address of each offeror quoting
3. Performance time and terms of each offer
4. If you receive quotations lower than the accepted quotation, you must record the reasons for their rejection

Keep all these records in a contract case file and keep them for a minimum of 6 years following the purchase or completion. You may also want to include documentation of the emergency situation (a copy of the emergency or disaster declaration for your area)

Relevant Louisiana Laws	
LA R.S. 38:2181 through 38:2316	Contain contracting information for political subdivisions
LA R.S. 38:2211	Definitions (Letting Contracts)
LA R.S. 38:2212	Advertisement and letting to lowest responsible bidder; public work; electronic bidding; participation in mentor-protégé program
LA R.S. 38:2212.1	Advertisement and letting to lowest responsible bidder; materials and supplies
The following laws apply to state entities:	
LA R.S. 39:1494	Social Service Contracts

LA R.S. 39:1495	Personal Service Contracts
LA R.S. 39:1496	Consulting
LA R.S. 39:1497	Certification by Using Agency
LA R.S. 39:1498.1	Contract Content
Relevant Federal Law	
44 CFR § 13.36	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Emergency Management and Assistance)

What types of contracts or procurement practices should I avoid?

FEMA requires that contracts be of “reasonable cost,” be competitively bid and comply with federal, state and local standards. The following are types of contracts and/or procurement practices you should avoid (see applicable laws for details--exceptions sometimes apply):

1. Contracts cannot be contingent, or depend, on FEMA reimbursement. You can only receive FEMA reimbursement for purchases/contracts you had already planned to make. For example, you can't tell a vendor that you will pay him or her only if FEMA reimburses you; you must enter into the contract with a plan to pay the vendor even if you don't receive FEMA reimbursement.
2. Cost-plus-percentage-of-costs (CPPC) contracts are also not allowed. Vendors are allowed to charge the costs of goods or services plus a fixed fee for offering those goods or services. However, they can't charge you an additional percentage of the costs. For example, a contractor can charge you the rental of a crane, plus \$1,500; however, the contractor can't charge you the rental of a crane plus 15% of the costs to rent the crane.
3. FEMA discourages the use of time and materials contracts, which provide no estimate, or lump sum, for the total cost of the contract. These types of contracts rely on labor and/or equipment rates but do not include the total number of hours that will be needed to complete a project. If you choose to enter into one of these types of contracts, FEMA requires that you have a cost ceiling or “not to exceed” provision in the contract, so that the costs cannot exceed a certain amount.
4. Conflicts of interest or appearance of a conflict of interest
5. “Piggy-backing,” or using pre-existing contract(s) that you weren't originally a part of.

Project Implementation



Project Implementation

Topics of Discussion

- Request for Payments
- Examples of cost
- Site visits and monitoring



Project Implementation (cont.)

Three topics to remember

- Reimbursement documentation
- Proper procurement documentation
- Importance of project monitoring



Project Implementation (cont.)

Request for Payment

- SF 270 one page *front and back* with *original signature and date*.
- Invoices with copies of checks and backup documentation.
- Proof of procurement documents:
 - Bid packets to include RFQ, Advertisement, Tabulation.
 - Consultant and/or Contractors' contracts to include licenses.
- Current and up-to-date *Quarterly Reports*.
- Assure payment request is an *eligible* task within the FEMA approved scope and line item budget.



Project Implementation (cont.)

Examples of Eligible Costs

- Legal fees, permits, site prep, construction materials, construction labor.



Project Implementation (cont.)

Examples of Ineligible Costs

- Maintenance, repairs, damages occurred from contractor error.
- Unapproved scope changes and/or budget changes.



Project Implementation (cont.)

- *Pre-award costs* are allowable and must be identified within the application and as a separate budget line item and a letter of request.

NOTE: Pre-award will only be paid upon project approval.



Project Implementation (cont.)

Example of Pre-award Cost Activities

- Development of BCA.
- Preparing design specifications.
- Workshops and / or meetings related to development and submission of applications.



Project Implementation (cont.)

Cost Overruns (BCA)

- FEMA must approve requested cost overruns prior to implementation.
- Must be accompanied with a new BCA with the results equal to or greater than one.



Project Implementation (cont.)

Site Visits/Project Monitoring

- Once the project is approved and obligated monitoring begins.
- State will make at least 3 site visits per approved project:
 - Prior to work beginning.
 - 50% complete.
 - 100% complete and ready for closeout.



Project Implementation (cont.)

Closeout cannot take place until the final site visit has been preformed.



Project Implementation (cont.)

- The *local jurisdiction* should have their *own inspector* doing scheduled visits to insure that the approved scope is being followed.
- Proper project monitoring is the key to preventing costly issues that may not be reimbursed by FEMA.



For More Information

Contact: Tonia Bergeron // tonia.bergeron@la.gov
225-267-2749

Visit:

getagameplan.org



REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

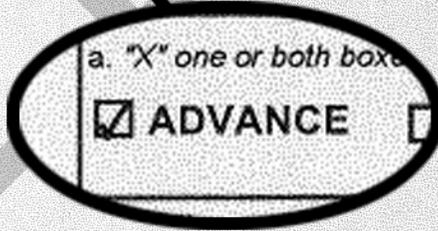
OMB APPROVAL NO. **0348-0004** PAGE **1** OF **1** PAGES

1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input checked="" type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED <p style="text-align: center;">GOHSEP</p>	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
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6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST	
		FROM (month, day, year)	TO (month, day, year)

9. RECIPIENT ORGANIZATION Name: Sample Advancement Request Number and Street: City, State and ZIP Code:	10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street: City, State and ZIP Code:
-------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------



11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES	(a) Project costs	(b) Management Fees	(c) Admin Fees	TOTAL
a. Total program outlays to date (As of date)	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income				0.00
c. Net program outlays (Line a minus line b)	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period	100,000.00			100,000.00
e. Total (Sum of lines c & d)	100,000.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e	100,000.00			100,000.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	100,000.00	0.00	0.00	100,000.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			0.00
	2nd month			0.00
	3rd month			0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$ 0.00

CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED June 11, 2010
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

<u>Item</u>	<u>Entry</u>	<u>Item</u>	<u>Entry</u>
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.		
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.		
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.		
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.		
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.		
Note:	The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.		
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or		
		activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.	
		11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
		11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
		11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
		13	Complete the certification before submitting this request.

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO. **0348-0004** PAGE **1** OF **1** PAGES

1. TYPE OF PAYMENT REQUESTED

a. "X" one or both boxes
 ADVANCE REIMBURSEMENT

b. "X" the applicable box
 FINAL PARTIAL

2. BASIS OF REQUEST
 CASH
 ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED
GOHSEP

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. PERIOD COVERED BY THIS REQUEST
 FROM (month, day, year) TO (month, day, year)

9. RECIPIENT ORGANIZATION
 Name: **Sample Reimbursement Request**
 Number and Street:
 City, State and ZIP Code:

10. PAYEE (Where check is to be sent if different than item 9)
 Name:
 Number and Street:
 City, State and ZIP Code:



11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

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		13	Complete the certification before submitting this request.

SF-270 Instructions: Request for Advance or Reimbursement

Block 1a.	“ Advance ” block may only be checked if the award letter or subsequent modifications to the grant authorize it. Otherwise, the “ Reimbursement ” will be checked. Both blocks may be checked if the request includes both reimbursement and an authorized advance.
Block 1b.	Unless this is the final payment, the “ Partial ” box must be checked. If marked “ Final ”, please make sure that (11g) is less than or equal to the Federal amount listed on <i>Application for Federal Assistance (SF-424), Block 15a</i> .
Block 2.	Check as appropriate. Check with your financial department to determine accounting method.
Block 3.	USDA Forest Service, CP
Block 4.	Same as grant number identified in award letter.
Block 5.	Will be next sentence, based on previous payment; for example, #1 for the first payment, #2 for second payment, etc.
Block 6.	Should be same as <i>Block 6, SF-424</i> .
Block 7.	May be left blank (recipient use only)
Block 8.	<p>“From” should be day after the “To” date on previous SF-270, Request for Reimbursement.</p> <p>For first requests, “From” date must be greater than or equal to the start date of the grant shown in Block 13, SF-424. “To” must be less than or equal to date that form is signed, Block 13, SF-270.</p> <p>In all cases, the period covered by this request should be within the approved start and ending date of the grant (<i>see block 13, SF-424</i>), unless otherwise authorized by the award letter or modifications.</p> <p>Advances: Grantee will identify the date that advance Federal funds will be spent in the block marked “Advance Only”. Grantee may request advance up to <u>8 weeks</u> from the date the advance request is submitted (Block 13, SF-270).</p>
Block 9.	Recipient Address and optional Vendor Express Account Number (VXP). This address should match the address shown on the SF-424.
Block 10.	If used, ensure VXP Account Number appears in block.
Block 11	Column (a) Use this column for accounting of Forest Service cash expenditures.
	Column (b): Use this column for optional tracking of other non-Forest Service expenditures. This can be used for optional tracking of “other federal’ partnership contributions that cannot be used to meet matching requirements.
	Column (c): Use this column for non-FS in-kind valuation of donated time, services or material. [See page 4, item (i) for definition of “In-Kind Contributions”.] *Note: More than one SF-270 may be used if you wish to show individual partner contributions and need additional columns. The totals will be shown only on the final page.

Block 11a.	Row (a) (As of date): Should match date covered by the ending date of this request (same as “To” in block 8). Dollar amount is always cumulative for all expenditures to date.
Block 11b.	Leave blank unless otherwise instructed.
Block 11c.	The difference of Block (11a) and (11b) .
Block 11d.	See discussion of block Block (1a) for appropriate uses of advance. Costs estimated to be spent for the period of time identified in block 8.
Block 11e.	The sum of Block (11c) and (11d) .
Block 11f.	Should be greater than or equal to previous payment. Check to make sure that: 1) all cash match is accounted for in Column b. , 2) in-kind valuation is listed in Column c. , 3) that all costs are allowable, 4) occurs within appropriate time frames, and 5) accumulative budget changes remain within 10% of the total project expenditures (<i>See Budget Information SF-424a.</i>) You may need to check with your assigned grants coordinator to determine if expectations for match are being met. An optional worksheet is available to assist with these calculations.
Block 11g	Forest Service funding should be shown in Column a , and should be greater than or equal to previous payment. Check to make sure costs are allowable, occur within appropriate time frames, and changes do not exceed 10% of the total project expenditures identified in the <i>Budget Information SF-424a</i> . <u>Unless otherwise instructed, up to 80% of the grant award listed in <i>Block 15a, SF-424</i> will be reimbursed.</u> The balance will be reimbursed once all final expenditures, reports, and match have been accounted for. The total amount must not exceed <i>Block 15a, SF-424</i> . Refer to your award letter or any modifications to the grant that discuss match requirements. The sum of Block (11f) and (11g) should equal (11e) .
Block 11h.	Total of Federal payments paid to date including any advances. There may be situations where requested amounts were not fully reimbursed as discussed in (11g) .
Block 11i.	Difference of (11g) and (11h) . There may be situations where requested amounts may not be fully reimbursed as discussed in (11g) .
Block 11j.	Leave blank. See discussion of block (1a) .
Block 12.	For advances only.
Block 12a.	See discussion of Block (1a) . Leave blank for first advance. Subsequent advances will match figure in Block (11d) .
Block 12b.	Filled in only if Federal funds from previous advance have not been fully expended by the last day of the outlay period.
Block 12c.	Difference of (12a) and (12b) .
Block 13.	Signed and dated by same person who signed <i>SF-424</i> or who has delegated authority.
Remarks Section:	<i>May be used by grantee to indicate which Budget Categories (SF-424A) are being used as the basis for the request with corresponding amounts identified.</i>

**INTERIM PAYMENT PROCEDURES
HAZARD MITIGATION GRANT PROGRAM
February 27, 2008**

In response to the catastrophic events surrounding Hurricanes Katrina and Rita (DR 1603 and DR 1607), the following interim procedures are in effect until a more comprehensive update of the State of Louisiana Hazard Mitigation Administrative Plan is completed.

Section VIII. Project Management, section C. Payments, paragraph 3., shall be amended as follows:

Eliminate the paragraph beginning with "Project funds will be paid". Insert the following paragraphs:

ADVANCES

In general, all project funds' disbursements will be processed on a reimbursement basis. Advance of federal funds will only be approved by strict exception and where allowed by federal regulation. The request for advance funding will only be considered with compelling documentation to support the need and in only the amount allowable by federal regulations as outlined in 44 CFR. The Governor's Authorized Representative or the Deputy Governor's Authorized Representative will be the approving authority for advance funding.

Procedures:

1. Applicant must justify, in writing, why a need for the advance exists in lieu of using the standard reimbursement method of payment.
2. Applicant must be able to prove that sufficient accounting controls are in place to track the movement of the advanced funds and to demonstrate that they are being used solely for the purpose for which they were requested. A letter signed by the applicant's Chief Administrative Officer (CAO), or other senior executive of the jurisdiction's administration with responsibility for the jurisdiction's finances, attesting that the required financial controls are in place will be required.
3. Applicant must request an exact amount, up to 20% of the total non-applicant share of the cost, and must explain in detail exactly what the funds are to be used for (A/E services, construction contractor advance, etc...).
4. Subsequent advances will not be authorized until 80% of the previously advanced funds have been reconciled with verification of paid invoices, time sheets, etc...

5. Administrative Fees that accompany an HMGP grant may be advanced to the applicant in an amount not to exceed 50% of the total Administrative Fees obligated to that particular application. The balance of these fees will be paid to the applicant at Project Closeout.

PAYMENTS

All payment requests require a Standard Form (SF) 270 with the original signature of the authorized certifying official on the reverse side of the form. Payment requests will be accepted monthly or at project completion. If necessary, adjustments can be made to this payment schedule with the approval of the State Hazard Mitigation Officer. Appropriate documentation of the expended funds shall accompany the request for payment. At a minimum, this documentation should include a brief summary of the nature of the payment request (i.e. engineer payment, progress payment on contract, etc.) along with copies of supporting invoices and checks. This information should be summarized and reconciled to the SF 270. The request should clearly identify the individual project number in instances where the grant includes multiple projects. Payments will not be processed without a current signed quarterly report on file with the GOHSEP Hazard Mitigation Section. On all projects, with the exception of property acquisition, being funded by a grant other than DRs 1603 and 1607, it is required that the applicant has expended their matching share before any reimbursement is made from federal funds. Proof of applicant's expenditure will be the submittal of SF 270 along with supporting documentation as previously described in this paragraph.

ADDITIONAL PROCEDURES SPECIFIC TO PROJECT TYPE

PROPERTY ACQUISITION

Federal funds will not be disbursed until a closing has been scheduled. The applicant shall submit a payment request approximately thirty (30) days prior to the scheduled closing date. This request shall contain the closing date, property description, property appraisal prepared by a certified appraiser, and a closing statement which includes the direct closing cost only (property value, attorney, title exam, etc, **excluding administrative cost and project management cost**, etc.). In addition, a calculation of the 25% local match shall also be attached for projects being funded by a grant other than DRs 1603 and 1607. The maximum that will be paid to the applicant before the closing is 75% of the appraised value and direct closing cost for projects being funded by a grant other than DRs 1603 and 1607. The balance will be paid once the project is closed out.

PLAN PREPARATION

In cases where the applicant has contracted for the preparation of the plan, the following payment schedule will be used:

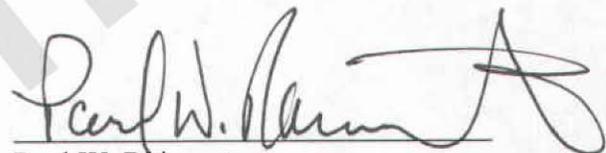
Upon signing of the contract-	10%
Upon Submittal of draft plan- (to the State for review)	50%
Upon plan approval by FEMA-	40%

In the event the applicant (sub-grantee) is using its own personnel to perform some of the work, time sheets showing the number of hours worked with supporting salary / fringe benefits calculations shall be submitted. No more than 60% will be paid to the applicant until a draft plan is submitted, with final payment upon acceptance of the plan by FEMA. Said payment requests shall be submitted on the first day of each federal fiscal quarter (October 1, January 1, April 1, and July 1). If necessary, adjustments can be made to this payment schedule with the approval of the State Hazard Mitigation Officer. In the event the applicant is utilizing the services of a contractor, the first payment request will be accompanied by a signed contract for plan preparation. The applicant's administrative allowance will be requested as part of the final payment upon plan approval by FEMA.

Signed:



Mark A. Cooper
Governor's Authorized Representative



Paul W. Rainwater
Governor's Authorized Representative

3/1/08
Date

3/1/08
Date

**Hazard Mitigation Grant Program (HMGP)
Quarterly Report (Narrative)**

Date: 03/31/2010

QUARTER: 1st 2nd 3rd 4th

Disaster Number:

Type of Project: **HMGP** **PLANNING** **PDM** **FMA**

FEMA Project Number:

State Project Number:

Subgrantee Name:

Project Description:

Amount Obligated:

Date Obligated:

Project Start Date:

Completion Date:

Federal Funds received to date:

Project Status Narrative

1. Specific project activities achieved during this quarter: The SIDES Team:
2. Comparison of actual achievements to the planned objectives established in the application:
3. Reasons for problems / delays encountered if objectives were not met:
4. Indicate corrective actions proposed and/or undertaken to address problems / delays if objectives were not met:
5. Justification for any proposed scope changes or extensions:

Change of scope/Extension Date:

Do you anticipate:

a) cost overrun/underrun next quarter? Yes No

b) a change in the Scope of Work? Yes No

c) an extension of performance period? Yes No

Was an AW501 submitted for Repetitive Loss Structures? Yes No

Project Close Date:

Final cost of Project: \$

Prepared by:

Name:

Organization:

Title:

Phone:

e-mail:

QUARTERLY REPORT DEADLINES:

- 1st Quarter – December 31st
- 2nd Quarter – March 30th
- 3rd Quarter – June 30th
- 4th Quarter – September 30th

Project Closeout



Project Closeout

- Audit requirements
- Final payment and closeout request
- Overpayments
- Recordkeeping



Project Closeout

Audit requirements

- \$500,000
- Yearly



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Project Closeout

Final payment and closeout request

- Letter and *Completion Certificate*
- Return unused funds
- GOHSEP review



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Project Closeout

Overpayments

- Recouped before closeout.
- FEMA review.



Recordkeeping

- 3 years after FEMA closeout.



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PROJECT CLOSEOUT

- **DOCUMENT!**
- **DOCUMENT!!**
- **DOCUMENT!!!**



To keep the funds you receive

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Project Closeout

Questions



For More Information

Contact: Marion Pearson // marion.pearson@la.gov
225-267-2522

Christy Ellzey // christy.ellzey@la.gov
225-267-2851

Visit:

getagameplan.org



Please print on Letterhead

Casey Levy
State Hazard Mitigation Officer
Governor's Office of Homeland Security and
Emergency Preparedness
4th Floor – Hazard Mitigation
415 North 15th Street
Baton Rouge, Louisiana 70802

Mr. Levy:

Please accept this letter as an official request by Any Parish to close out HMGP 1603-000-0001, FEMA # 0000. All work was completed by Any Parish per the HMA guidelines. The final report and pictures have been submitted to your office.

Furthermore, Any Parish has billed for \$0.00, the full amount of the approved budget, leaving no remaining balance.

Thank you for your assistance in processing this request to officially close out HMGP 1603-000-0001, FEMA # 0000. If you have any questions, please contact me at # or EMAIL.

Sincerely,

NAME
TITLE



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

DATE

PROJECT CLOSEOUT REVIEW

HMGP 1603-000-0001, #0000

Items that should be included in every project file	<input type="checkbox"/> Approval letter from FEMA <input type="checkbox"/> Documentation of original performance period as well as any performance period extensions <input type="checkbox"/> Award notification letter from GOHSEP to Sub-grantee <input type="checkbox"/> Copies of all quarterly reports within the project performance period <input type="checkbox"/> Proof of sub-grantee matching funds <input type="checkbox"/> Construction and non construction assurances <input type="checkbox"/> Documentation that bid guidelines were followed for construction and consulting contracts <input type="checkbox"/> Documentation of Scope changes <input type="checkbox"/> Copy of Environmental and Historical Reviews <input type="checkbox"/> Copy of sub-grantee agreement <input type="checkbox"/> Progress reports prepared by GOHSEP grant managers <input type="checkbox"/> Original HMGP application <input type="checkbox"/> All correspondence between GOHSEP and the sub-grantee
Acquisition	<input type="checkbox"/> Copy of appraisal or other means of home valuation <input type="checkbox"/> Copy of deed and other closing documents <input type="checkbox"/> Invoices and cancelled checks on demolition, closing and consultant fees <input type="checkbox"/> Copy of agreement to maintain property as green space <input type="checkbox"/> Before and after photos <input type="checkbox"/> Documentation of site visit
Elevation	<input type="checkbox"/> Invoices on engineering, construction, and consulting fees <input type="checkbox"/> Copy of Payment Requests and cancelled checks <input type="checkbox"/> Copy of Categorical Exclusion <input type="checkbox"/> Copy of Elevation certificate

	<input type="checkbox"/> Copy of Certificate of Occupancy <input type="checkbox"/> Copy of approved project work schedule <input type="checkbox"/> Before and after photos and documentation of site visit
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Project Closeout Review

Date

Page 2

Reconstruction	<input type="checkbox"/> Copy of Certificate of Occupancy <input type="checkbox"/> Copy of Deed Restriction requiring homeowner to carry flood insurance <input type="checkbox"/> Copy of community adoption of ABFE's <input type="checkbox"/> Documentation of home's original square footage <input type="checkbox"/> Documentation that new square footage is not 10% greater than original <input type="checkbox"/> Copy of final elevation certificate <input type="checkbox"/> Copies of Payment Request <input type="checkbox"/> Documentation of cost estimate any cost estimate changes <input type="checkbox"/> Before and After Photos <input type="checkbox"/> Documentation of Management and Administrative Expenses
Retrofits and other construction projects	<input type="checkbox"/> Copy of Categorical Exclusion <input type="checkbox"/> Consultant Invoices <input type="checkbox"/> Contractor Invoices <input type="checkbox"/> Copy of Payment Requests and cancelled checks <input type="checkbox"/> Certification that work was completed <input type="checkbox"/> Before and after photos with documentation of site visit <input type="checkbox"/> Copy of approved project work schedule <input type="checkbox"/> Documentation of In-Kind Services
Planning (7%)	<input type="checkbox"/> Copy of all crosswalks <input type="checkbox"/> FEMA approval letter <input type="checkbox"/> Consultant invoices and cancelled checks <input type="checkbox"/> Documentation of in house management expenses <input type="checkbox"/> Copy of local plan adoption resolution
Items to be reviewed for accuracy	<input type="checkbox"/> Properties mitigated must match properties in the original scope of work <input type="checkbox"/> Mitigation measures performed on properties match mitigation measures in the original scope of work <input type="checkbox"/> Mitigated properties meet Benefit Cost Requirements (located in original application) <input type="checkbox"/> All financial documents are accompanied by appropriate documentation (example: cancelled checks, invoices, etc)

Review Completed By: _____



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

DATE

Hazard Mitigation Grant Program (HMGP)

PROJECT COMPLETION CERTIFICATE

Disaster Declaration No: **FEMA-1603-DR-LA, Project #0000**

Grant No: **HMGP 1603-000-0001**

Certification

I hereby certify that, to the best of my knowledge and belief, all work and costs claimed are eligible in accordance with the 44 Code of Federal Regulations, all work claimed has been completed and all costs claimed have been paid in full.

Signed: _____

Date: _____

Subgrantee's Authorized Representative

I certify that all funds were expended in accordance with the FEMA-State Agreement, and I recommend a final payment of \$ **0.00**.

Signed: _____

Date: _____

State Hazard Mitigation Officer

Grant Management Exercise Quarterly Reports

Using the information provided below, complete an initial Quarterly Report for the City of Sunrise elevation project.

- FEMA Project Number: 1603-000
- State Project Number: 1603-000-0001
- Date Approved: April 10, 2010
- Project Description: Elevation of flood prone structures
- Amount Obligated: \$921,000.00
- Federal funds received to date: 0
- Project start date: May 18, 2010

Projected Work Schedule	
Task	Estimated time to complete
Announce receipt of grant.	90 days
Attend subgrantee meeting and sign subgrantee agreement with GOHSEP.	90 days
Procure any necessary services	90 days
Update list of interested property owners	90 days
Soil Analysis	90 days
Planning / Design / Engineering	90 days
Permits	90 days
Elevation of Structures	90 days
Elevation of Structures Continued	90 days
Elevation of Structures Continued	90 days
Inspections	90 days
Project Closeout	90 days
Total Time Estimate:	36 months
Some tasks may overlap or occur simultaneously.	

Management Exercise Request for Reimbursement

Using the information provided in the budget below, complete a Request for Reimbursement for the City of Sunrise elevation project. This is the initial Request for Reimbursement from the city and it includes total cost for the following activities:

- Permits
- Site preparation
- Engineering and design

ID	Site Prep	Elevation of Structures-Labor	Elevation of Structures-Material	Planning Design Engineering	Permits Records Utilities	Relocation	Inspections Elevation Certificate	Soil Analysis	Total
1	\$1,500	\$63,750	\$63,750	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$148,400
2	\$1,500	\$92,500	\$46,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$113,400
3	\$1,500	\$36,000	\$36,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$92,900
4	\$1,500	\$25,500	\$25,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$71,900
5	\$1,500	\$46,225	\$46,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$113,400
6	\$1,500	\$40,500	\$40,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$101,900
7	\$1,500	\$25,000	\$25,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$70,900
8	\$1,500	\$22,500	\$22,500	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$65,900
9	\$1,500	\$21,225	\$21,225	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$63,400
10	\$1,500	\$29,000	\$29,000	\$8,500	\$2,500	\$4,500	\$1,200	\$2,700	\$78,900
Total	\$15,000	\$356,000	\$356,000	\$85,000	\$25,000	\$45,000	\$12,000	\$27,000	\$921,000

What type of documentation should be submitted with this request?

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO. 0348-0004	PAGE _____ OF _____ PAGES
--------------------------------------	---------------------------

1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. **PERIOD COVERED BY THIS REQUEST**
 FROM (month, day, year) _____ TO (month, day, year) _____

9. RECIPIENT ORGANIZATION

Name: _____

Number and Street: _____

City, State and ZIP Code: _____

10. PAYEE (Where check is to be sent if different than item 9)

Name: _____

Number and Street: _____

City, State and ZIP Code: _____

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES ►	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <small>(As of date)</small>	\$	\$	\$	\$
b. Less: Cumulative program income				
c. Net program outlays (Line a minus line b)				
d. Estimated net cash outlays for advance period				
e. Total (Sum of lines c & d)				
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested (Line g minus line h)				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			
	2nd month			
	3rd month			

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

- | <i>Item</i> | <i>Entry</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis. |
| 4 | Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement. |
| 6 | Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency. |
| 7 | This space is reserved for an account number or other identifying number that may be assigned by the recipient. |
| 8 | Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested. |
| Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports. | |
| 11 | The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or |

- | <i>Item</i> | <i>Entry</i> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page. |
| 11a | Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees. |
| 11b | Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement. |
| 11d | Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance. |
| 13 | Complete the certification before submitting this request. |

funding hazard
mitigation NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

how to meet the match

how to meet the match

MEETING THE MATCH

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Mitigation

- Any action taken to **reduce** or **eliminate future** risk.
- It is **building** in ways that make us **better able to withstand the impacts of future disasters**.
- It is **rebuilding** after a disaster in ways that make us better able. . .

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Mitigation

- Mitigation helps us build and rebuild **safer, stronger communities, making them better able to withstand future disasters.**
- For **every dollar** spent on mitigation, we **save \$4** in after disaster recovery costs!



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Mitigation

Who pays for mitigation initiatives?

- It's a **shared cost.**
- The federal government, primarily through 5 grant programs (**the Big 5**), helps communities pay for projects that make them better able to withstand future disasters.

the big 5

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Mitigation Funding

- **Pre-disaster** the federal government has 4 grant programs to help communities pay for mitigation efforts.



Mitigation Funding

- **After a disaster**, the federal government sets aside at least **7.5% of total disaster costs** and dedicates that money to mitigation efforts in hopes of lessening the costs of recovering from future disasters.



Mitigation Funding

So why don't **we do more** with mitigation efforts?

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Mitigation

Especially since there is **grant money** out there to help pay for mitigation initiatives?

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Mitigation Funding

Part of the answer is knowing:

- **Availability** of grant dollars.
- How to **access** those resources.
- **Professional staff or contractor support** to fill out grant applications.
- Learning now to meet the **local match** required for some grants.

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Mitigation Funding

You are hearing today about ways to **connect available resources** with your local communities' needs.



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Mitigation Funding

Creative Ways to Meet the Local Match



Mitigation Funding

- *Hazard Mitigation Grant Program (HMGP)*
- *Flood Mitigation Assistance (FMA)*
- *Severe Repetitive Loss (SRL)*
- *Pre-Disaster Mitigation (PDM)*

Are “**cost share**” and **require** a local match.



Mitigation Funding

What is a match?

- **NON-federal share** of a project.
- Federal government will **pay a portion** of a project's cost but not all.
- Typically: local match is **10%, 12.5% or 25%** of total project costs.
- Federal government usually pays **no more than 75%** of the project's costs.



Meeting the Match

So how to meet that match without writing a check?



Meeting the Match

Think outside of the box! Here are some things to consider:

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Meeting the Match

1 RETHINK CURRENT BUDGETS

- Think about and examine your communities' capital budget.
- What projects are in that are funded at 100% by local resources?
- Could any of those projects qualify as a mitigation project?

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Meeting the Match

1 RETHINK CURRENT BUDGETS

- For example: Do you have a **drainage project or flood reduction project planned?**
- Have you **set aside money** to fund that project:
- **HOW MUCH?**



Meeting the Match

1 RETHINK CURRENT BUDGETS

- **\$1 million, 100%** supported by local funds.
- Project **qualifies as a mitigation project.**
- As a mitigation project, the **federal government will pick up 75%** or more of the project's cost.
- You now pay **ONLY 25%** of the project's cost.



Meeting the Match

1 RETHINK CURRENT BUDGETS

- 100%? OR 25%?
- You choose!



Meeting the Match

2 DONATED MATERIALS

- **Donated materials** can count.
- Example: **\$1 million** project.
- **Qualifies as a mitigation project and mitigation grant covers 75%.**
- Now say that you get a portion of the project's **materials donated?**
- Donation **covers 10% of the total costs.**
- **Local cost: Now ONLY 15%!**



Meeting the Match

2 DONATED MATERIALS

Here's the math:

- \$1 million
- – 75% as an approved mitigation project
- – 10% donated materials
- = **ONLY 15%** of the project cost covered by local funds.



Meeting the Match

3 IN-KIND

- The same math applies.



Meeting the Match

3 IN-KIND DONATIONS

- So what is an in-kind donation?



Meeting the Match

3 IN-KIND

- Personnel, equipment, materials and supplies **owned, controlled and operated** by the applicant.



Meeting the Match

3 IN-KIND: YOUR STAFF

- Your staff work can count as an in-kind.
- Example: Drainage project:
 - a. Consider the **time** your or staff engineer is/has invested in project development.
 - b. **That time MAY BE ABLE TO BE COUNTED AS IN-KIND.**



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MITIGATE™



Meeting the Match

3 IN-KIND: YOUR STAFF

- Another example: **Acquisition project**
- Your **Public Works** department does the **demolition**.
- **That effort by our PW department MAY qualify as an in-kind match.**



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Meeting the Match

4 3rd PARTY CONTRIBUTIONS

- a. **Volunteer services, employee services** of other organizations furnished free of charge, **donated supplies** and **loaned equipment** or **space**.
- b. **Donated outside labor**.
- c. **Vendor discounts**.
- d. **Value** of donated services (professional or otherwise).



Meeting the Match

4 3rd PARTY DONATIONS

- An example: \$6,000,000 of Public Service Announcements (PSAs) that qualifies the state for a \$14,000,000 grant for mitigation education and outreach—this program you are participating in today!



Meeting the Match

4 ALL

- Value placed on in-kinds resources must be at **fair market value, AND,**
- **CAREFULLY** documented.



Meeting the Match

5 GLOBAL MATCH

- At certain points in a disaster recovery cycle, **enough money has been invested by non-federally paid initiatives to qualify the state for a global match.** That just means that there's no need to make a *local* match after that point.



Meeting the Match

5 GLOBAL MATCH

Traditional HMGP Cost Share Method	Project 1 75/25%	Project 2 75/25%	Project 3 75/25%	Project 4 75/25%	Total Project 300/100= 400
Global Match Cost Method	Project 1 100%	Project 2 100%	Project 3 100%	Project 4 100% Global Match Project	Total Project 400



Meeting the Match

5 GLOBAL MATCH

- Global match is usually achieved by “pooling” the non-federal costs of several projects and must be approved by FEMA.



Meeting the Match

6 FEDERAL FUNDS

- While typically federal funds can NOT be used to meet the match, there are **notable exceptions**.
- When federal funds are provided to the state **AND lose their federal identity, those can then be used for a match**.
- Example, **CDBG funds**.



Meeting the Match

7 "POOL" \$\$\$ FROM MULTIPLE MUNICIPALITIES AND JURISDICTIONS



Mitigation

THE POINT IS THIS:

- LOTS of ways to look at local match requirement.
- LOTS of ways to meet the local match.
- If you don't think you can, call GOHSEP!



**The professional staff you
have heard from this morning
and will hear from this
afternoon can help!**





funding hazard mitigation

NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

presenters

presenters

EDUCATE
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SAFE
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paul rainwater

Paul Rainwater currently serves as Governor Bobby Jindal's Commissioner of Administration. He recently served as Executive Director of the Louisiana Recovery Authority. Previously, Paul served as legislative director and chief of operations for U.S. Sen. Mary Landrieu. From June 2006 to January 2007, he served as director of hazard mitigation and intergovernmental affairs at the LRA, where he managed program policies, served as team leader and coordinated with state and federal agencies to set mitigation priorities. From July 2000 to June 2006, Paul served as the Chief Administrative Officer for the city of Lake Charles.

Paul also formerly served as manager of governmental affairs for Conoco, Inc., Gulf Coast Business Unit in Baton Rouge from 1998 to July 2000; as manager of public affairs for ARCO Chemical in Lake Charles from 1995 to May 1998; and as administrative aide to the Calcasieu Parish Police Jury in Lake Charles from 1988 to 1996.

In addition to his public service duties, Paul also serves as a colonel with the Louisiana Army National Guard in the Joint Director of Military Support for Disaster Response Unit. He previously served as a lieutenant colonel in the Congressional Liaison Office of the Louisiana Army National Guard and as a lieutenant colonel in the United States Army Reserves' 336th Finance Command. For his military service, Paul has been awarded the Bronze Star Medal, the Army Commendation Medal and the Combat Action Badge.

Paul earned a bachelor's degree in government from McNeese State University in Lake Charles, a master's degree in international relations from Salve Regina University in Rhode Island, and is certified as a local government manager by Louisiana State University.

mark cooper

Mark Cooper, formerly of Bossier City, was appointed by Governor Bobby Jindal as Director of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) in January of 2008, after spending almost 20 years in California. He has over 18 years of public safety and emergency management experience including service with the Los Angeles County Fire Department as a deputy fire chief, the Los Angeles County Coroner's Office and the Los Angeles County Police. Immediately after Hurricane Katrina, Mark was deployed with the Los Angeles County Fire Department to Louisiana to assist the state with continuity of government and recovery. In 2001, he received his professional development certificate in emergency management from the Federal Emergency Management Agency (FEMA) and has a Bachelor's degree in finance and Master's degree in public administration from Louisiana State University (LSU). During Mark's brief time with GOHSEP, and under the leadership of Governor Jindal, numerous programs and initiatives have been implemented including *Get a Game Plan* emergency preparedness campaign, the establishment of the state's first urban search and rescue program and improvements in *Public Assistance (PA)* and *Hazard Mitigation (HM)* programs disbursements. Since he became director of GOHSEP, the state has successfully responded to numerous emergencies and disasters including Hurricanes Gustav and Ike, where 1.9 million residents evacuated, the largest evacuation in the nation's history.

Mark Riley serves as the Deputy Director of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and has served in that capacity since March 2009. Mark came to GOHSEP in June 2007 and served as assistant deputy director for disaster recovery where he was responsible for all recovery activities related to the *Public Assistance (PA)* and *Hazard Mitigation (HM)* programs. As related to the recovery efforts for Hurricanes Katrina and Rita, he managed over \$7.5 billion in public assistance recovery funding and \$1.4 billion in hazard mitigation funding for over 1,400 applicants and 22,000 projects. Mark was designated the deputy governor's authorized representative for Hurricanes Katrina and Rita and the state coordinating officer for Hurricanes Gustav and Ike. He retired from the U.S. Marine Corps Reserves in 2007 after 32 years of reserve and active service. Prior to his latest recall to active duty, he was the assistant executive director of the Louisiana Office of Student Financial Assistance (OSFA). Mark has also served as the president and chief executive officer of Phoenix Environmental Services, Inc., the vice president and general counsel of GDC Engineering, Inc. and was in private practice with the law firm of Taylor, Porter, Brooks and Phillips in Baton Rouge for approximately 10 years. He holds a Master's degree in law from Georgetown University, a Juris Doctorate from Louisiana State University (LSU) Law School and a Bachelor's degree in economics from LSU.

mark riley**mark debosier**

Mark DeBosier serves as Deputy Director of Disaster Recovery for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and has been with the agency as the disaster recovery chief since immediately following Hurricane Katrina and Rita. During that time, Mark managed the *Public Assistance (PA)* program, which is responsible for administering over \$8 billion to restore public infrastructure damaged by the storms. He was promoted to deputy director of disaster recovery in the spring of 2009. In this role, he oversees all public assistance and hazard mitigation activities in Louisiana in accordance with federal and state regulation. Mark is a graduate of Louisiana State University with a Bachelor's degree in civil engineering. Prior to joining GOHSEP, he spent over 30 years in the private sector providing consulting engineering services to state and local government in South Louisiana in the design and management of public infrastructure projects.

james clark

James Clark serves as the Executive Officer of Operations for the Disaster Recovery Division of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). James came to GOHSEP in October of 2007. He served the Deputy Director of Disaster Recovery as a Problem Resolution Officer for over 2 years. In that capacity, James handled a wide array of contracting issues, grants administration procedures, grants compliance and legislative efforts, as well as assisting the Deputy Director in his role as the State Coordinating Officer in response to Hurricanes Gustav and Ike. While serving as a Problem Resolution Officer, James managed approximately 150 parish damage assessments resulting in Presidential disaster designations in 102 parishes across 3 disaster events.

Prior to accepting the position at GOHSEP, James served 8 years in the U.S. Army Reserve while completing his degree from Louisiana State University. During his time as a reservist and student, he was deployed in support of Operation Enduring Freedom as part of a Movement Control Team in Southern Afghanistan in 2003.

D. Casey Levy is the State Hazard Mitigation Officer (SHMO) with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). He is from New Orleans and is a 1971 graduate of Loyola University in New Orleans with a Bachelor's Degree in Business Administration. Immediately after graduating from Loyola, Casey was commissioned as a Second Lieutenant in the United States Army. After serving on active duty for four years with tours in Okinawa and Homestead AFB, FL, he transitioned into the civilian workplace and then returned to active duty with the Louisiana Army National Guard where he retired from military service in January 2006. As the SHMO, Casey is responsible for all of the FEMA Hazard Mitigation Assistance programs: *Hazard Mitigation Grant Program (HMGP)*, *Pre-Disaster Mitigation (PDM)* program, *Flood Mitigation Assistance (FMA)* program, *Repetitive Flood Claims (RFC)* program and the *Severe Repetitive Loss (SRL)* program. In addition to his duties as the SHMO, Casey is also the Overwatch Manager in the State Emergency Operations Center during emergency activations.

d. casey levy

jeffrey giering

Jeffrey Giering serves as the Acting Section Chief for Hazard Mitigation for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Prior to this assignment, Jeffrey served as Assistant Section Chief, Supervisory Grants Administrator and Environmental Officer since 2002. Jeffrey is a Certified Floodplain Manager and a certified Louisiana Emergency Manager. Before joining GOHSEP, Jeffrey worked for the Louisiana Department of Agriculture and Forestry for four years. He was mobilized in support of Operation Iraqi Freedom (July 2007 – August 2008) where he served as the future plans Officer in the Headquarters Support Company, 769th Engineer Battalion in Baghdad, Iraq.

Jeffrey is a member of the Louisiana Army National Guard currently holding the rank of Captain and is the Company Commander for the 928th Engineer Company (SAPPER). He is a graduate of Northwestern State University, with a Bachelor of Science in Biology, with minors in History, Soil Science and Chemistry.

chuck perrodin

Chuck Perrodin has worked in media and public relations since 1968. Most recently, he has assisted the Louisiana Recovery Authority (LRA) and the Center for Planning Excellence (CPEX) with long-term recovery planning through *Louisiana Speaks*, worked in debris removal following Hurricane Gustav, and since November 2008 has been employed by the State of Louisiana in hazard mitigation for homeowners affected by Hurricanes Katrina and Rita. The Louisiana Office of Community Development Disaster Recovery Unit (OCD-DRU) *Hazard Mitigation Grant Program (HMGP)* is a Federal Emergency Management Agency (FEMA)-funded grant program to assist Road Home Option 1 homeowners in elevating their homes, reconstructing homes too damaged to elevate and accomplishing individual mitigation measures.

Carrie Robinette graduated from Louisiana Tech University in March of 2008 with degrees in microbiology and political science and a minor in chemistry. After graduating, she worked for the Louisiana House of Representatives as an assistant from April - June 2008. She has been working as a Hazard Mitigation Planner for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) since November of 2008.

carrie robinette**shenetia
magee-henderson**

Shenetia Magee-Henderson is a Hazard Mitigation (HM) Planner with years of experience in the planning and emergency management world. Prior to working with James Lee Witt Associates, she worked with the Federal Emergency Management Agency (FEMA) as a HM Planner. During her tenure with FEMA, she served as Lead HM Planner for the Mississippi Transitional Recovery Office. She has worked at length with FEMA Headquarters and FEMA Region IV on the development, implementation and delivery of an array of mitigation programs. Shenetia currently serves as a HM Planner for the State of Louisiana, ensuring that parishes and municipalities are eligible for mitigation funding by ensuring that they comply with the federal HM Planning requirements when developing their HM Plan. Prior to working with FEMA, Shenetia was a Community Planner for the Department of Housing and Community Development with the City of Jackson in Mississippi. Shenetia holds a Bachelor's degree in biology and a Master's degree in urban and regional planning from Jackson State University.

Kimberly Rodrigue is the Team Lead for the *Non-Disaster Grants Program* in the Hazard Mitigation-Disaster Recovery Division. She has been with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for over four years and is knowledgeable in all *Non-Disaster Grant Programs*. She currently has a team of seven that is dedicated to working with applicants for these programs. In the two years that she has worked with non-disaster grants, Kimberly has become proficient with the guidance for these programs, as well as the *eGrants System*, which is required for all non-disaster grants.

kimberly rodrigue

michelle gonzales

Michelle Gonzales has been employed by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for the past two years as a Disaster Recovery Specialist. Her main role with the agency has been with the *Severe Repetitive Loss (SRL)* grants. She assists numerous parishes in the preparation, submittal and management of their grant applications. Michelle has had the privilege of serving on the Federal Emergency Management Agency's (FEMA) SRL focus group, which helped to acknowledge barriers and solutions to help the SRL program achieve success. Due to the success of SRL in the State of Louisiana, Michelle was asked by FEMA to be a co-presenter at the National Hazard Mitigation Assistance Summit in 2009 and 2010.

Shontae Davis has served the State of Louisiana for over two years in the Hazard Mitigation Division of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Her experience is in the *Hazard Mitigation Grant Program (HGMP)*, where she is the team leader for the Gustav and Ike disasters. Her team is managing the 53 declared parishes. She received her Bachelor's degree from Louisiana State University in business administration/pre-law and she is currently pursuing a Juris Doctorate at Southern University.

shontae davis

kimberly barnett

Kimberly Barnett has been an employee of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for almost four years. She began her career with GOHSEP as a Grant Administrator for the *Hazard Mitigation Grant Program (HMGP)*. After two years as a Grant Administrator, she was promoted to a Disaster Recovery Team Lead. She manages the team over state agencies and five percent initiative projects.

Sonya Murray a consultant with James Lee Witt Associates has over 15 years experience in emergency management. She is currently on assignment with the State of Louisiana to help develop long-term solutions to reducing damage associated with hazards in floodplain. Prior to working with James Lee Witt Associates, Sonya worked for the Florida Division of Emergency Management where she performed specific duties as it related to program requirements, project development, implementation and closeout in the *National Flood Insurance Program (NFIP)*, the *Hazard Mitigation Assistance Program*, the *Public Assistance (PA)* Program and all four non-disaster programs. Sonya attended Florida Agricultural and Mechanical University and received a Bachelor's degree in office administration and a dual Master's in business education and adult education. While attending school, she started her professional career by working full-time for the Department of State, Division of Corporations.

sonya murray

stephen pratt

Stephen Pratt currently is employed by James Lee Witt Associates as a Recovery Specialist. His current assignment is to provide technical assistance and support to the Governor's Office of Homeland Security and Emergency Preparedness in developing and implementing *Hazard Mitigation Grant Program (HMGP)* projects. Stephen has worked in the emergency management field for over 20 years, as an employee of the Federal Emergency Management Agency (FEMA), as a consultant to FEMA, as the Director of Emergency Management of a non-governmental organization, as an international emergency management consultant and as an employee of a consulting firm. Stephen has worked all aspects of emergency management: response, recovery, preparedness and mitigation. He has worked disaster assignments on dozens of disasters, ranging from small localized flooding events to catastrophic events—in 16 states, Puerto Rico, and in six other countries (Haiti, Dominican Republic, El Salvador, Nicaragua, Honduras, and Guatemala).

Leanne Guidry spent five months on activation orders for Hurricanes Katrina and Rita to help with cleanup. She received her Bachelor's degree in business administration from the University of Phoenix in 2008. Leanne has worked for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for the past three and a half years. She started out as the Disaster Recovery Specialist (DRS) for St. Tammany Parish and worked her way up to Team Lead in March of 2009. She now supervises four DRSs that manage 28 parishes in the state. She also teaches the pilot reconstruction class to new hires and any other personnel requiring the class.

leanne guidry**reuben meador**

Reuben Meador works in Federal Grant Administration, particularly *Hazard Mitigation Grant Program (HMGP)*, to assist in helping and protecting the citizens in the community. He currently works with James Lee Witt Associates as a Mitigation Specialist offering technical assistance to the State of Louisiana. He has served as a Senior Mitigation Analyst for a year with the Federal Emergency Management Agency (FEMA) before serving for over three years as the Deputy HMGP Planning Program Manager for hazard mitigation. Planning implementation and mitigation grant programs including, but not limited to, the HMGP and disaster supplemental and/or unmet needs grants. His tasks included reviewing, funding and closing out HMGP applications for all Florida counties affected by the 2004/2005 hurricanes. Reuben has experience in working with senior federal, state and local government officials to address and resolve complex and highly political matters. He possesses skills in providing technical assistance to the state and sub-grantees on requirements of the program, including identification and selection of projects to be funded and on the compliance under *National Environmental Protection Act* and Section 106 of *Historic Preservation Law*. He established and created procedures and processes for management and staff including closeout worksheets and processes. He was part of the review panel that approved Florida's Enhanced Plan. He assisted in the creation of an application checklist that is currently used in four states.

Loren Dennis is a native of Baton Rouge. She holds a Bachelors' degree in Psychology with minors in Gerontology and English. Loren has worked in hazard mitigation for over two years with the majority of her time spent providing technical assistance to parishes throughout Louisiana. She works with parishes to develop mitigation activities and implement these projects into eligible hazard mitigation applications.

loren dennis

ashanti smith

Ashanti Smith is an experienced Hazard Mitigation Specialist. Prior to working with James Lee Witt Associates, Ashanti worked with the Federal Emergency Management Agency (FEMA) as a *Hazard Mitigation Grant Program (HMGP)* Specialist. During his tenure with FEMA, he served as Lead Project Reviewer and Interim Group Supervisor in the Mississippi Transitional Recovery Office. Ashanti is a Certified Federal Grants Manager and a Certified Floodplain Manager. He has worked with FEMA Headquarters and FEMA Region IV on the implementation and delivery of various mitigation programs that fall with the traditional and pilot realm of the agency. Ashanti currently assists the State of Louisiana and local governments with hazard mitigation project application development, project monitoring and overall project management. He holds a Bachelor's degree in communication studies from Jackson State University.

Erin Buchanan, Certified Floodplain Manager (CFM), began working in October 2004 with the Federal Emergency Management Agency (FEMA) as a disaster assistance employee in the Mitigation Division. While at FEMA, she served in many roles within the Community, Education, and Outreach section as well as the *Hazard Mitigation Grant Program (HMGP)* section. In December 2007, she began working as a consultant/contractor for James Lee Witt Associates in the State of Louisiana. Erin's responsibilities are to provide technical assistance to the state with quality assurance and control with the HMGP.

erin buchanan

jeffrey buchanan

Jeffrey Buchanan, Certified Floodplain Manager (CFM), began working with the Department of Homeland Security's Federal Emergency Management Agency (FEMA) as a disaster assistance employee in the Mitigation Division in November 2004. While at FEMA, he served in many roles within the Hazard Mitigation Planning section as well as the *Hazard Mitigation Grant Program (HMGP)*. In March 2008, he began working as a consultant and contractor for James Lee Witt Associates in the State of Louisiana. He is currently the HMGP Traditional Program Lead for James Lee Witt Associates. Jeffrey's responsibilities are to provide technical assistance to the state with tracking disaster funding strategies, program policy, application development and project implementation.

Joseph Johnson began his professional career with the Florida Department of Community Affairs, Division of Emergency Management. He attended Florida Agricultural and Mechanical University where he received a degree in civil engineering. Joseph has been involved in various aspects of emergency management. In preparedness and response, he has performed hurricane shelter survivability analysis as well as evaluating operational needs of critical facilities. In recovery and mitigation, he performed site inspections of damaged facilities to determine cost estimates, incorporating hazard mitigation strategies, performing benefit cost analysis and provided technical assistance to local governments during the rebuilding process. In floodplain management, he worked with the state's assistance office for the *National Flood Insurance Program (NFIP)* providing technical assistance to local governments on land use compliance and floodplain mapping issues. As a consultant with James Lee Witt Associates, Joseph provides 16 years of experience and expertise to the State of Louisiana in developing mitigation strategies to reduce damages associated with hazards in the floodplain and implements the state's *Hazard Mitigation Grant Program (HMGP)*.

joseph johnson

cherie walber-hoyt

Cherie Walber-Hoyt was born and raised in the State of Louisiana. She has been employed with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for three and a half years, starting as the Disaster Response Specialist (DRS) for the parishes of Lafourche, St. Bernard and Washington. In March 2009, she accepted the position of GOHSEP Hazard Mitigation Traditional Region 2 Team Lead. In this position, she supervises eight DRSs and manages 10 parishes within the State of Louisiana, including GOHSEP Regions 3 and 9. Cherie teaches project financial management and payment request review classes to GOHSEP employees including new hires.

Christy Ellzey is currently the Team Lead of the Closeout Team in the Hazard Mitigation Disaster Recovery Division. She has been with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) for four years. She was a Disaster Recover Specialist for Jefferson Parish where she became proficient in processing closeouts and payments. Later she became the Team Lead for Region 1, presiding over Jefferson, Orleans, St. Bernard, and Plaquemines Parishes.

christy ellzey**david saltz**

David Saltz is a team member of the Closeout Team in the Hazard Mitigation Disaster Recovery Division. David has a Bachelor's degree in business management from Southeastern Louisiana University, where he is currently pursuing a Master's degree in business administration. Prior to joining the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), he worked as a sales representative and lab tech at Waste Management for eight years.

community education and outreach (ceo) team and support

veronica mosgrove

Veronica Mosgrove joined the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) as Communications Director in June of 2008. Shortly after starting at GOHSEP, she jumped right into several emergency situations involving crisis communications. Prior to coming to GOHSEP, Veronica spent nearly 10 years at WBRZ television station in Baton Rouge as a reporter and anchor. In all, Veronica spent about 15 years in the news business. She also gained her experience at television stations in New Orleans, Lafayette, and Hattiesburg, Mississippi. Veronica graduated from Loyola University of Chicago.

Steve Garcia is the Special Staff Group Leader for the Hazard Mitigation (HM) – Disaster Recovery Division. Steve is directly responsible for the HM Planning Section and is the HM liaison for Louisiana HM (an online application tool currently in development), staff training and development and the Community Education and Outreach Grant. Steve has a Bachelor's degree from the College of Business Administration at the University of New Orleans. Before joining the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), Steve worked for Wells Fargo Home Mortgage as an underwriter and account executive. Between disaster recovery and the hospitality industry, Steve has nearly twenty years of project management experience. He is on the unit-manning roster at the Emergency Operations Center and a member of the Louisiana Emergency Preparedness Association.

steve garcia

peggy poché

Peggy Poché is a New Orleans native, has worked in proactive and reactive public information communications at the municipal level for over 20 years. She specialized in crisis communications and community project management as a consultant in metropolitan New Orleans since 1996. Peggy joined the Governor's Office of Homeland Security and Emergency Preparedness's (GOHSEP) statewide Hazard Mitigation Community Education and Outreach Project Team in the fall of 2007.

Larry Sides formed SIDES & Associates 32 years ago and leads the firm's senior management team. As president, he is a national and international award-winning creative director for all SIDES clients. Larry provides overall strategic operations and communications planning, branding, technical writing and broadcast production. Under Larry, SIDES was selected as a prime contractor for field communications support for the Department of Homeland Security, Federal Emergency Management Agency (FEMA) ESF #14 following Hurricanes Katrina and Rita, the nation's largest field engagement of ESF #14 Long-Term Community Recovery (LTCR). SIDES serves as the Hazard Mitigation Community Education and Outreach (CEO) contractor for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Larry received a Bachelor of Arts in Radio and Television and the first Master of Science in Mass Communication from the University of Louisiana at Lafayette and received the Department of Communication's first Distinguished Alumni Award.

larry sides

kathy ashworth

Kathy Ashworth Executive Vice President and chief Strategic Planner of SIDES & Associates is involved in strategic visioning, communications, marketing, advertising and media consulting for a host of clients throughout the state and nation. She has 30 years of experience in client supervision, strategic communications and marketing planning and implementation, creative and technical copywriting, creative direction, research instrument development and research analysis. Kathy led the ESF #14 Communications response to the 2008-2009 Midwest Flood Disaster response under a subcontract for Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA). She is the lead communication contractor for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation Community Education and Outreach (CEO) program and serves as a member of the development team for the federal government's *National Disaster Recovery Framework (NDRF)*. Kathy attended Birmingham-Southern College, University of Alabama and Louisiana State University and holds a Bachelor's of science in Psychology from University of Louisiana at Lafayette. She also attended the MIT/Harvard Business School's Professional Development Crisis Communications Training.

Robert Callahan has been in the communications industry for 18 years and with SIDES for five. Robert has experience in community outreach and education, media, governmental and public relations, research, marketing, advertising and promotions. Robert works with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation Community Education and Outreach (CEO) team, the Louisiana Department of Health and Hospitals, Office of Public Health, Lafayette Airport Commission and the City of Bogalusa, managing complex governmental contracts including federal grants and providing technical writing, account administration and editing for reports and publications. Robert held a leadership role in the organizational development of the Central Ohio Public Information Network (COPIN), an innovative association of 117 public information officers Ohio who pool resources in the event of a public crisis.

robert callahan**leroy thompson**

Leroy Thompson is a Senior Mitigation Specialist with James Lee Witt Associates. He has over 25 years of experience in the emergency management and growth management fields. Prior to joining James Lee Witt Associates, Leroy served as the State Hazard Mitigation Officer (SHMO) for the State of Florida, where he was responsible for the development, integration and implementation of comprehensive statewide strategies designed to reduce the impact of hazards in Florida. Additionally, he was responsible for managing mitigation funds for over 25 presidentially declared disasters and several state funded programs. Prior to this position, he served as the Planning Manager for Florida's nationally recognized Mitigation Planning Strategy Initiative and Deputy Coordinator for the State Assistance Office for the *National Flood Insurance Program (NFIP)*. Leroy has also served as an adjunct instructor at the Federal Emergency Management Institute (FEMI) and currently serves as the chair for the Mitigation Topics Committee for the National Hurricane Conference.

stephen pratt

(See bio in previous section)

Angela Weir began her emergency management career working for the Florida Division of Emergency Management (FDEM) in 2001 under the watch of then Director Craig Fugate. While at FDEM she worked in the Hazard Mitigation section for Leroy Thompson as a Planner and a Grants Management Specialist. In July 2006, she began working as a consultant/contractor for James Lee Witt Associates in the State of Louisiana. She is currently working as a Hazard Mitigation Specialist providing technical assistance to the state and also as a Programmatic Training Specialist.

angela weir



funding hazard mitigation

NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

glossary

glossary

USEFUL ACRONYMS

ABFE – Advisory Base Flood Elevation

BCA – Benefit-Cost Analysis

BCR – Benefit-Cost Ratio

BFE – Base Flood Elevation

CEO – Community Education and Outreach

CFR – Code of Federal Regulations

CRS – Community Rating System

DAF – Department of Agriculture and Forestry

DEQ – Department of Environmental Quality

DHS – Department of Homeland Security

DNR – Department of Natural Resources

DOA-OCD-DRU – Division of Administration, Office of Community Development, Disaster Recovery Unit

DOC – Department of Commerce

DOI – Department of the Interior

DOTD – Department of Transportation and Development

DRS – Disaster Recovery Specialist

DWF – Department of Wildlife and Fisheries

EDA – Economic Development Administration

EOC – Emergency Operations Center

EPA – Environmental Protection Agency

FEMA – Federal Emergency Management Agency

FFE – Finished Floor Elevation

FIPS – Federal Information Processing Standards

FIRM – Flood Insurance Rate Map

FMA – Flood Mitigation Assistance

FSA – Farm Services Agency

FY – Fiscal Year

GOHSEP – Governor’s Office of Homeland Security and Emergency Preparedness

HMA – Hazard Mitigation Assistance

HMGP – Hazard Mitigation Grant Program

HUD – Housing and Urban Development

IA – Individual Assistance

ICC – Increased Cost of Compliance

IMM – Individual Mitigation Measures

NEPA – National Environmental Protection Act

NFIP – National Flood Insurance Program

NOAA – National Oceanic and Atmospheric Administration

NRCS – National Resources Conservation Service

OCA – Governor’s Office of Coastal Activities

OCD-DRU HMGP - Office of Community Development, Disaster Recovery Unit, Hazard Mitigation Grant Program

ORM – Office of Risk Management

PA – Public Assistance

PDM – Pre-Disaster Mitigation
POP – Period of Performance
RD – Rural Development
RFC – Repetitive Flood Claim
RFQ – Request for Quote
ROI – Return on Investment
SBA – Small Business Administration
SHMP – State Hazard Mitigation Plan
SOW – Scope of Work
SRL – Severe Repetitive Loss
USACE – United States Army Corps of Engineers
USDA – United States Department of Agriculture

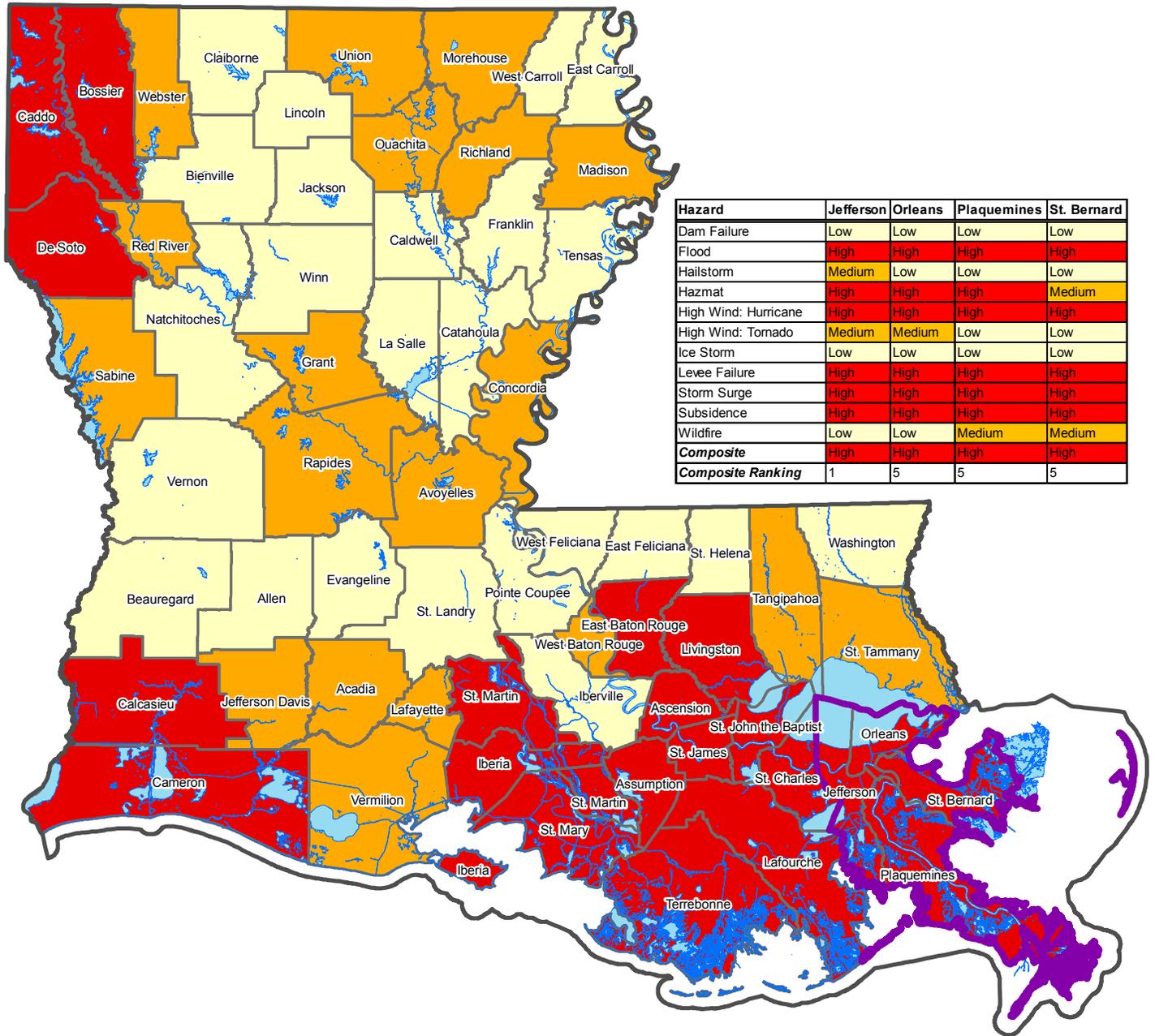
funding hazard
mitigation NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

resources

- Regional Map Samples
- Statewide Risk Map Samples
- HMG Process Diagram
- Mitigation Planning Teams
- Part III. Eligibility Information

resources

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 1



Hazard	Jefferson	Orleans	Plaquemines	St. Bernard
Dam Failure	Low	Low	Low	Low
Flood	High	High	High	High
Hailstorm	Medium	Low	Low	Low
Hazmat	High	High	High	Medium
High Wind: Hurricane	High	High	High	High
High Wind: Tornado	Medium	Medium	Low	Low
Ice Storm	Low	Low	Low	Low
Levee Failure	High	High	High	High
Storm Surge	High	High	High	High
Subsidence	High	High	High	High
Wildfire	Low	Low	Medium	Medium
Composite	High	High	High	High
Composite Ranking	1	5	5	5

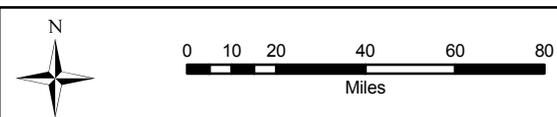
Legend

- State Boundary
- GOHSEP Region 1 Boundaries
- Coastline
- Water Boundaries
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

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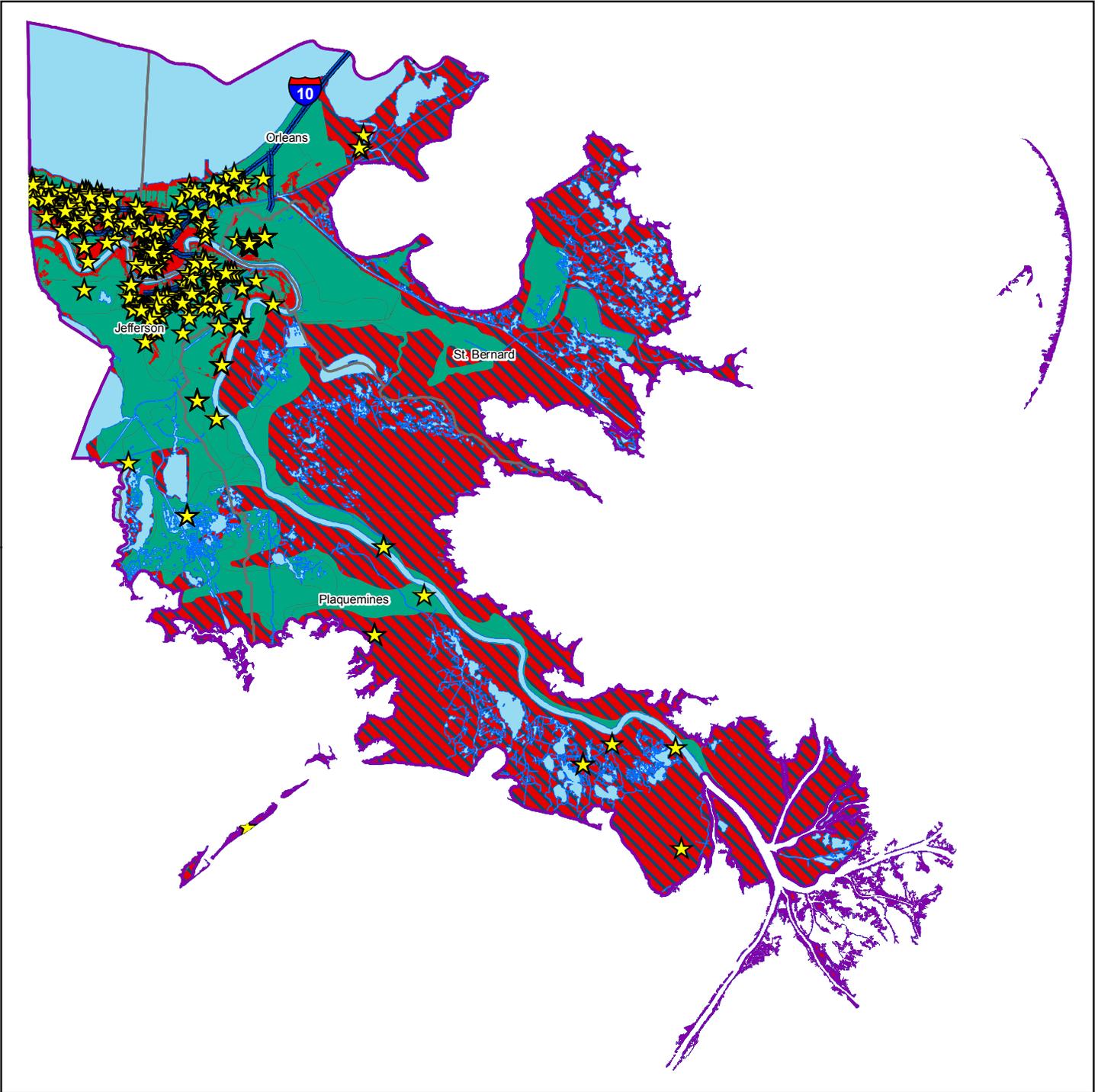
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 1



Legend

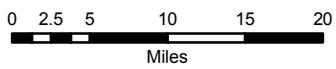
-  HMGP Property Site Inventory
-  Limited Access Freeways
-  GOHSEP Region 1 Boundaries
-  Coastline
-  Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
-  A Zone
-  Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
-  Low
-  Medium
-  High



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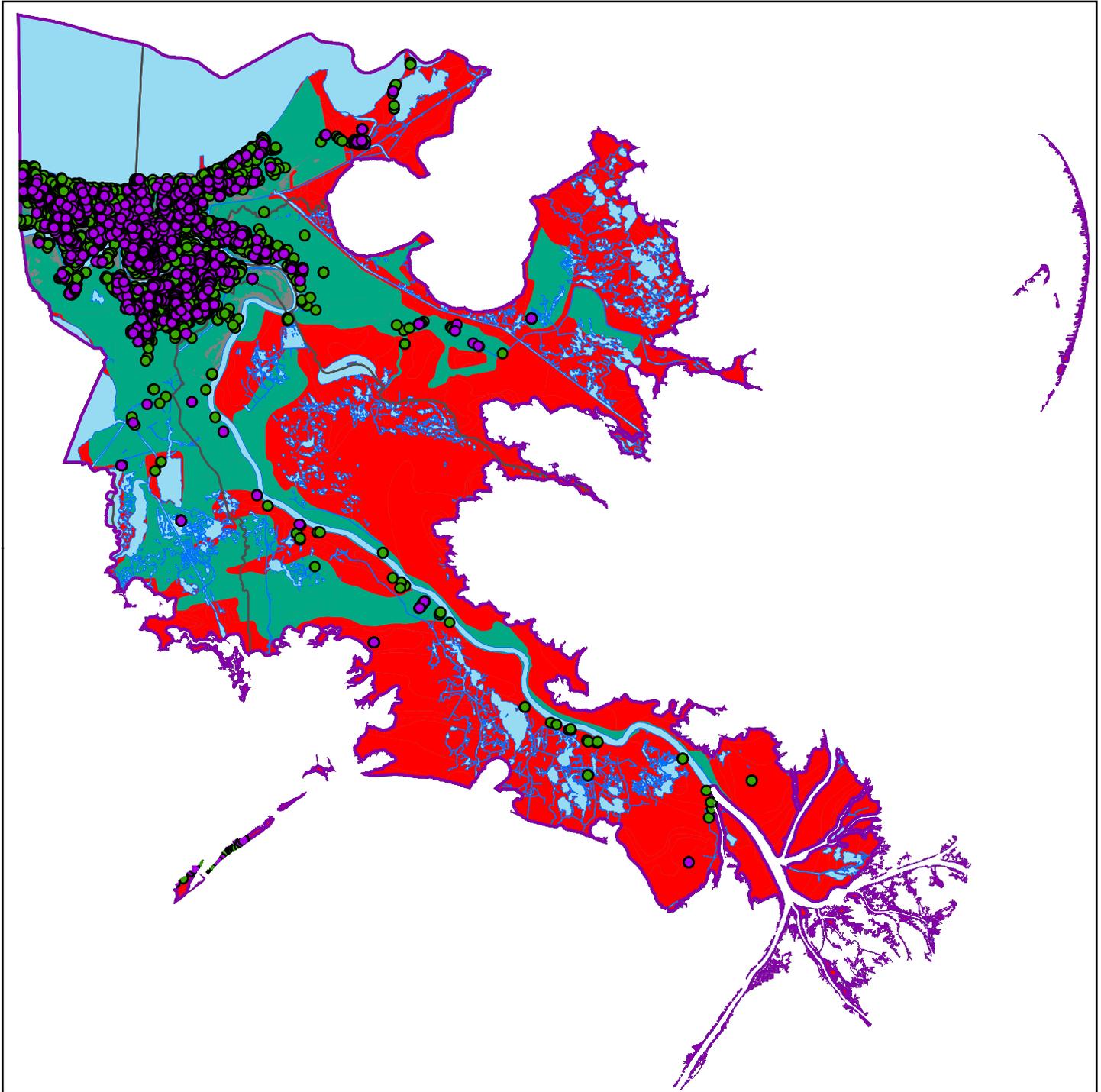
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Maps are samples and for illustration only. For more information regarding Preliminary Digital Flood Insurance Rate Maps (DFIRMs), please visit www.lamappingproject.com



Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 1



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 1 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



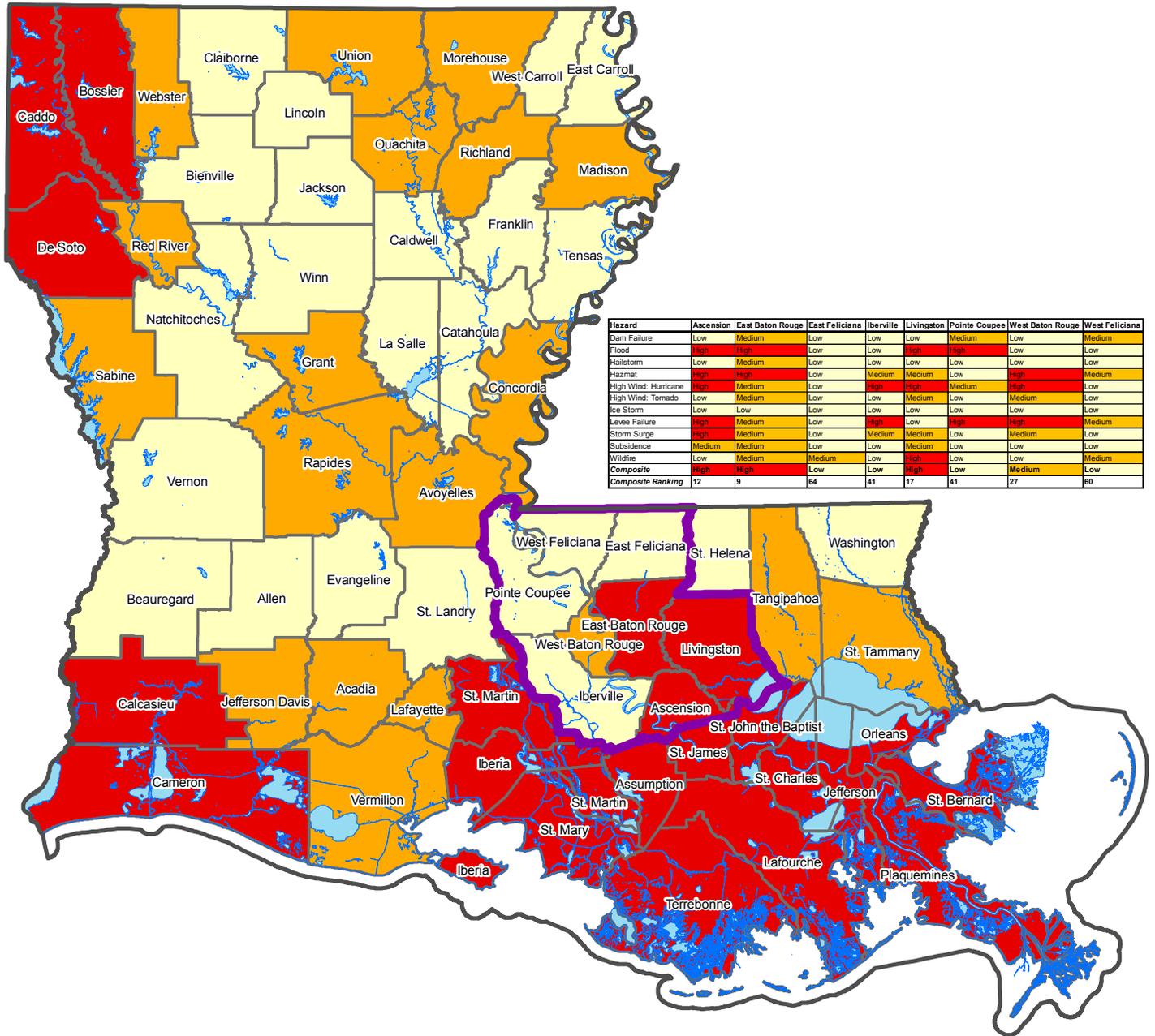
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For more information regarding Preliminary
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please visit www.lamappingproject.com



Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 2



Legend

- State Boundary
- Parish Boundary
- GOHSEP Region 2 Boundaries
- Coastline
- Water Boundaries
- Composite Risk Assessment Low
- Composite Risk Assessment Medium
- Composite Risk Assessment High

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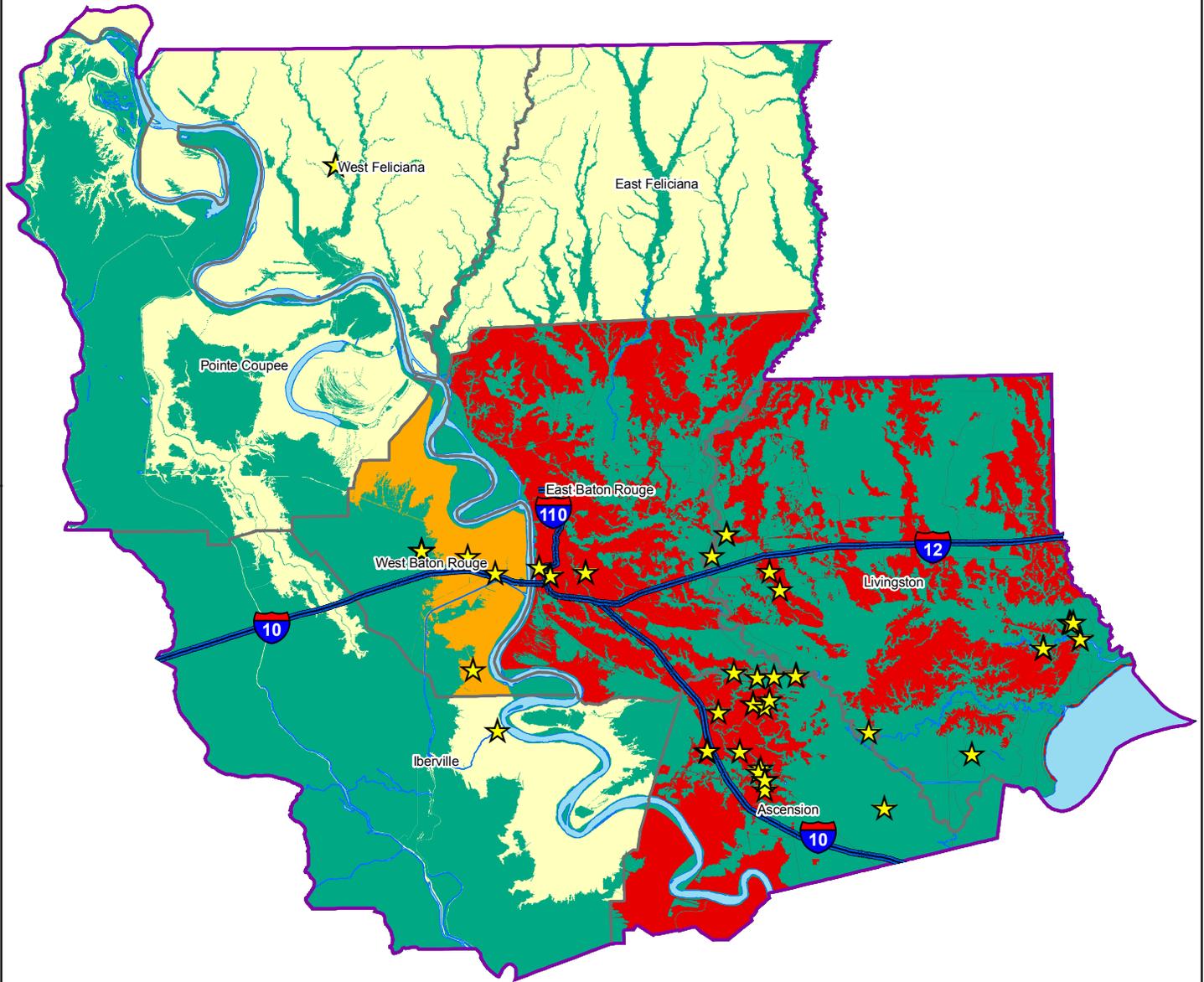
HOMELAND SECURITY & EMERGENCY PREPAREDNESS

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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 2



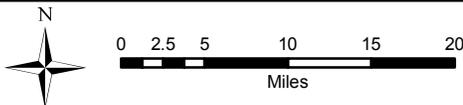
Legend

- ★ HMGP Property Site Inventory
- Limited Access Freeways
- ▭ GOHSEP Region 2 Boundaries
- Coastline
- ▭ Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
- ▭ A Zone
- ▭ Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- ▭ Low
- ▭ Medium
- ▭ High

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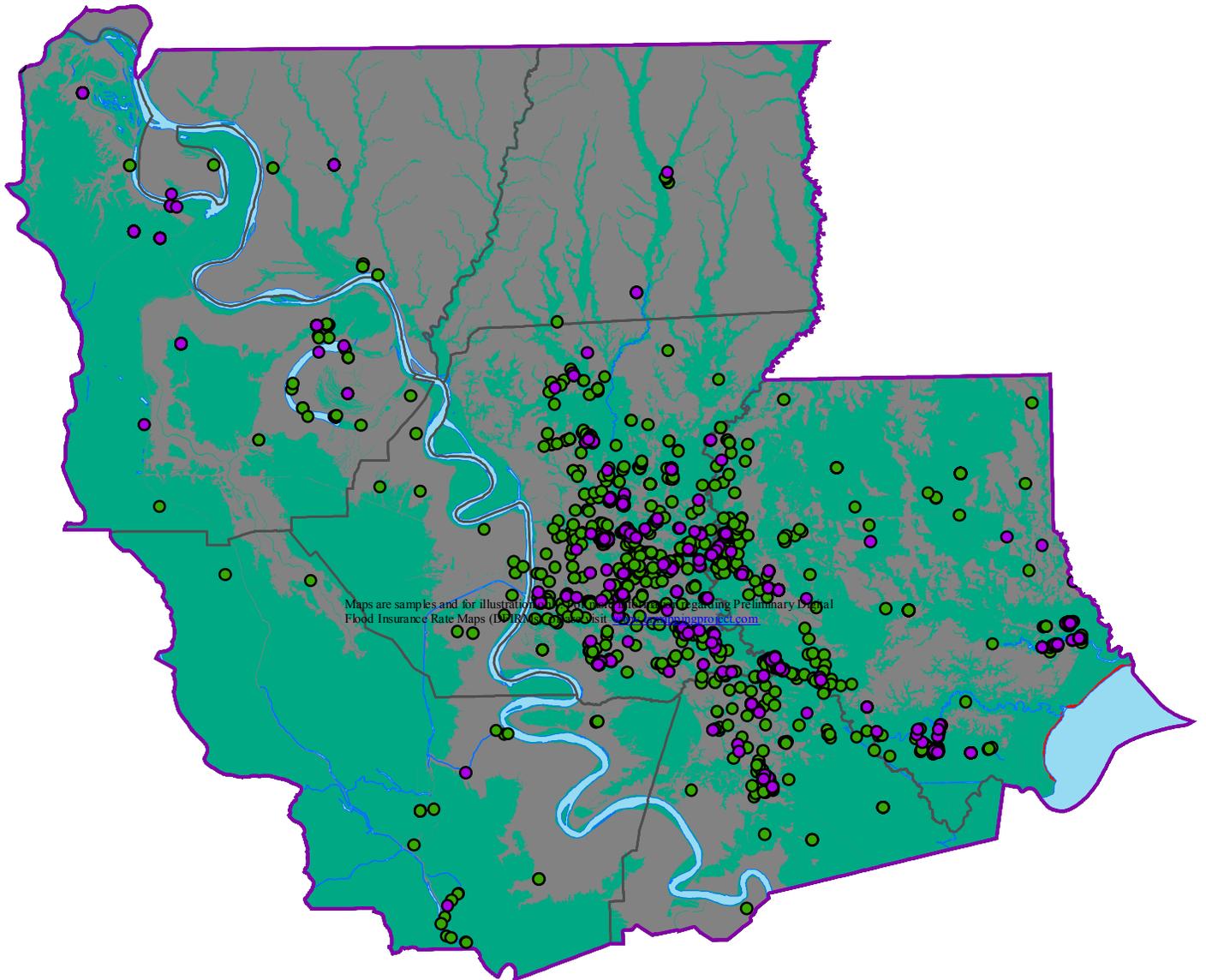
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 2



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 2 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



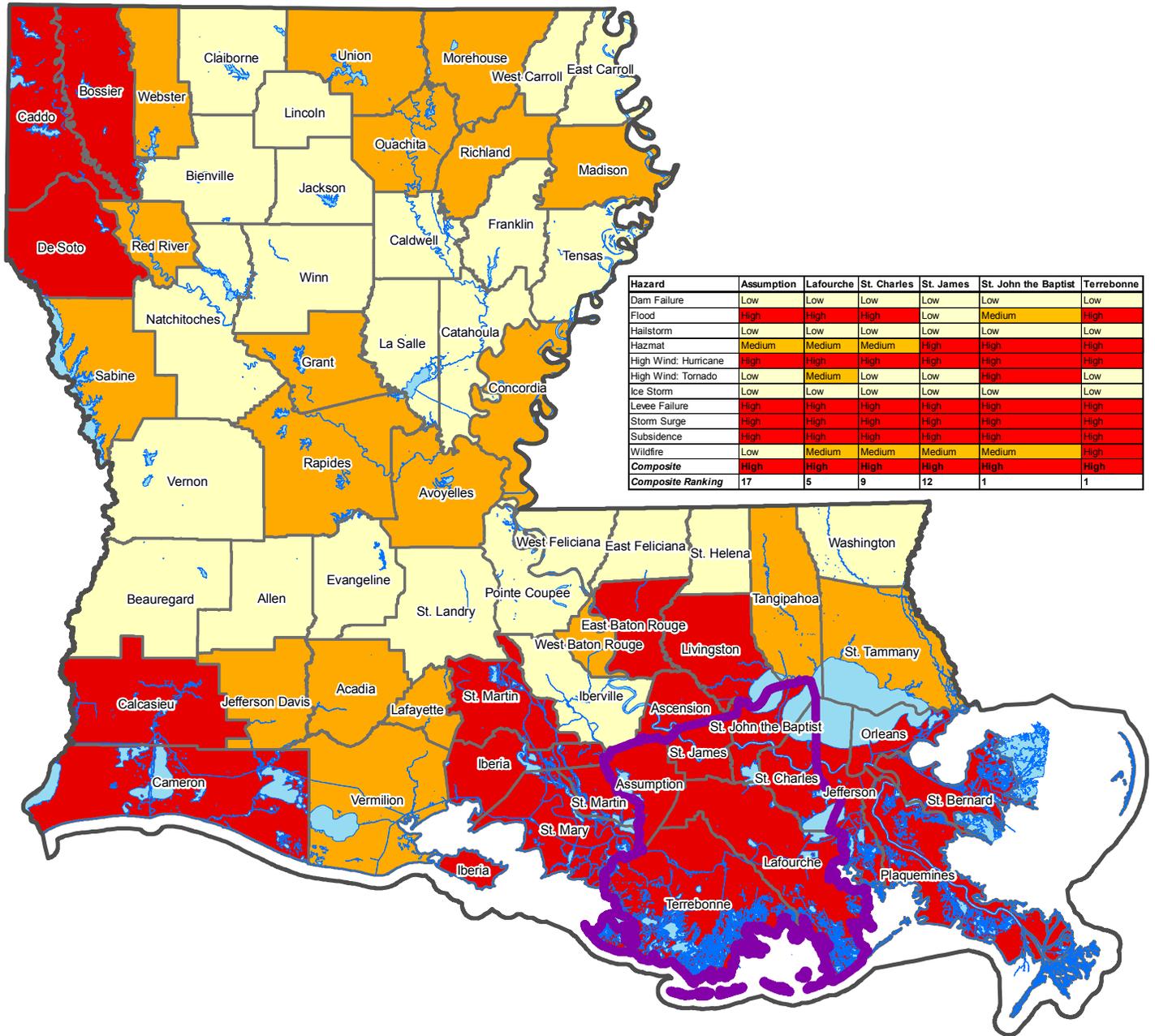
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Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 3



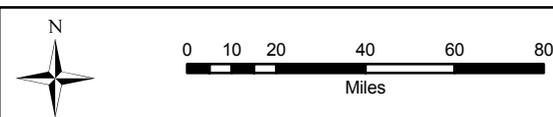
Legend

- State Boundary
- Parish Boundary
- GOHSEP Region 3 Boundaries
- Coastline
- Water Boundaries
- Composite Risk Assessment**
- Low
- Medium
- High

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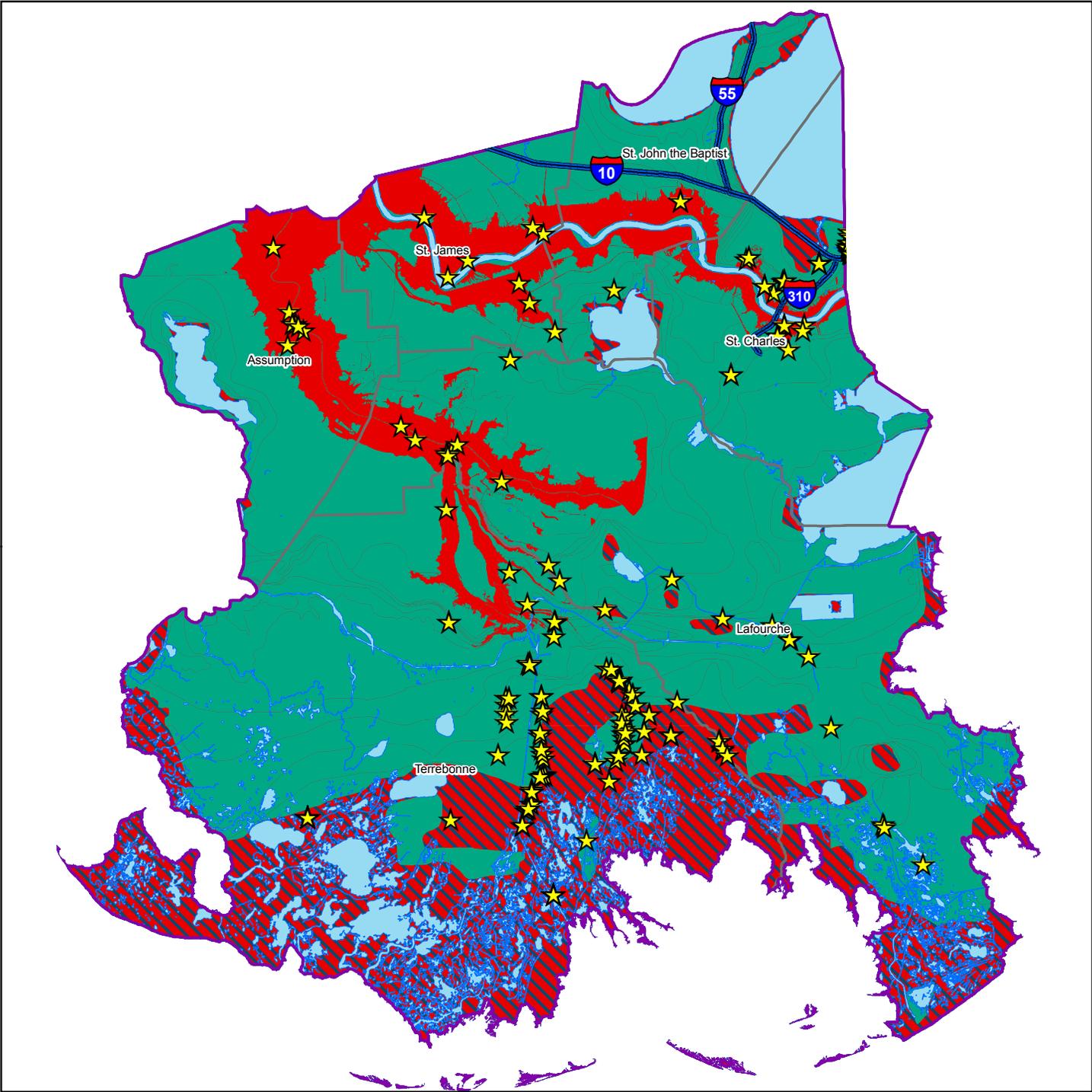
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 3



Legend

- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 3 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

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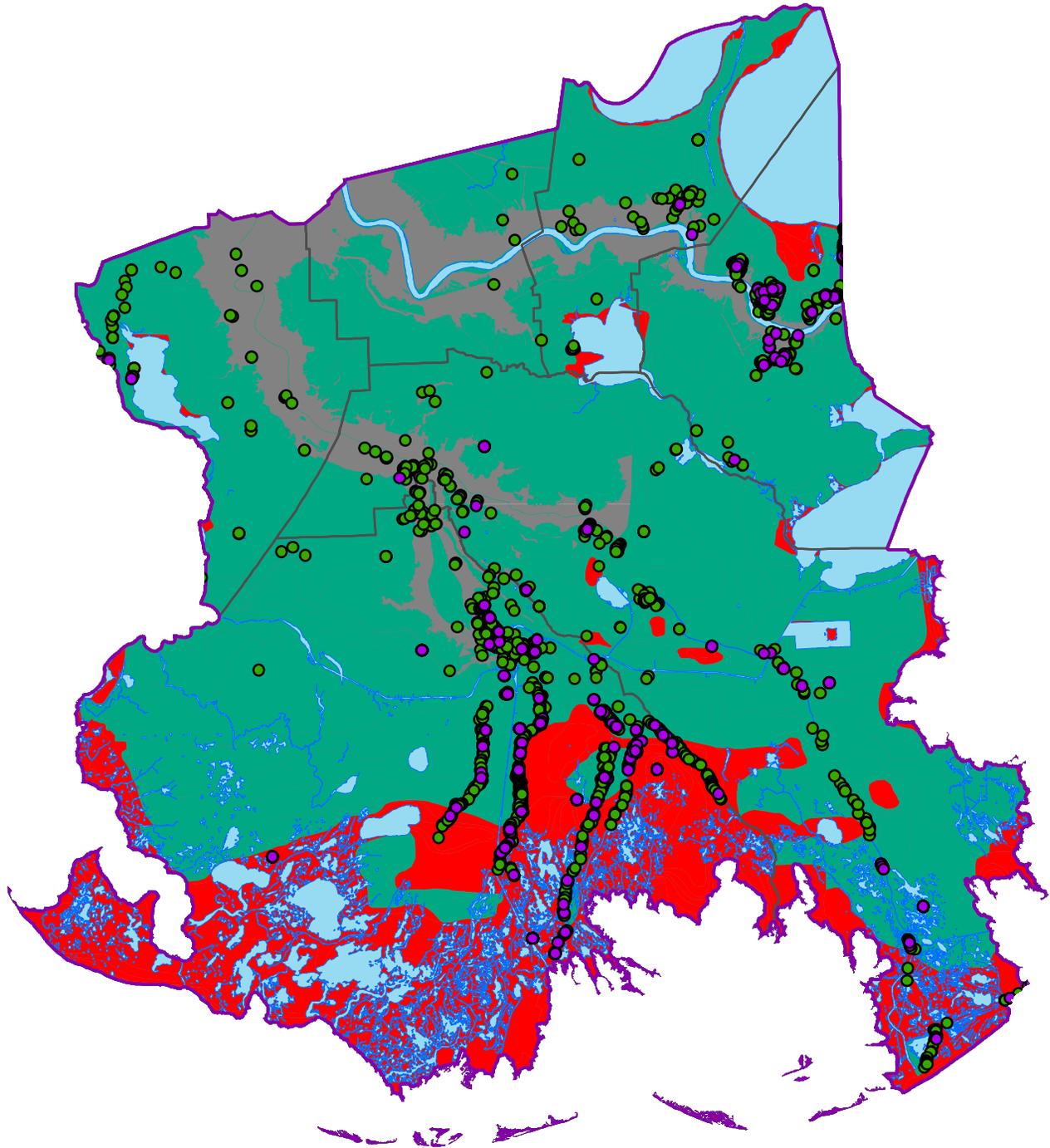
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 3



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 3 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



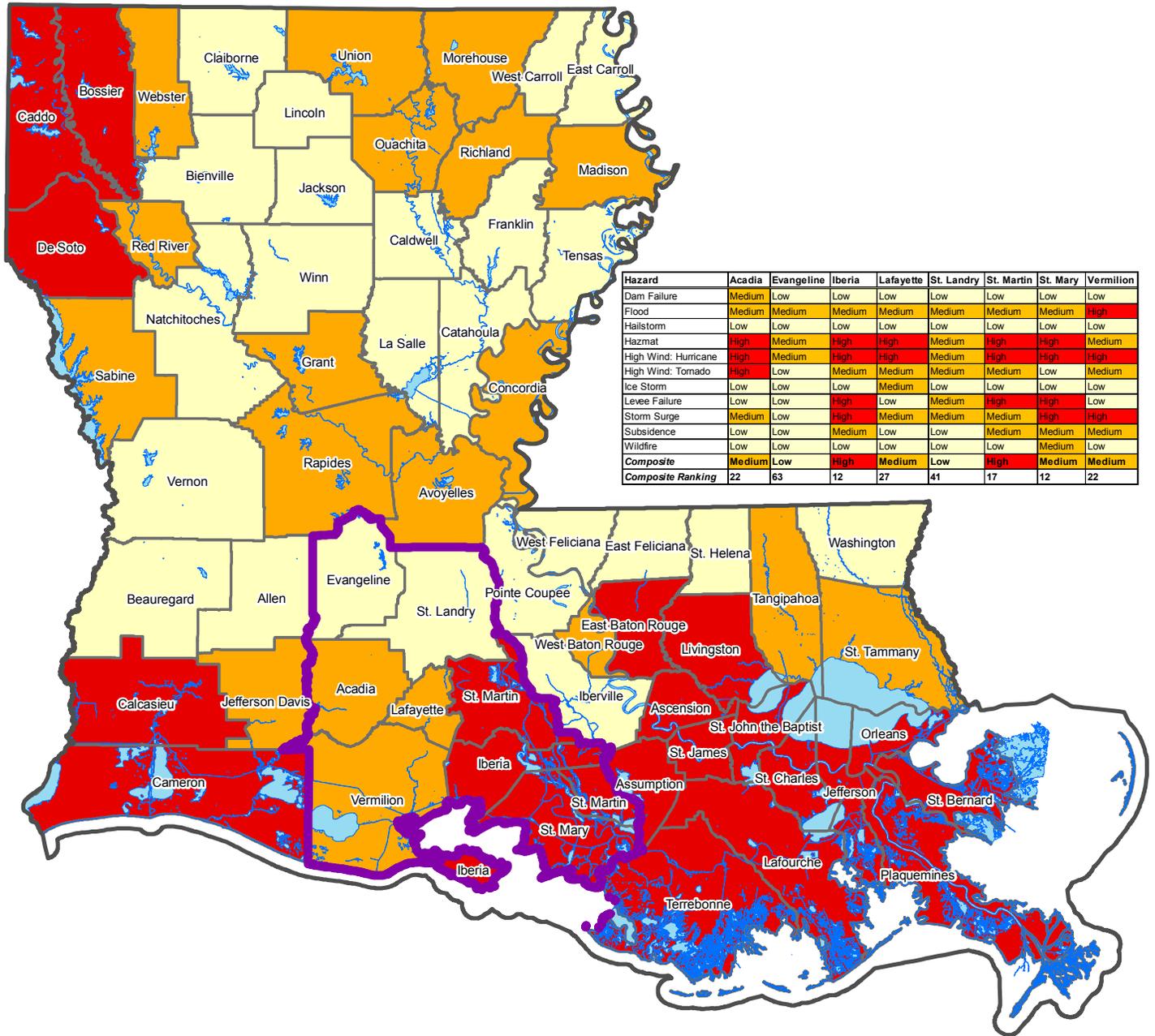
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Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 4



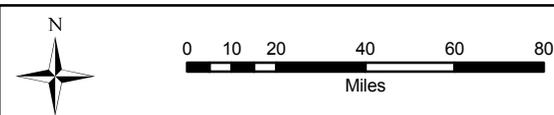
Legend

- State Boundary
- Parish Boundary
- GOHSEP Region 4 Boundaries
- Coastline
- Water Boundaries
- Low
- Medium
- High

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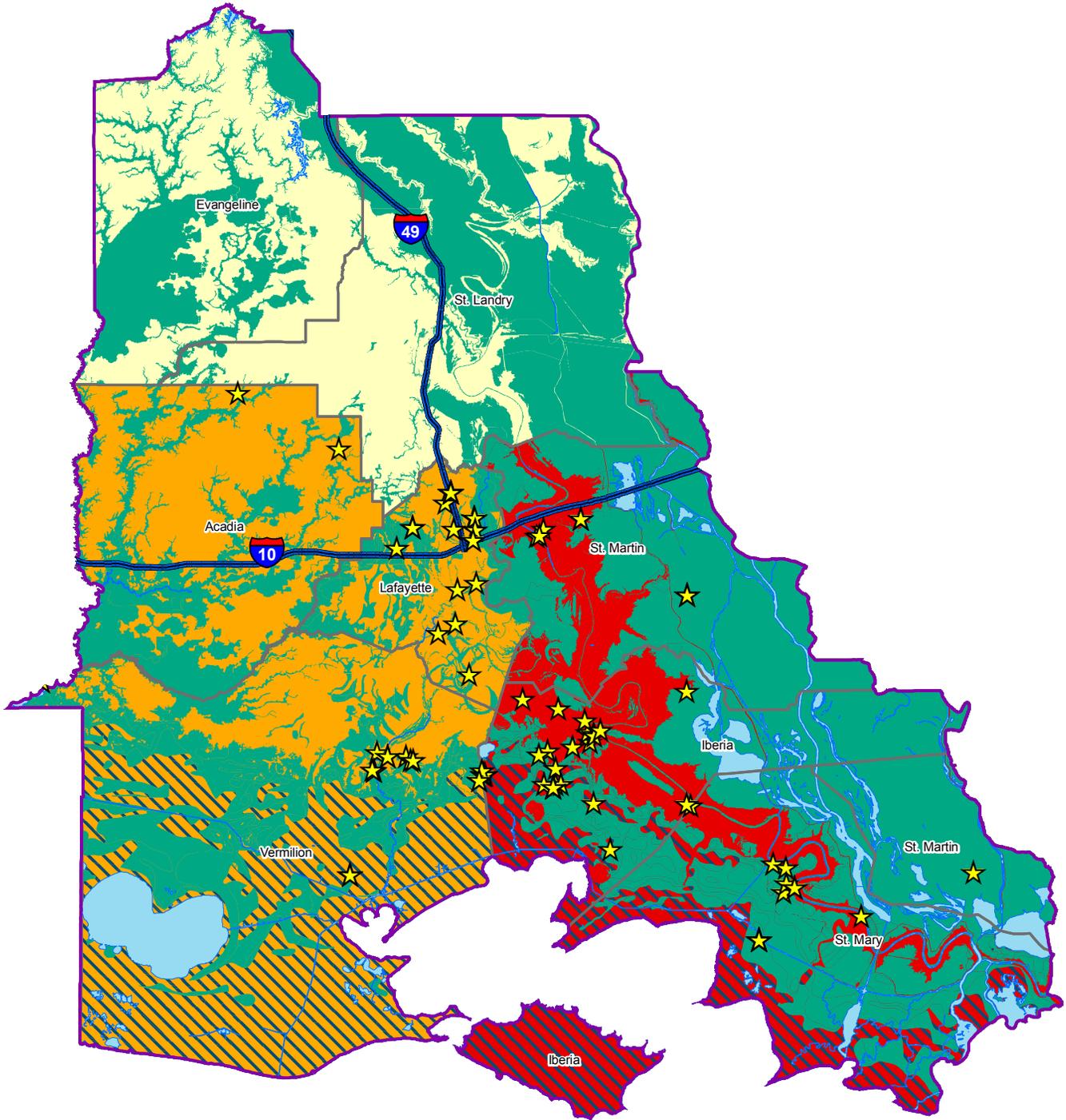
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 4



Legend

- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 4 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High



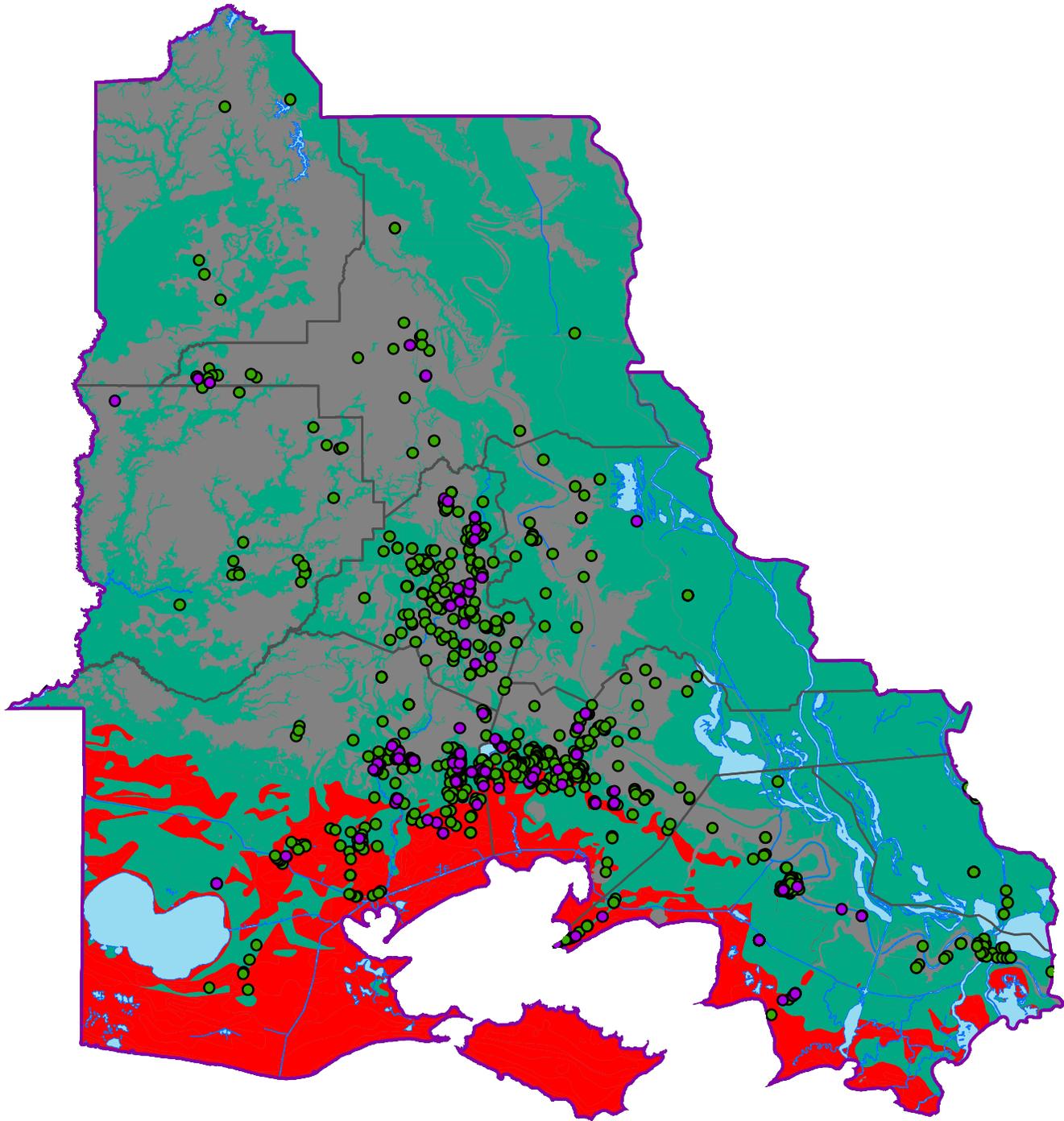
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For more information regarding Preliminary
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 4



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 4 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



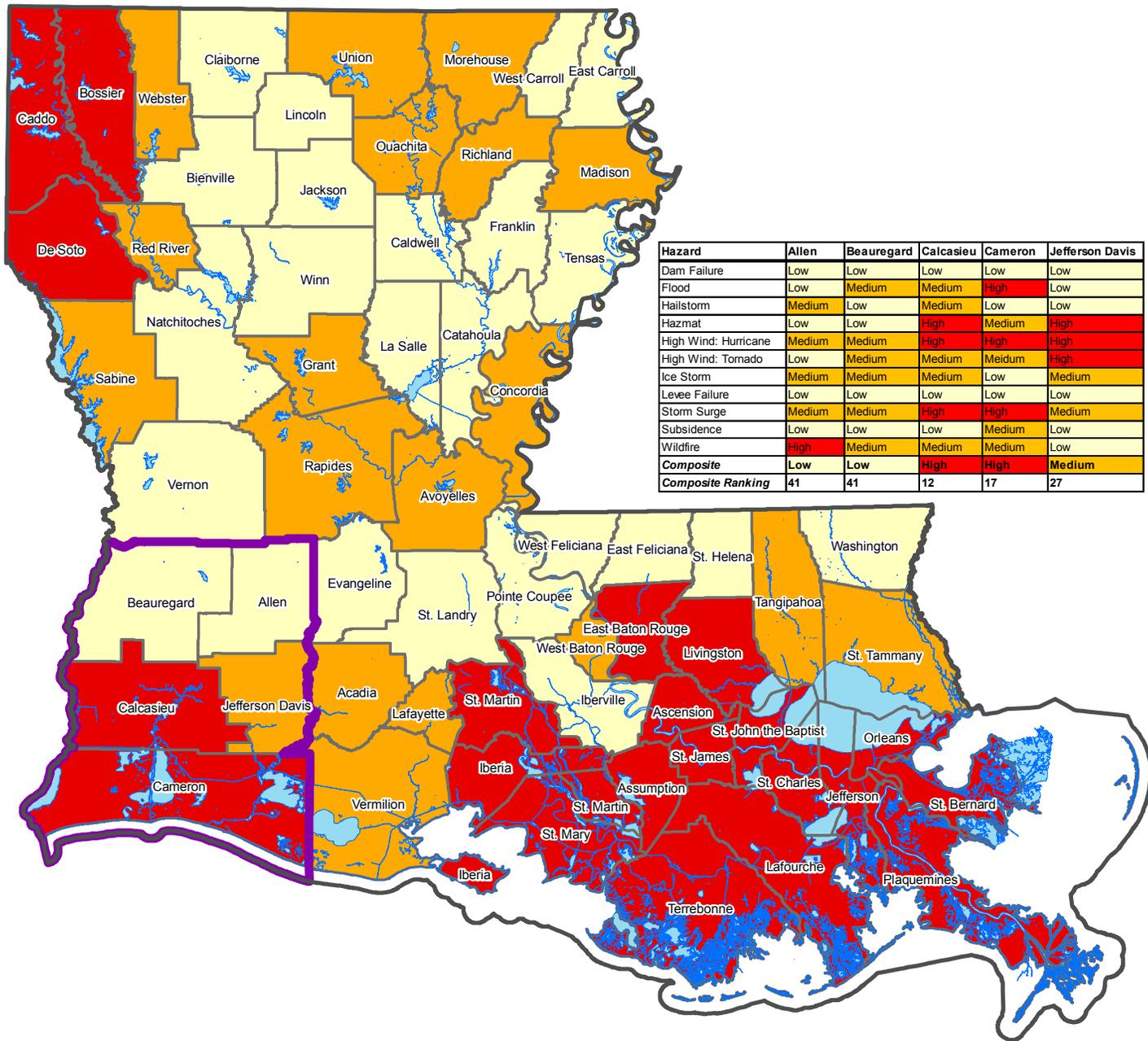
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Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 5



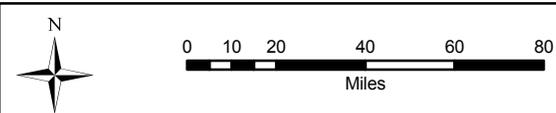
Legend

- State Boundary
- GOHSEP Region 5 Boundaries
- Coastline
- Water Boundaries
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

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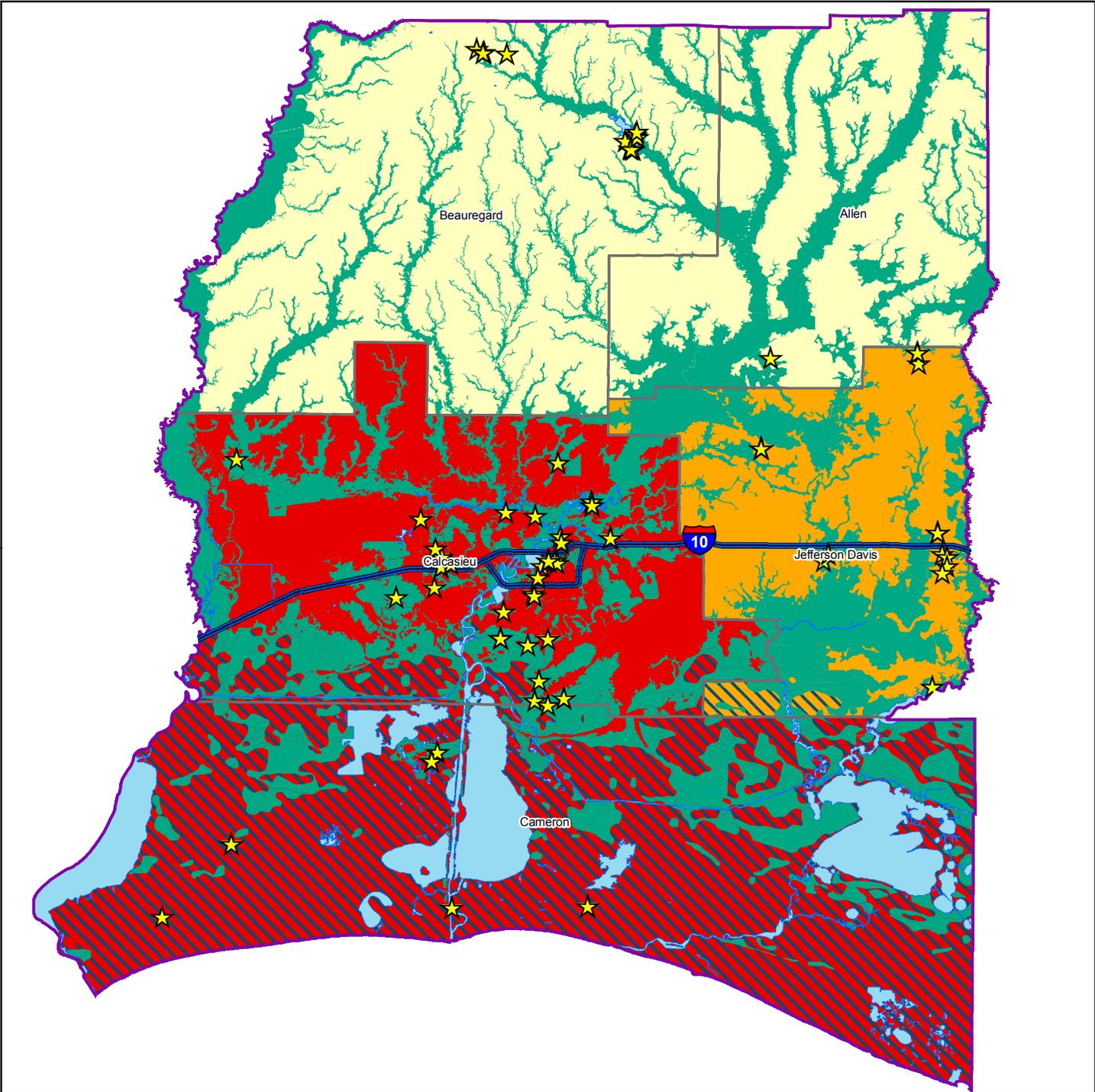
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 5



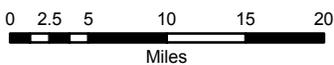
Legend

- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 5 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High



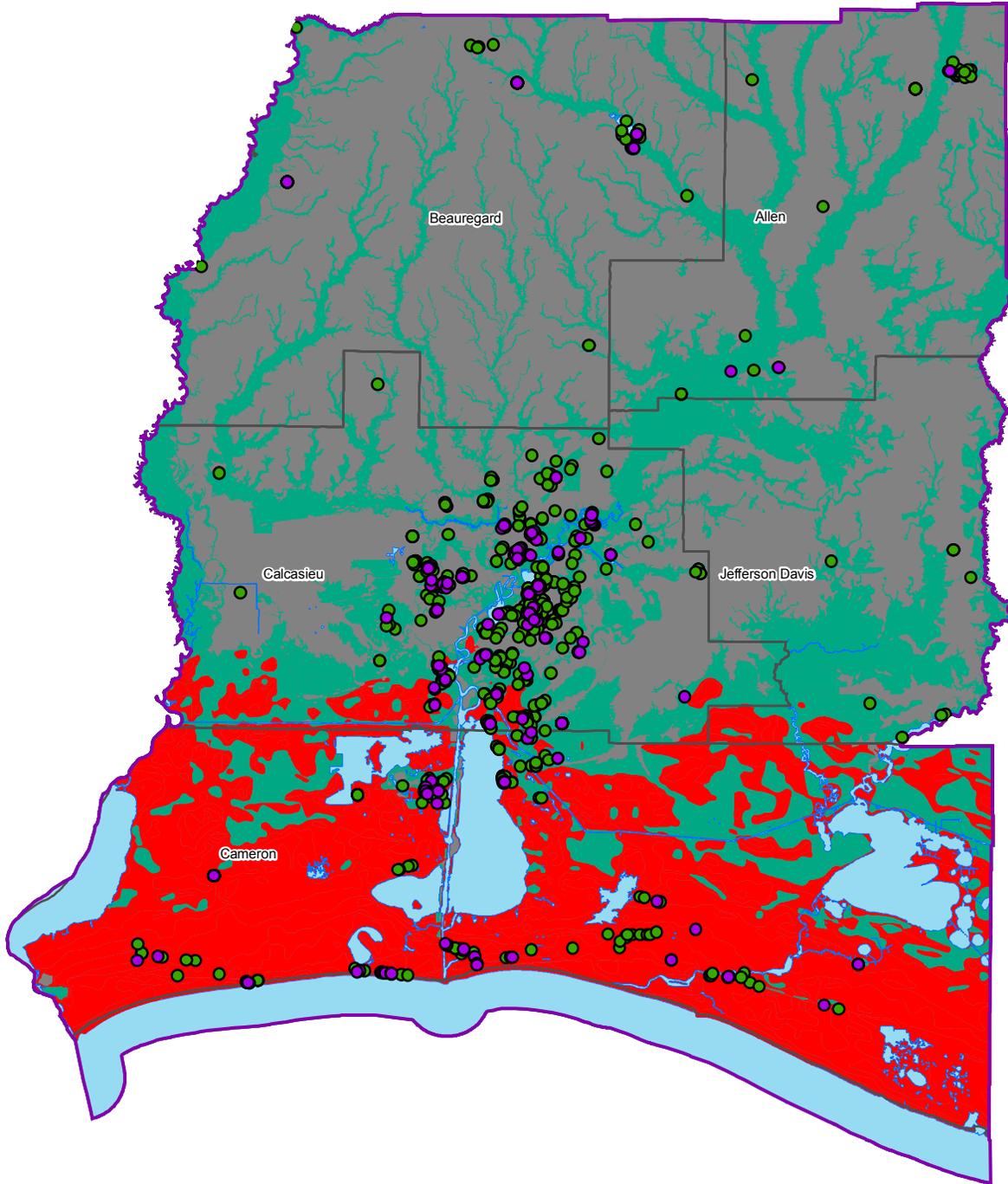
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 5



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 5 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



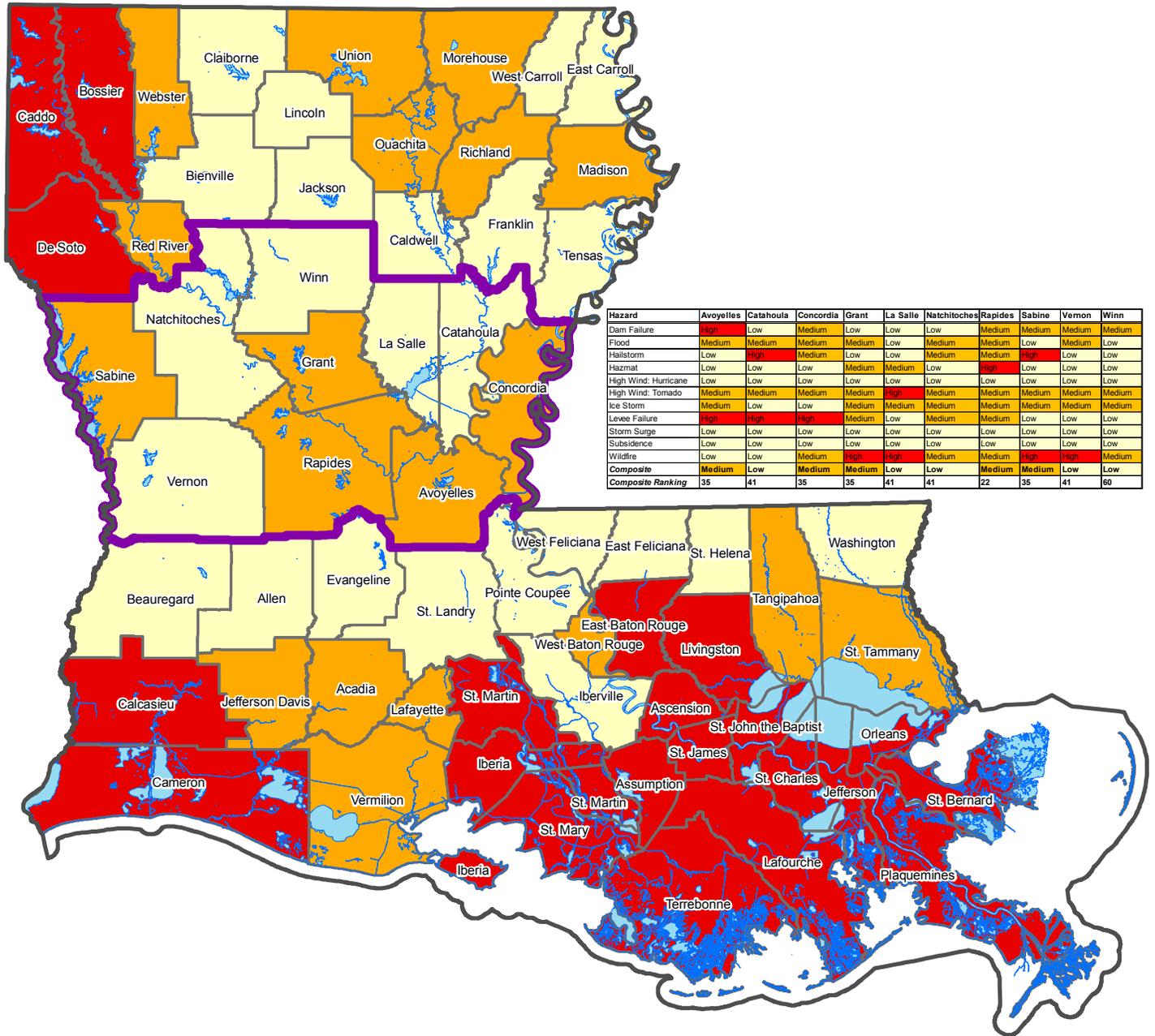
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Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 6



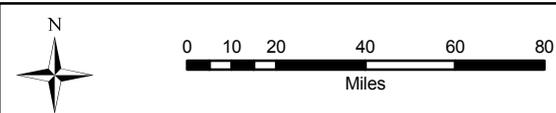
Legend

- State Boundary
- GOHSEP Region 6 Boundaries
- Coastline
- Water Boundaries
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

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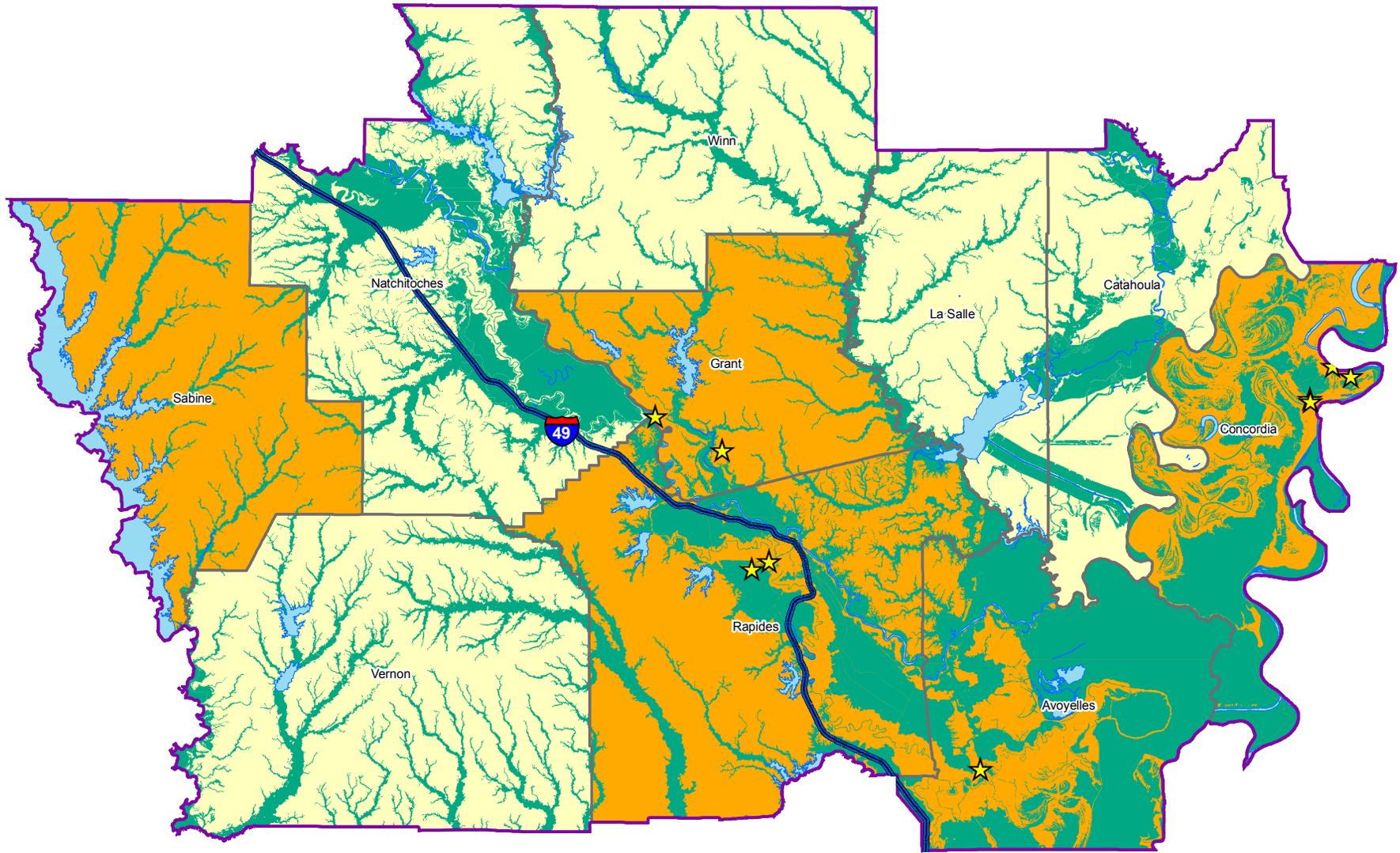
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 6



Legend

- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 6 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High



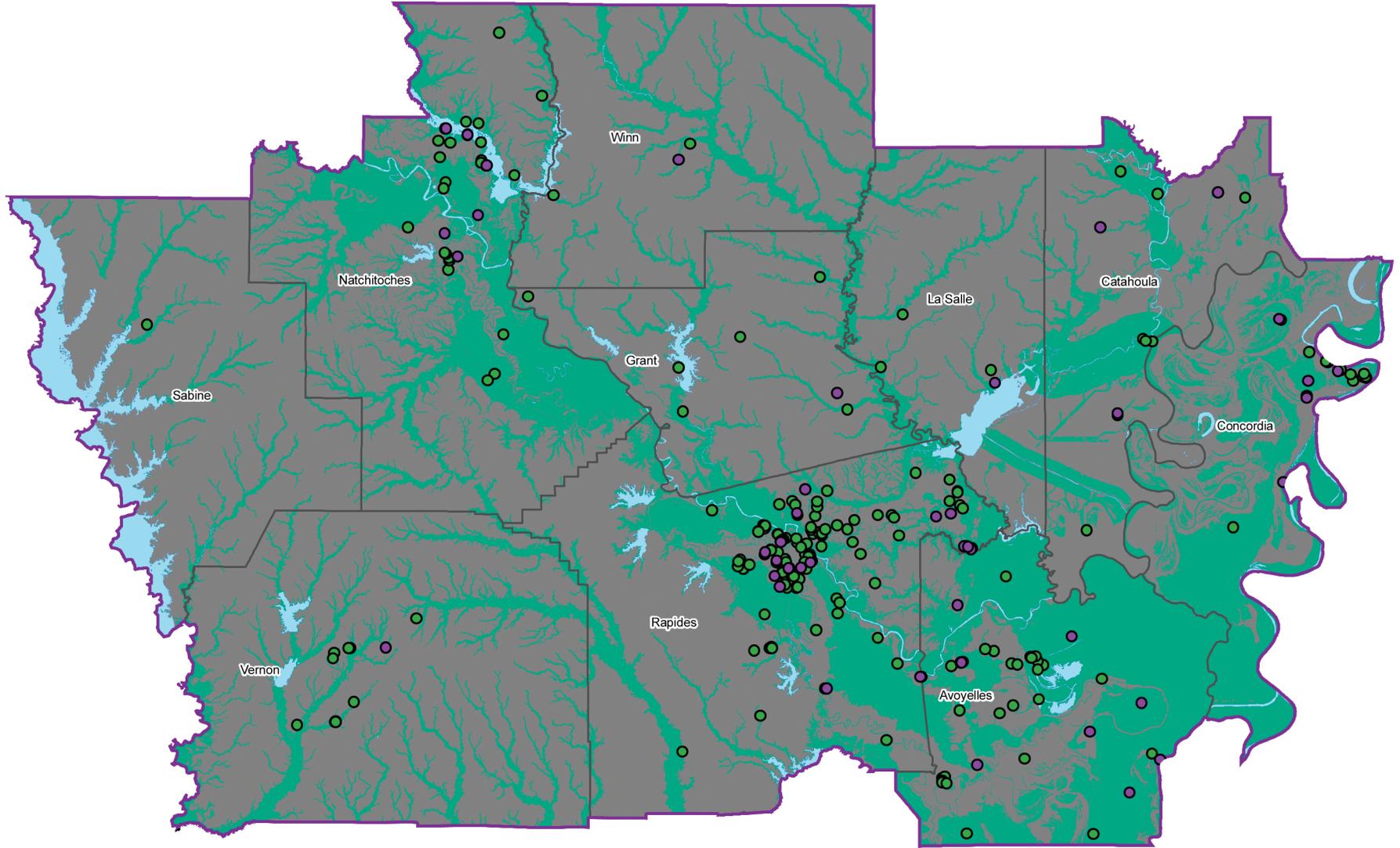
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 6



Legend

- | | | | |
|-----------------------------------|-----------------------------------------|------------------------------------------|------------------------------|
| Repetitive Loss Properties | | Flood Data - DFIRMs, HAZUS Models | |
| ● | Severe Repetitive Loss (SRL) Properties | ■ | 1% Annual Risk |
| ● | Repetitive Loss (Rep Loss) Properties | ■ | A Zone |
| ■ | GOHSEP Region 6 Boundaries | ■ | Velocity Floodplain (V Zone) |
| — | Coastline | ■ | Open Water |
| | | ■ | Parish Boundary |



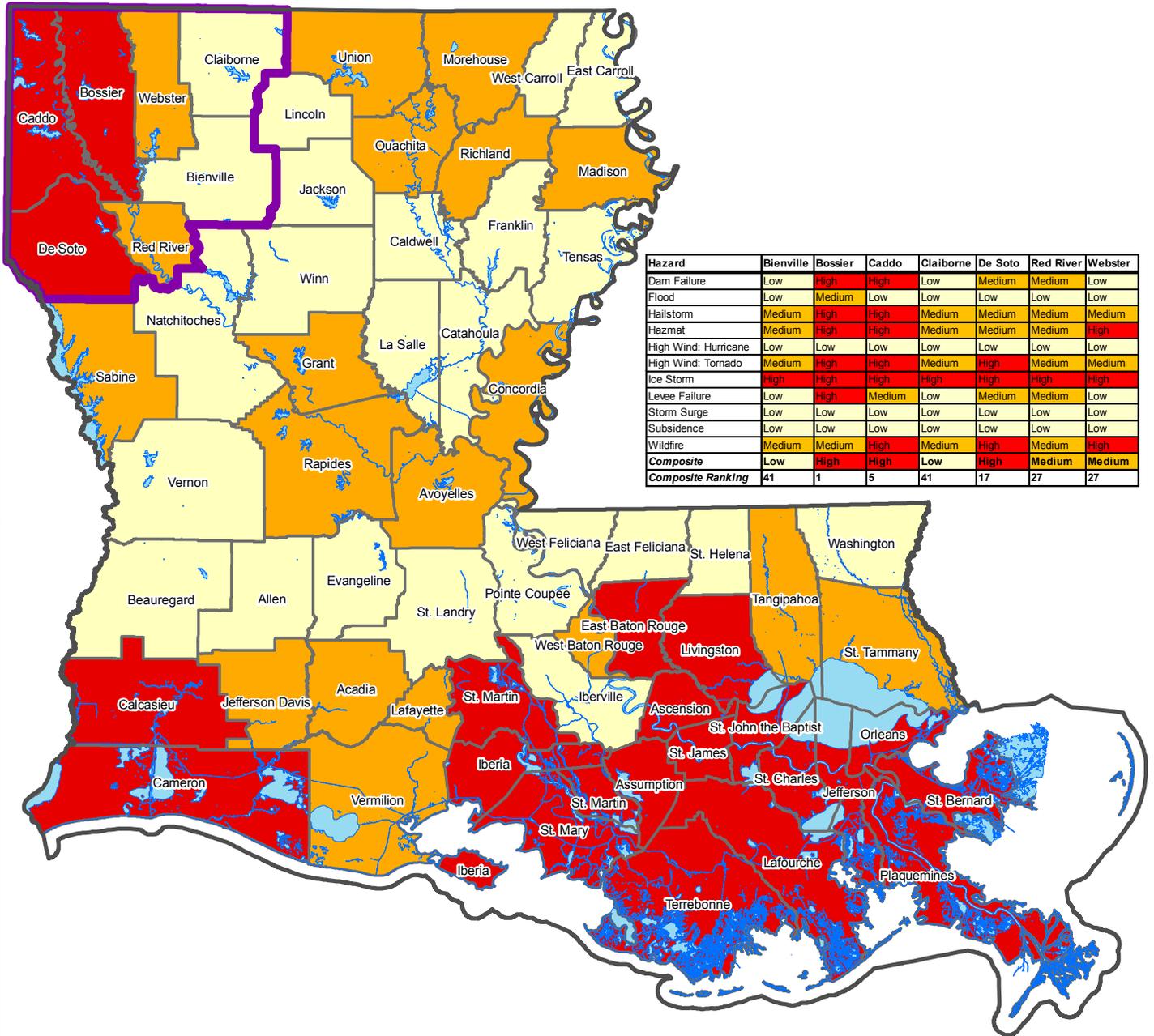
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Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 7



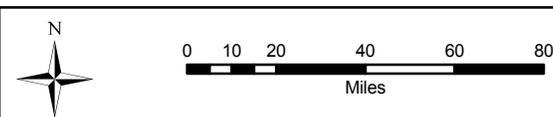
Legend

- State Boundary
- GOHSEP Region 7 Boundaries
- Coastline
- Water Boundaries
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

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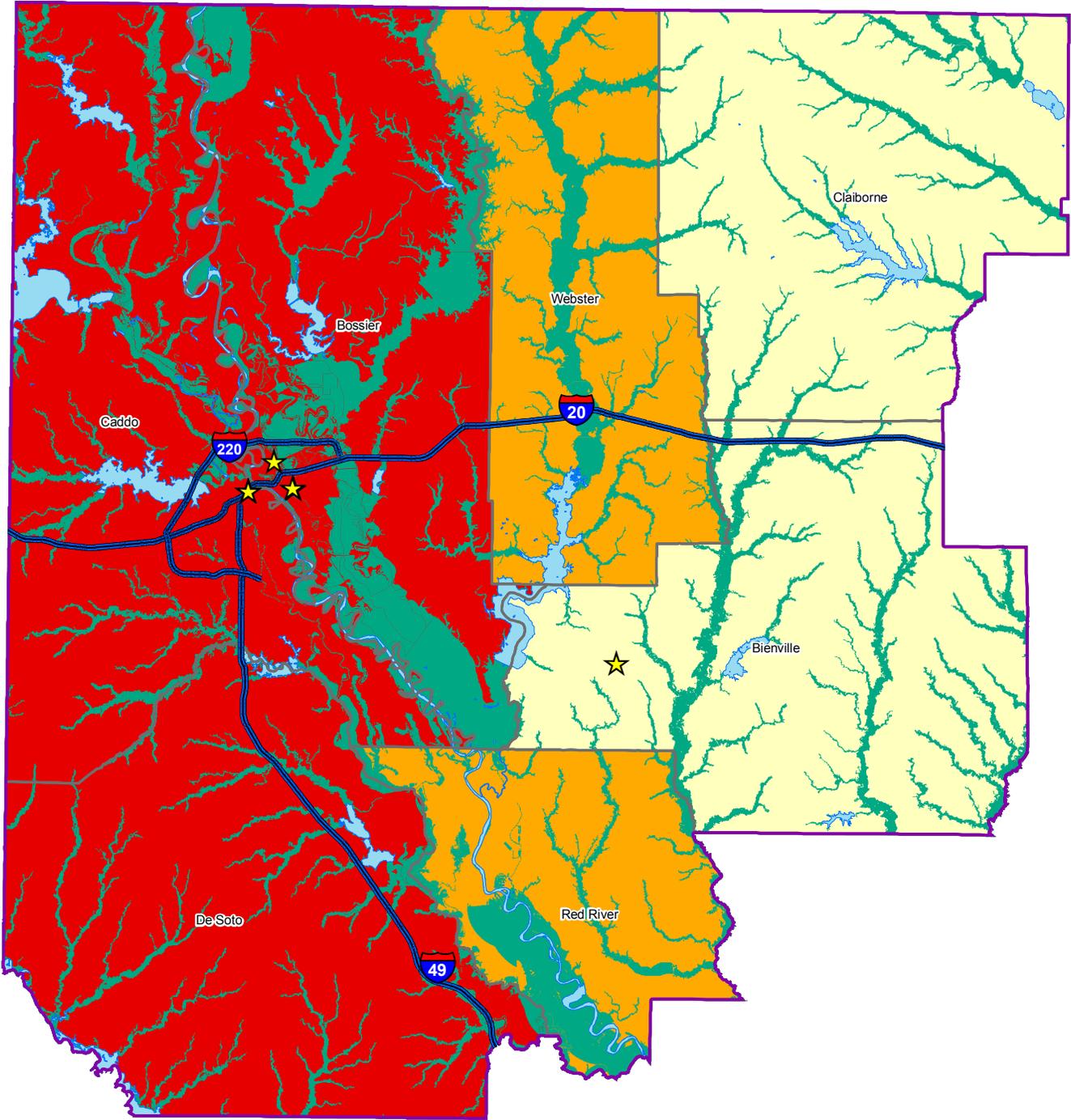
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 7



Legend

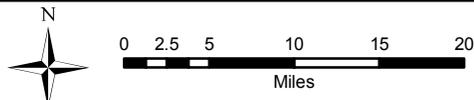
- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 7 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

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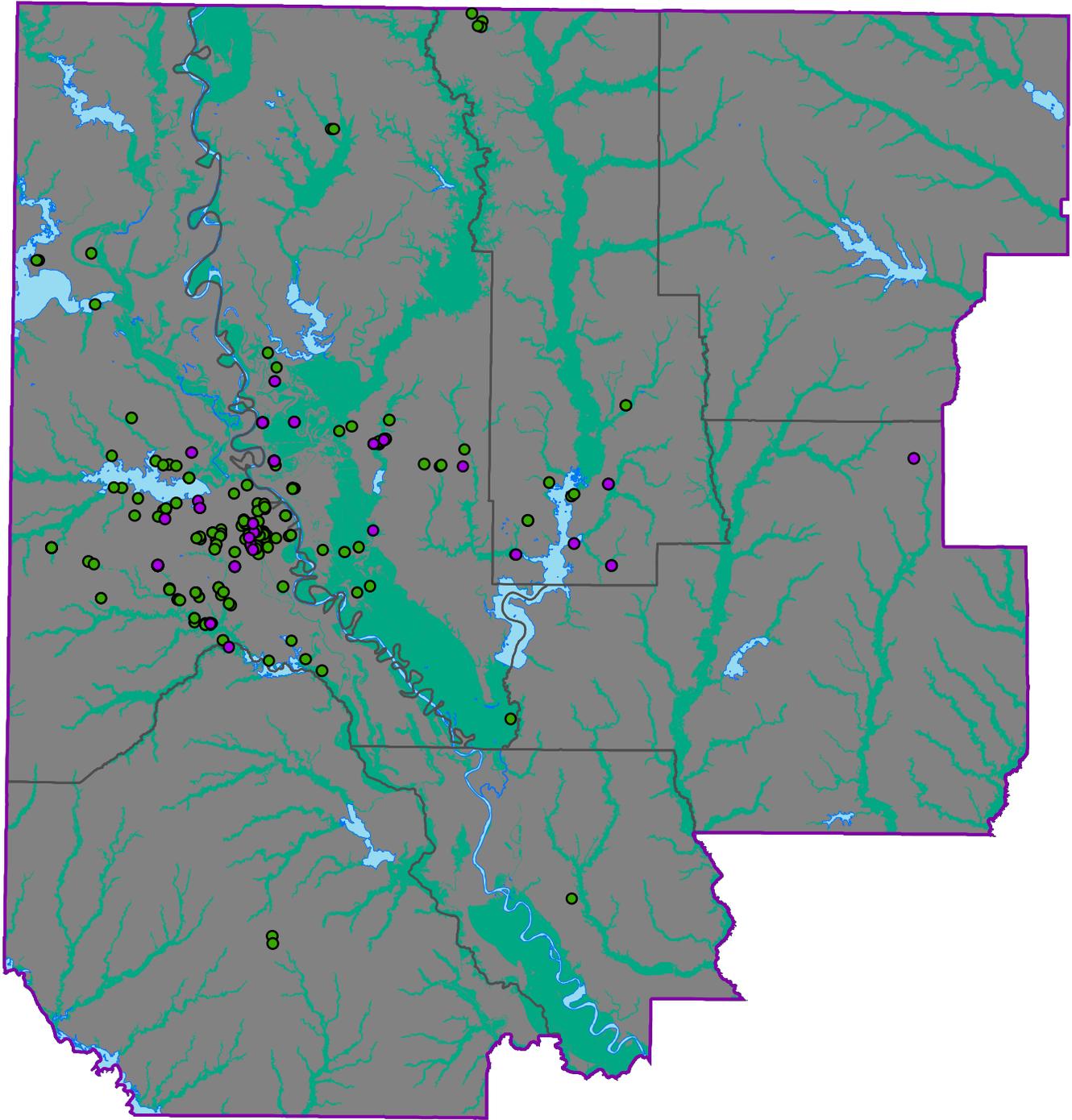
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 7



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 7 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



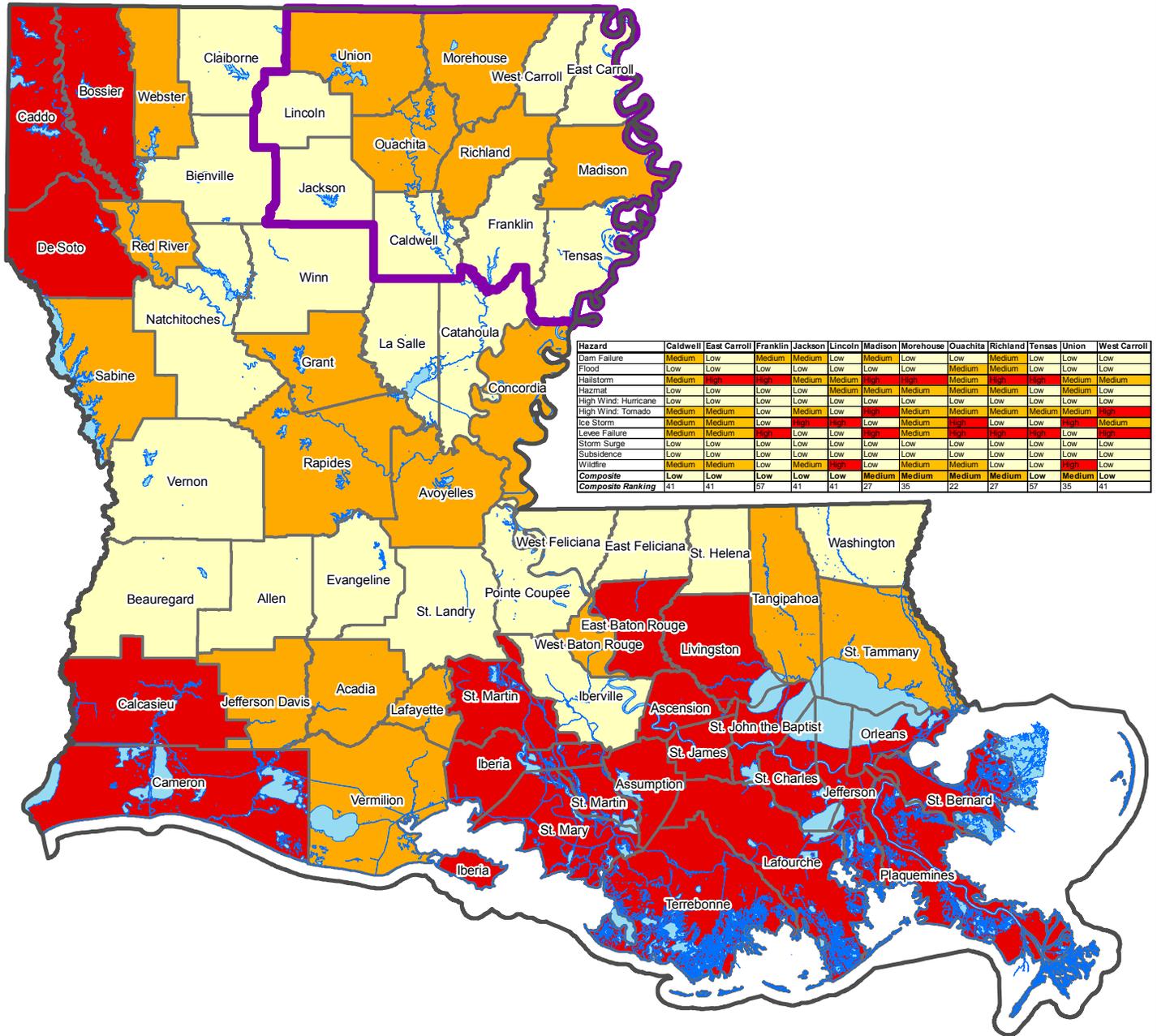
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Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 8



Legend

- State Boundary
- Parish Boundary
- GOHSEP Region 8 Boundaries
- Coastline
- Water Boundaries
- Composite Risk Assessment**
- Low
- Medium
- High

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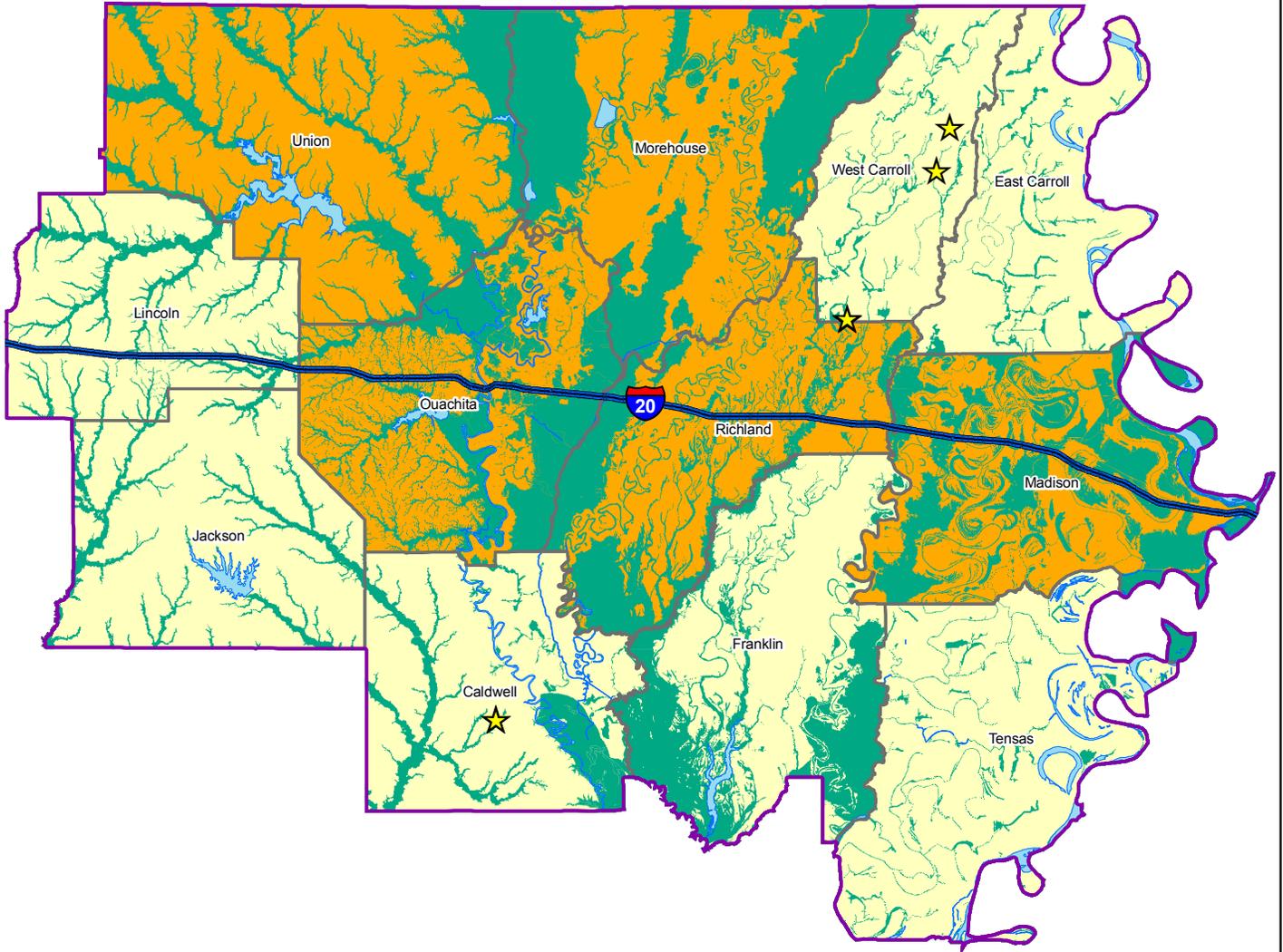
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 8



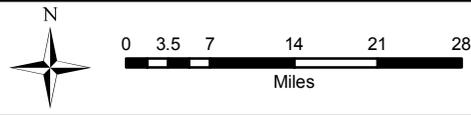
Legend

- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 8 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Flood Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High



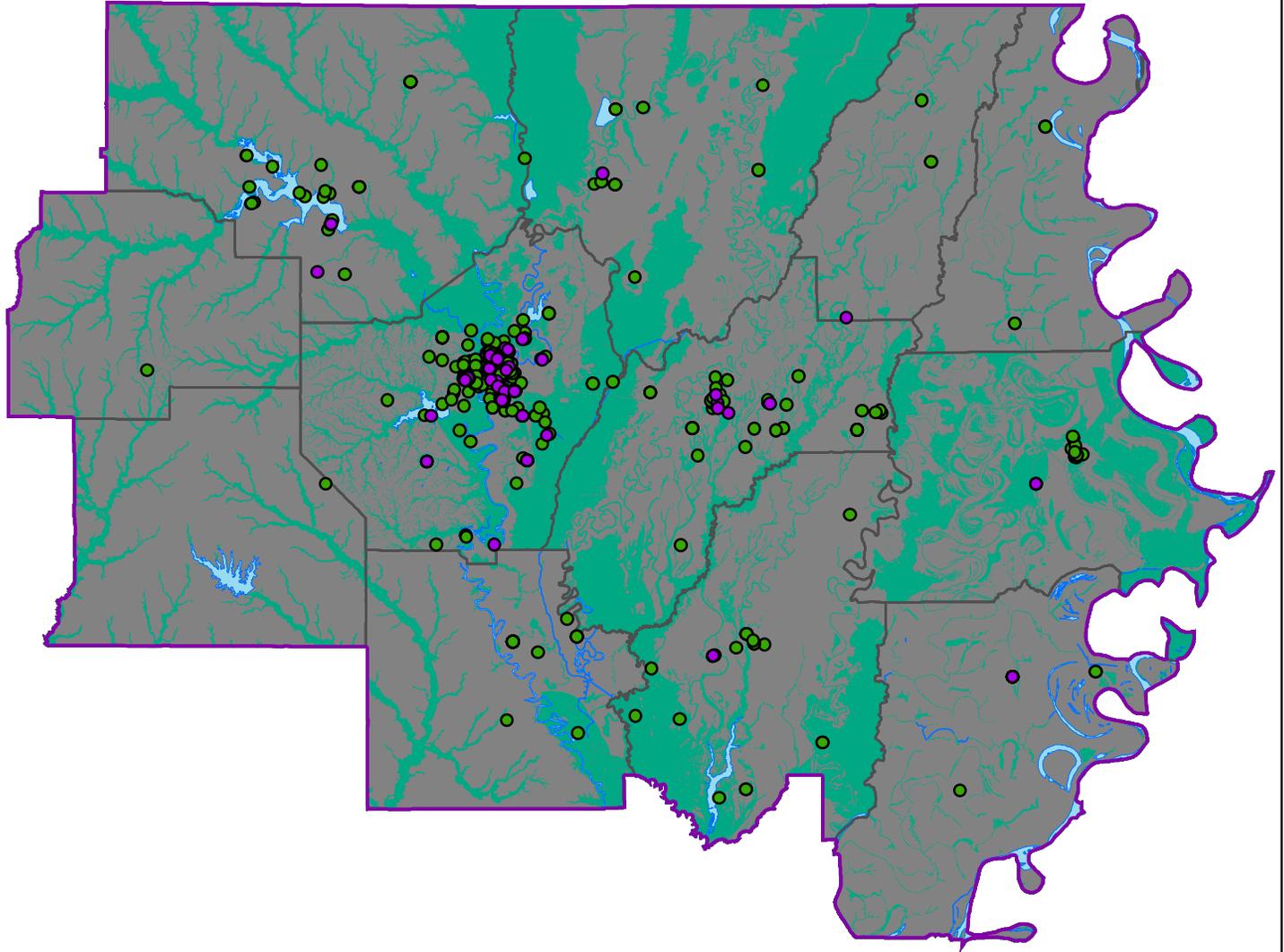
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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 8



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 8 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Flood Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary



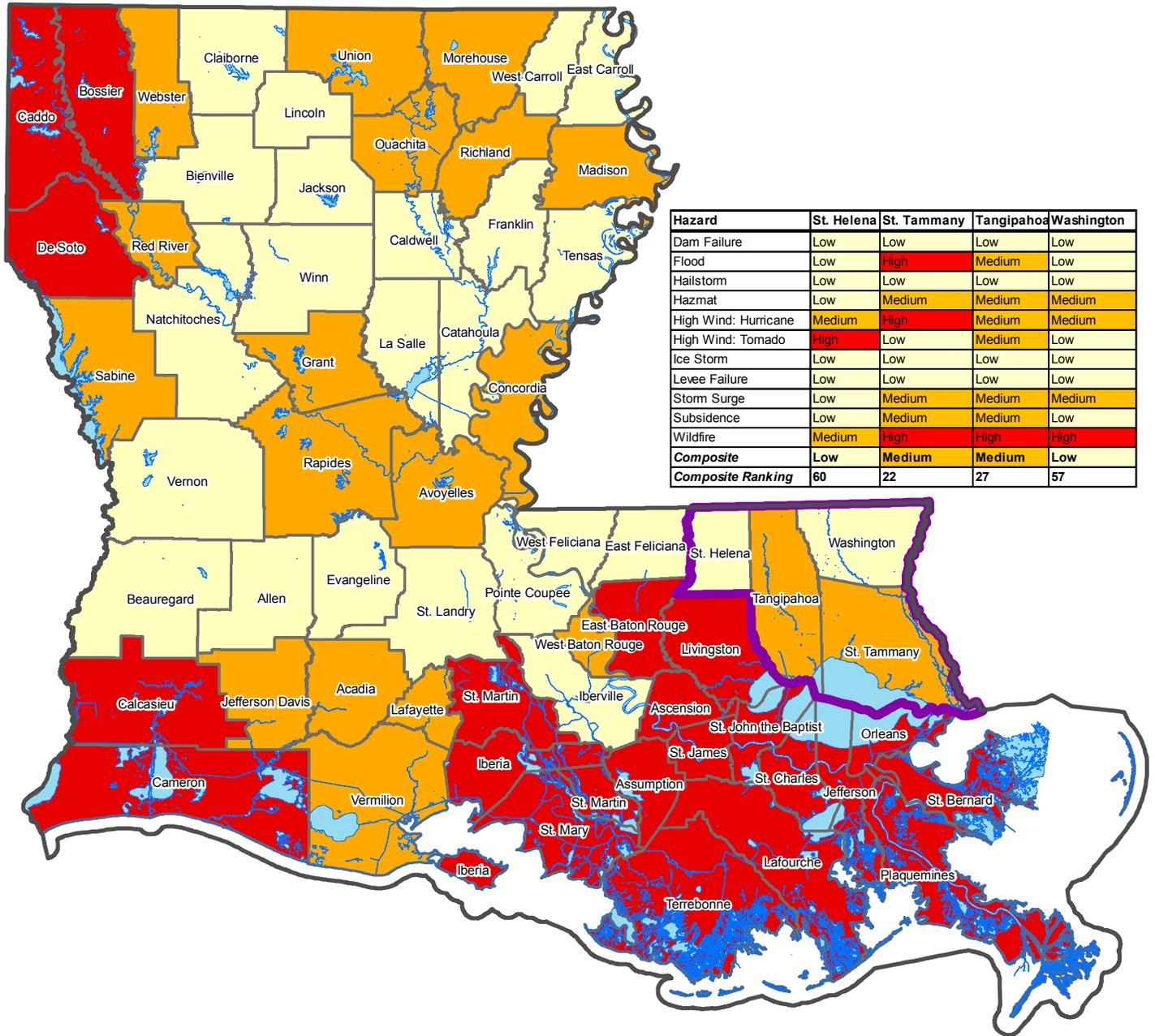
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Maps are samples and for illustration only.
For more information regarding Preliminary
Digital Flood Insurance Rate Maps (DFIRMs),
please visit <http://iamp.lsuagcenter.com>



Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)

Composite Risk Assessment for Louisiana Parishes and GOHSEP Region 9

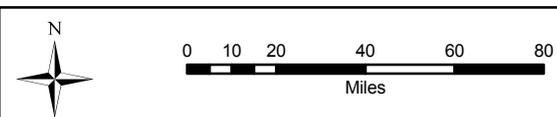


Legend

- State Boundary
- GOHSEP Region 9 Boundaries
- Coastline
- Water Boundaries
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

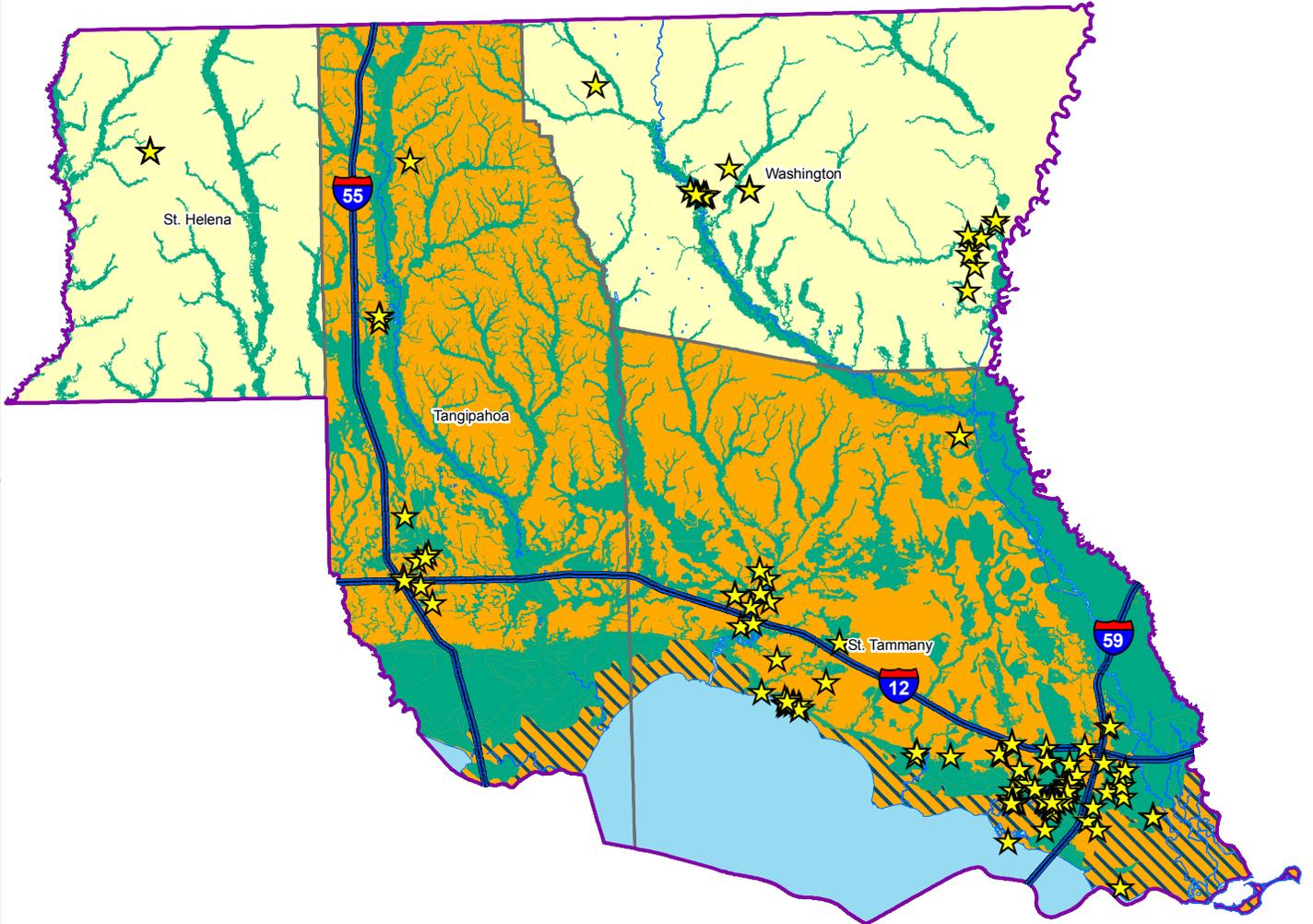
GOVERNOR'S OFFICE
HOMELAND SECURITY & EMERGENCY PREPAREDNESS

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Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), GOHSEP (GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

HMGP Sites and Composite Risk Assessment for GOHSEP Region 9



Legend

- HMGP Property Site Inventory
- Limited Access Freeways
- GOHSEP Region 9 Boundaries
- Coastline
- Water Boundaries
- Flood Data - DFIRMs, HAZUS Models**
- 1% Annual Risk**
- A Zone
- Velocity Floodplain (V Zone)
- Parish Boundary**
- Composite Risk Assessment**
- Low
- Medium
- High

GOVERNOR'S OFFICE

HOMELAND SECURITY & EMERGENCY PREPAREDNESS

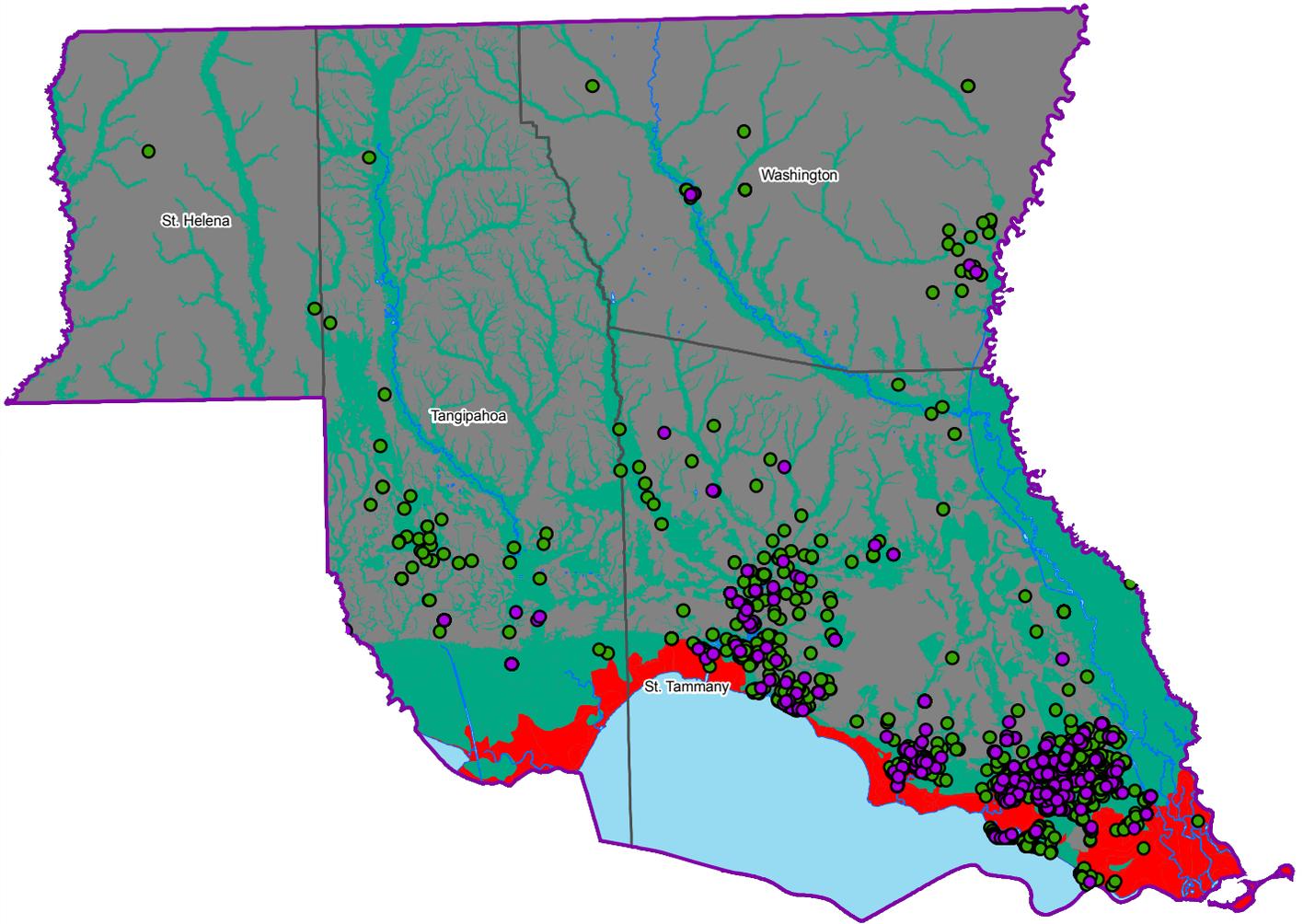
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Maps are samples and for illustration only. For more information regarding Preliminary Digital Flood Insurance Rate Maps (DFIRMs), please visit <http://lamp.lsuagcenter.com> or www.lamappingproject.com.



Sources: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), HAZUS-MH MR4 (HAZUS Flood Map models), US Streetmap (streets), GOHSEP (HMGP PSIs and GOHSEP Regions), LA State Hazard Mitigation Plan 2007 (Composite Risk Assessment)

Rep Loss and V Zone for GOHSEP Region 9



Legend

Repetitive Loss Properties

- Severe Repetitive Loss (SRL) Properties
- Repetitive Loss (Rep Loss) Properties
- GOHSEP Region 9 Boundaries
- Coastline

Flood Data - DFIRMs, HAZUS Models

- 1% Annual Risk**
- A Zone
 - Velocity Floodplain (V Zone)
 - Open Water
 - Parish Boundary

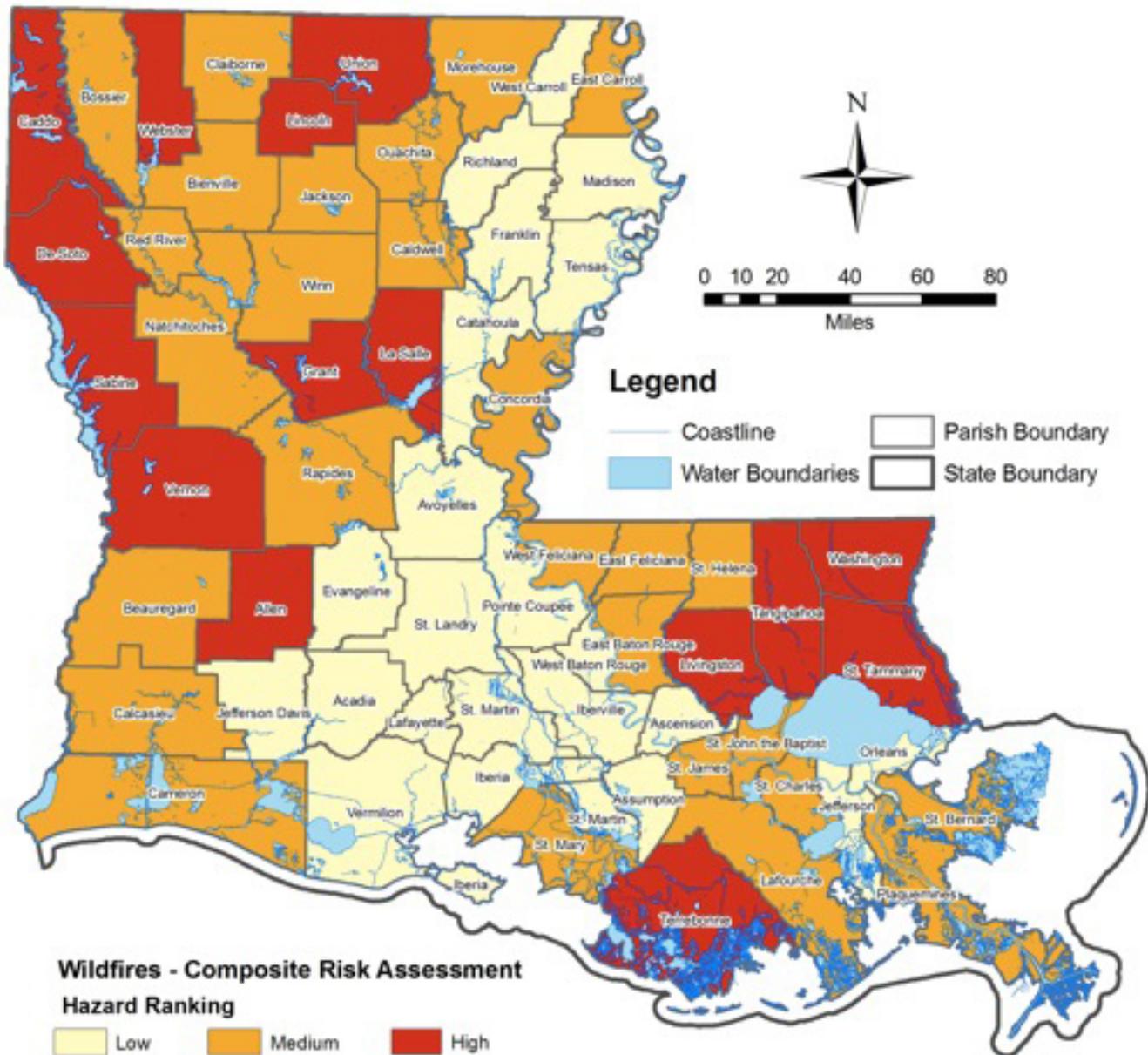


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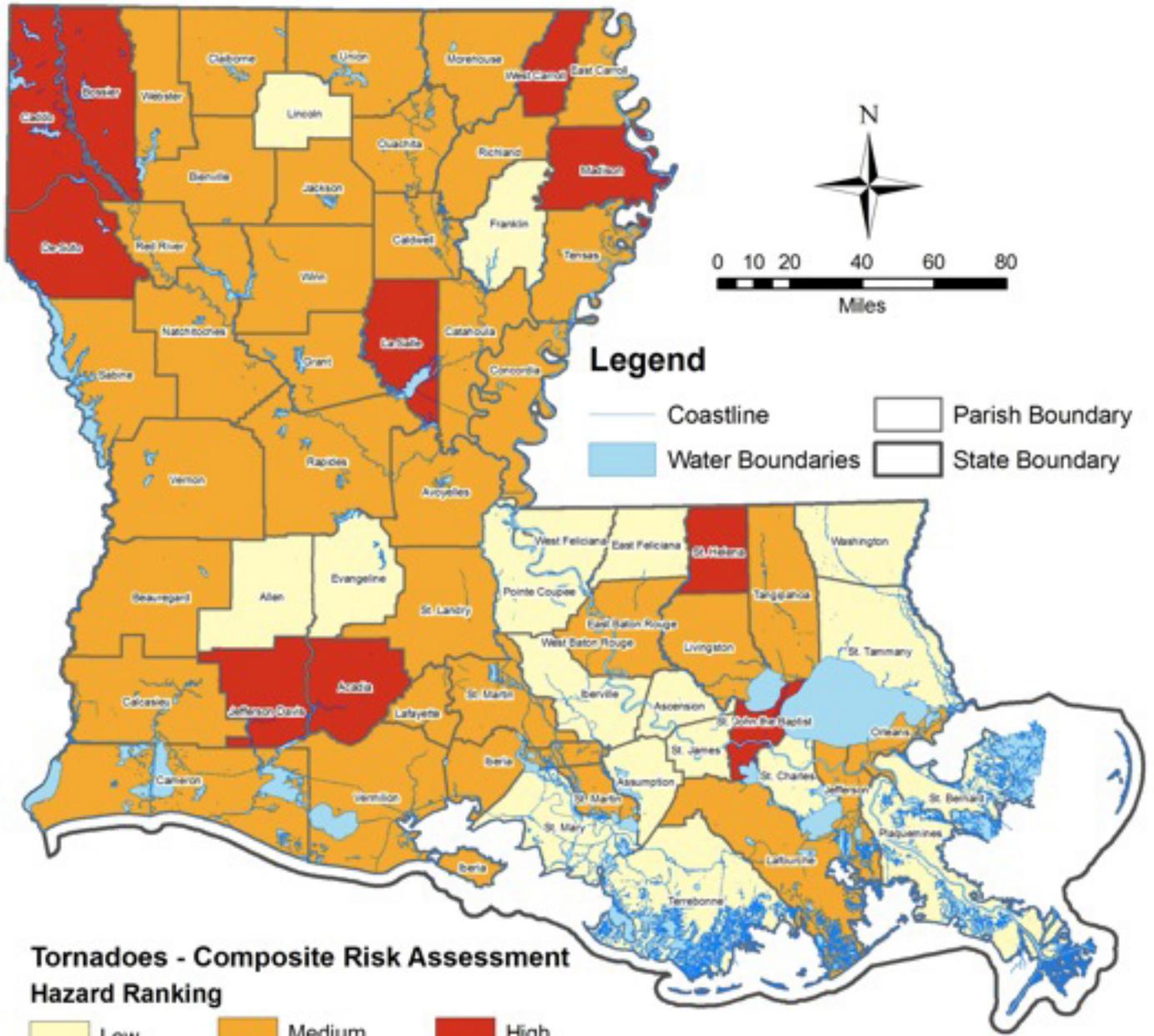
Maps are samples and for illustration only. For more information regarding Preliminary Digital Flood Insurance Rate Maps (DFIRMs), please visit <http://lamp.lsuagcenter.com> or www.lamappingproject.com.



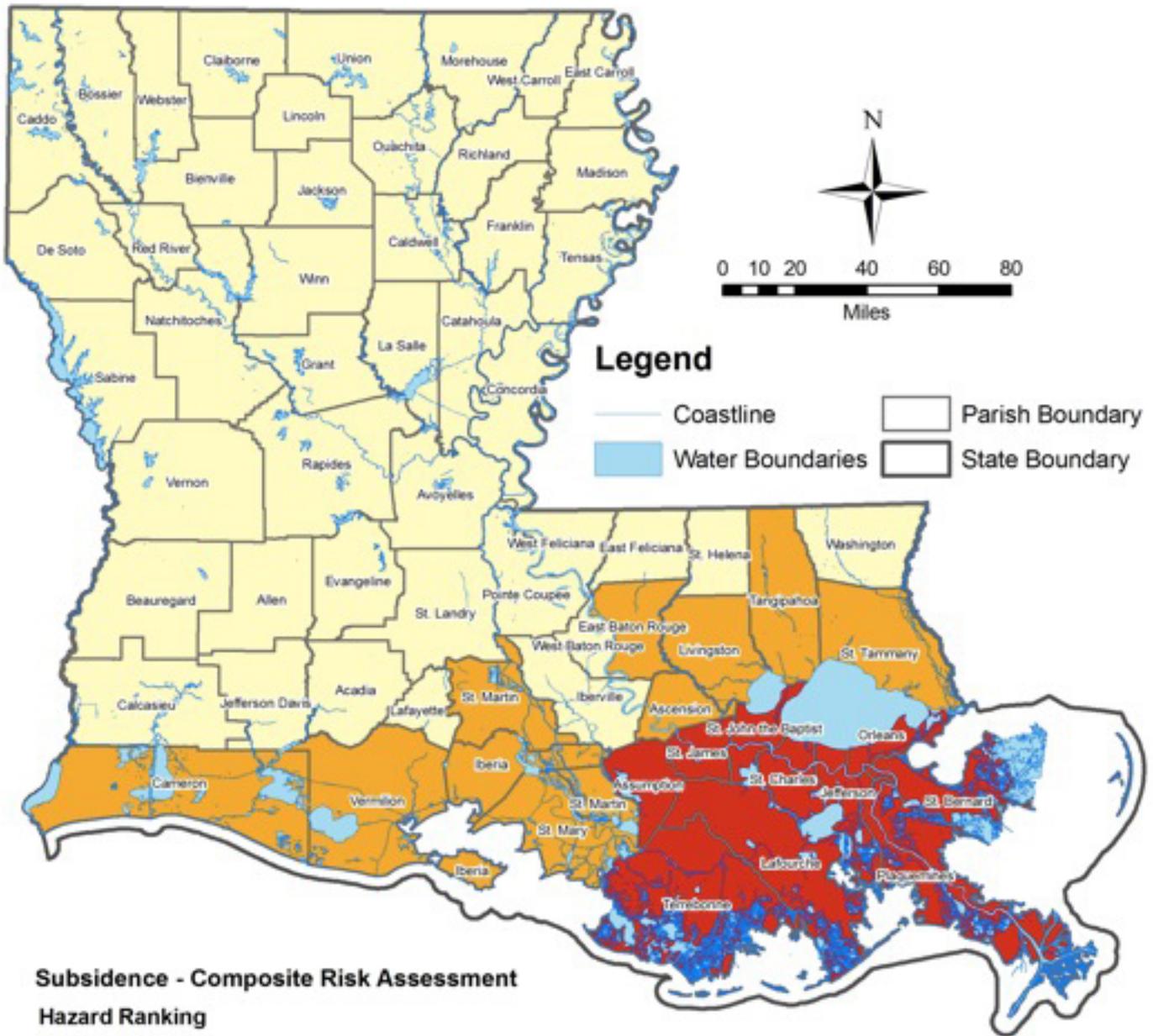
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), Louisiana DOTD (DFIRM Floodplains), National Flood Insurance Program Coordinator (Rep Loss Properties), HAZUS-MH MR4 (HAZUS Flood Map models)



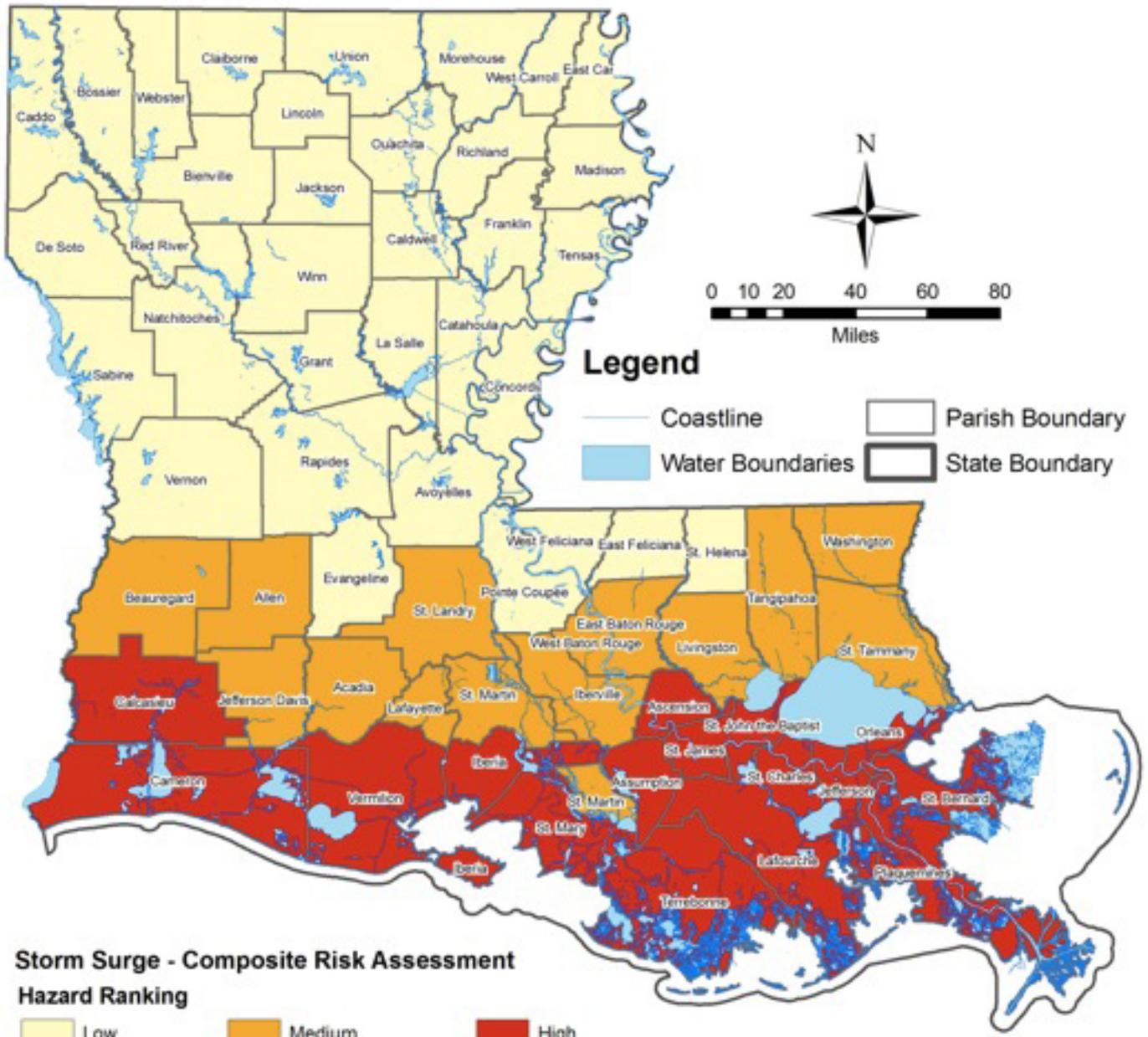
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Block Group Population), University of Wisconsin - Madison Forestry and Ecology (Wildland Urban Interface), HAZUS-MH MR4 (Building Data), Louisiana Department of Agriculture and Forestry (Wildfire Counts and Acreage), HSIP (Critical Facilities)



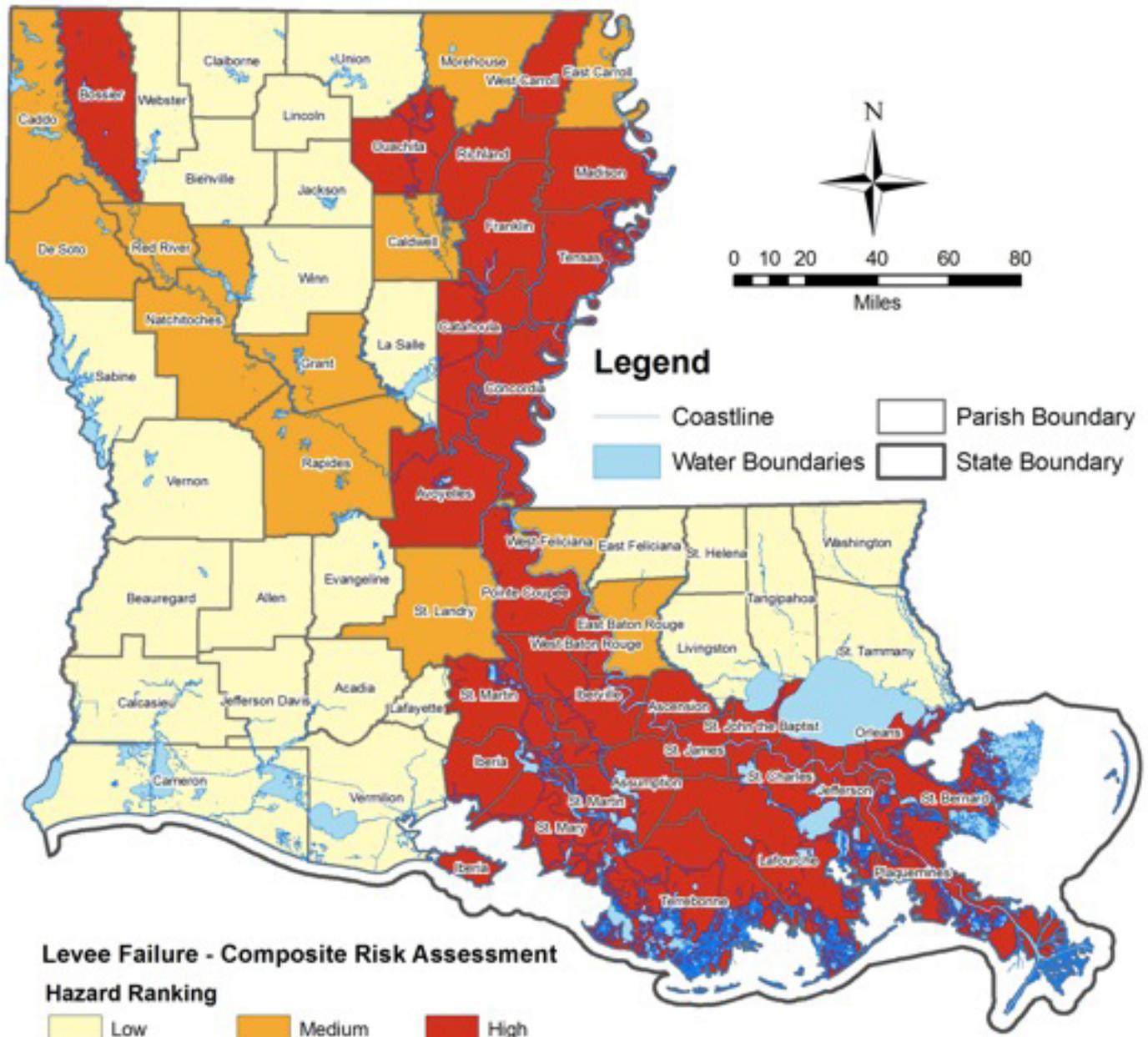
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), NOAA National Climatic Data Center, US Census Bureau (Tornado Events)



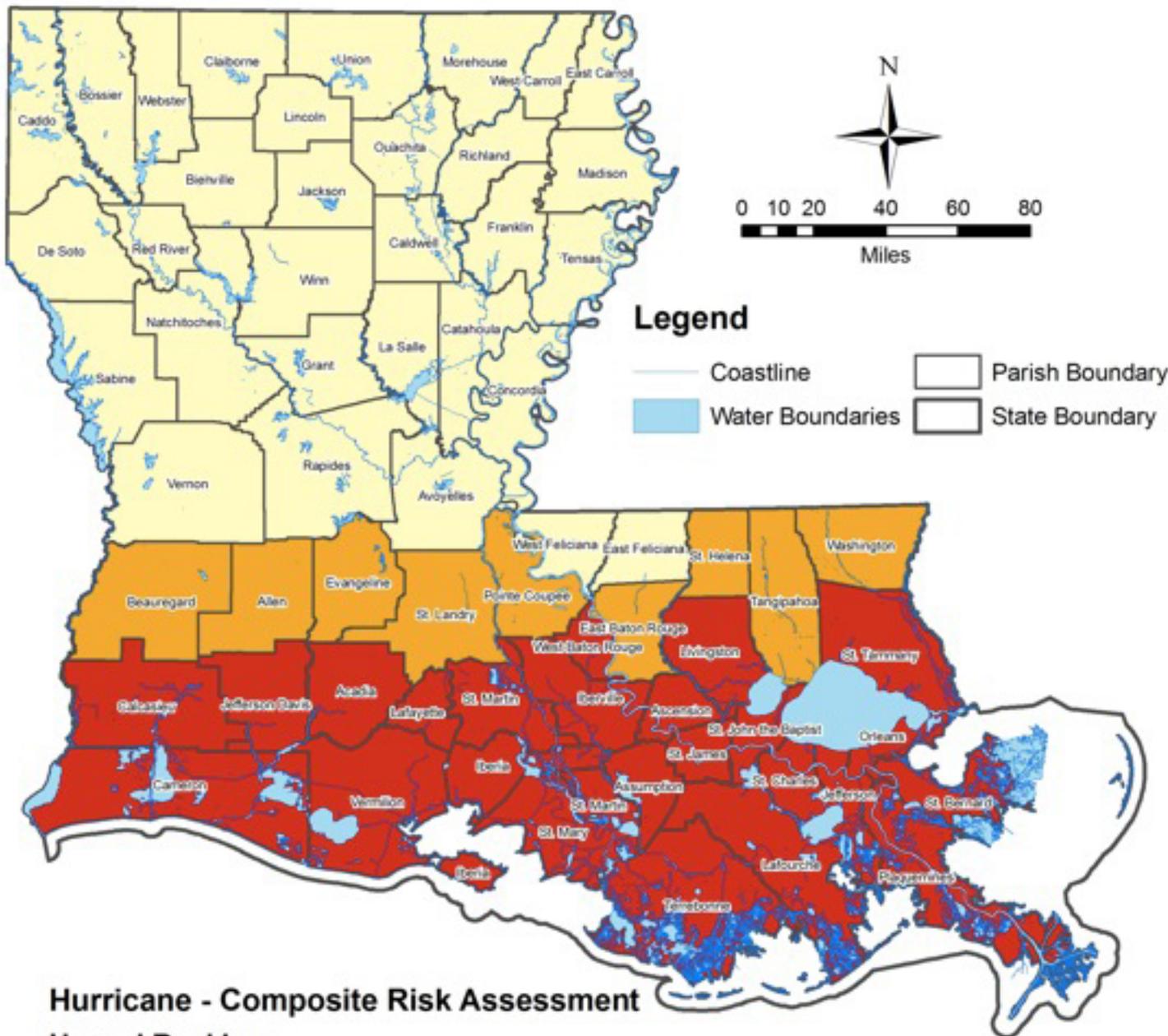
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), HAZUS-MH MR4 (Buildings, Highways and Railways), HSIP (Critical Facilities), National Bridge Inventory (Highway Bridges), Louisiana Office of Emergency Preparedness (Railway Bridges), Kulp, M.A. *Holocene Stratigraphy, History and Subsidence*, University of Kentucky, 2000 (Subsidence Contours)



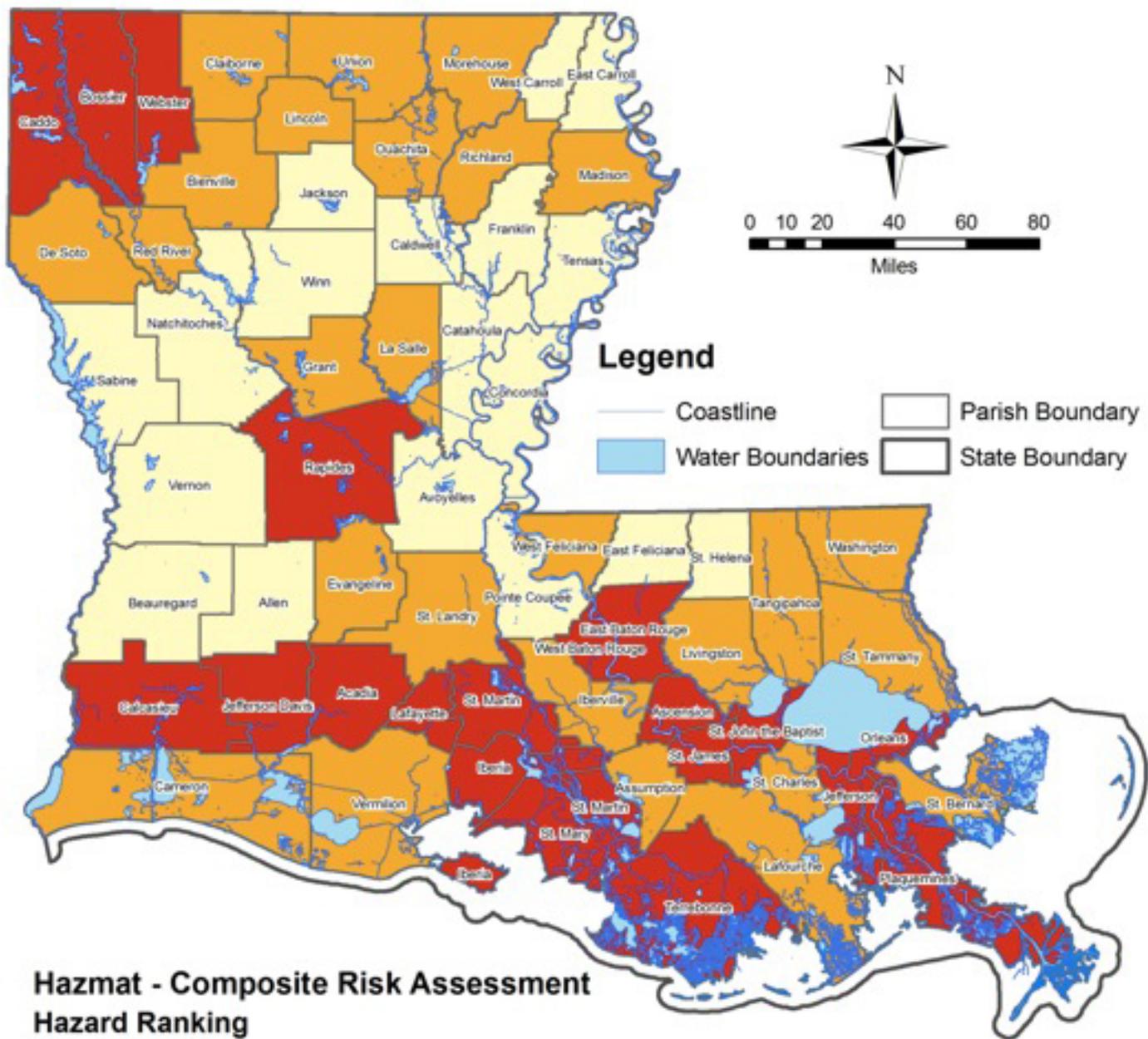
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Population), SLOSH Modeling (Storm Surge), HAZUS-MH MR4 (Buildings, Highways, Railroads), HSIP (Critical Facilities, Utilities), National Bridge Inventory (Highway Bridges), Louisiana Office of Emergency Preparedness (Railway Bridges)



Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Population), US Army Corps of Engineers National Levee Database (Protection Zone, Levee Systems), HSIP (Critical Facilities, Utilities) HAZUS-MH MR4 (Highways, Railways, Buildings), National Bridge Inventory (Highway Bridges), Louisiana Office of Emergency Preparedness (Railway Bridges)



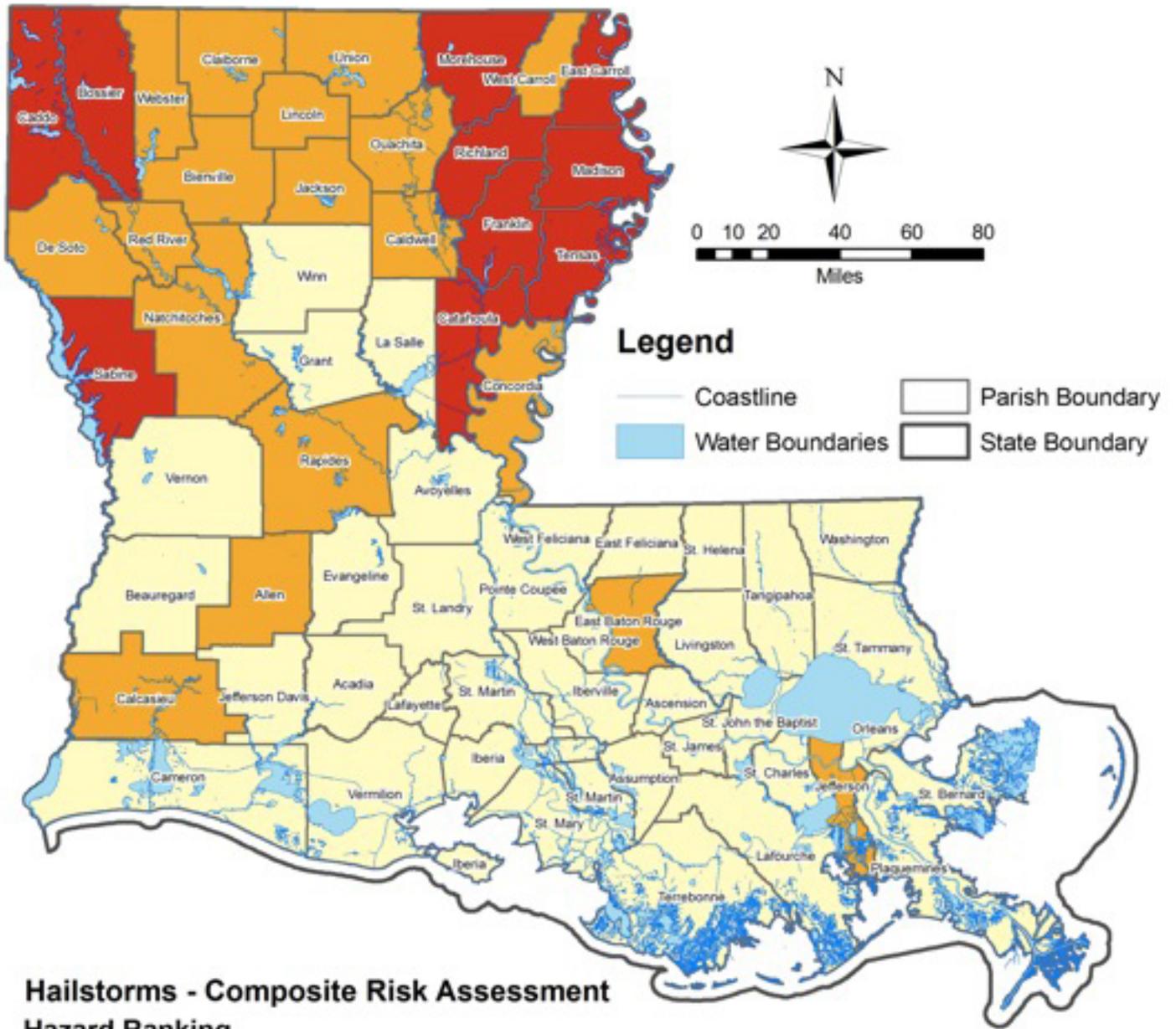
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Block Group Population), HSIP (Critical Facilities, Utilities), NOAA National Climatic Data Center (Hurricane/Tropical Storm Events), HAZUS-MH MR4 (Hurricane Wind Speed Modeling, Buildings)



Hazmat - Composite Risk Assessment
Hazard Ranking

Low Medium High

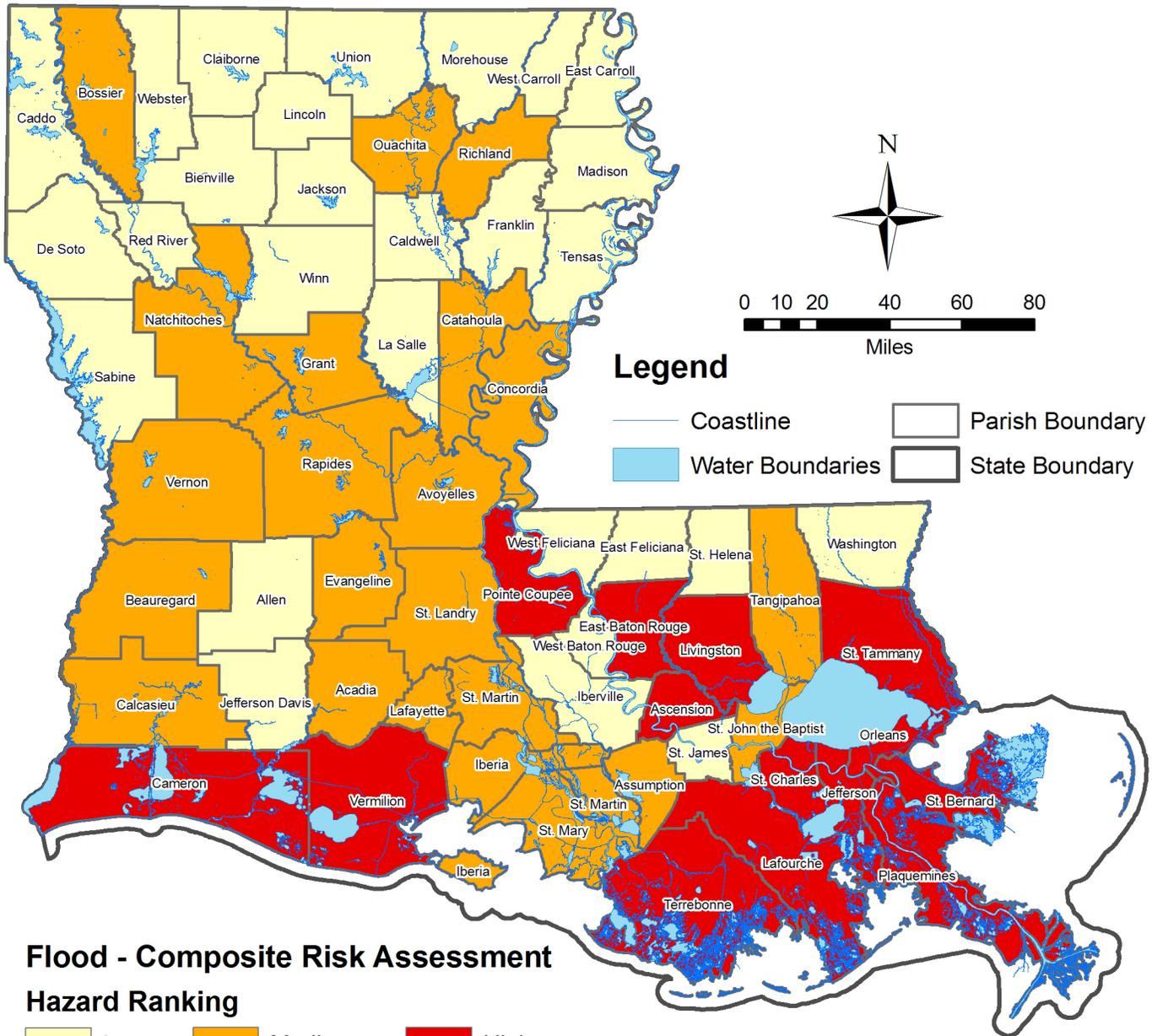
Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Block Populations), HSIP (Pipelines), HAZUS-MH MR4 (Railways, Highways), Techni Graphic Systems, Inc (Waterways), National Response Center (Hazardous Material Spill Reports), LOSCO/EPA (Hazmat Industries, RCRA, RMPs)



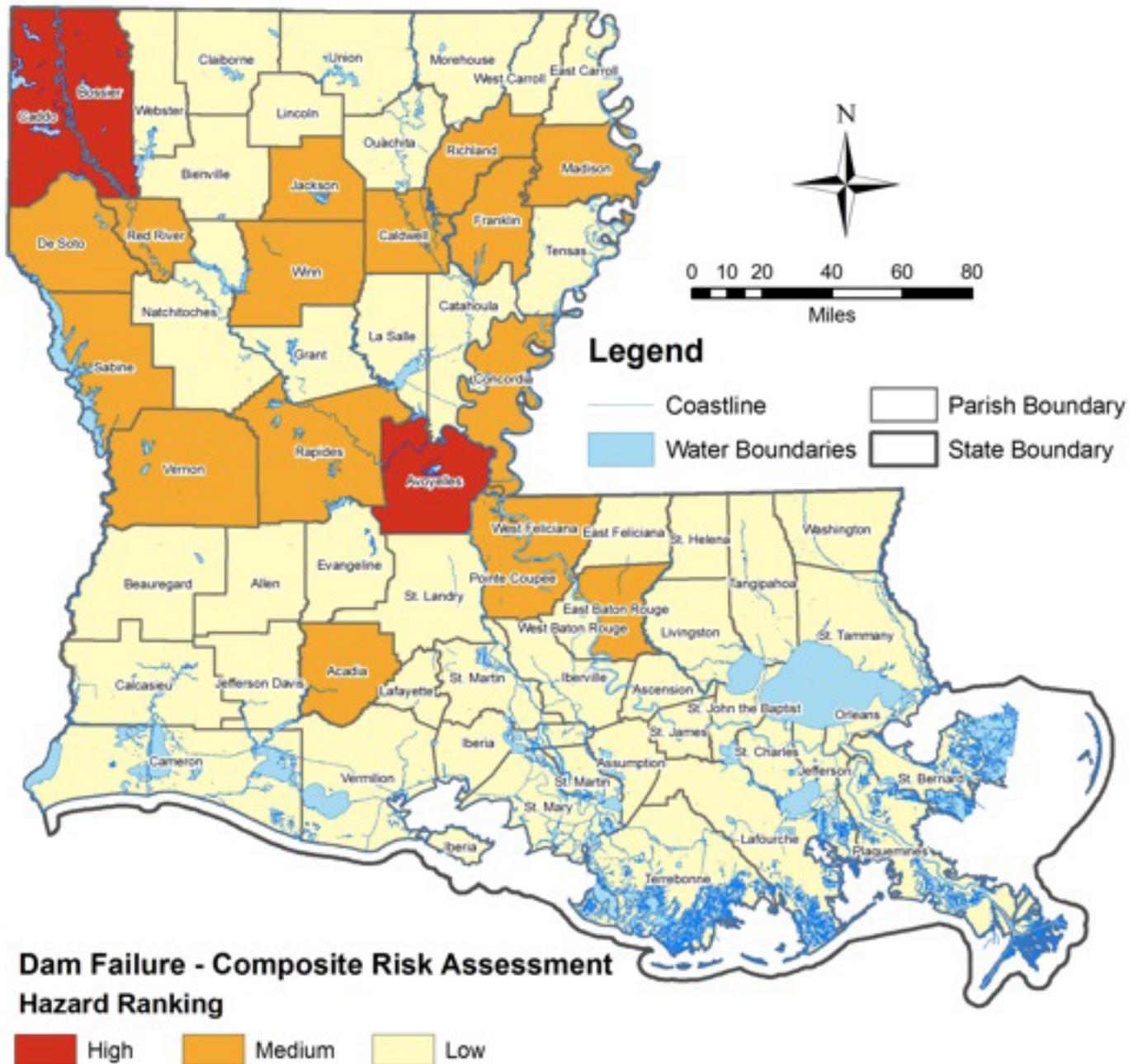
Hailstorms - Composite Risk Assessment Hazard Ranking

Low Medium High

Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries), NOAA National Climatic Data Center (hailstorm events)

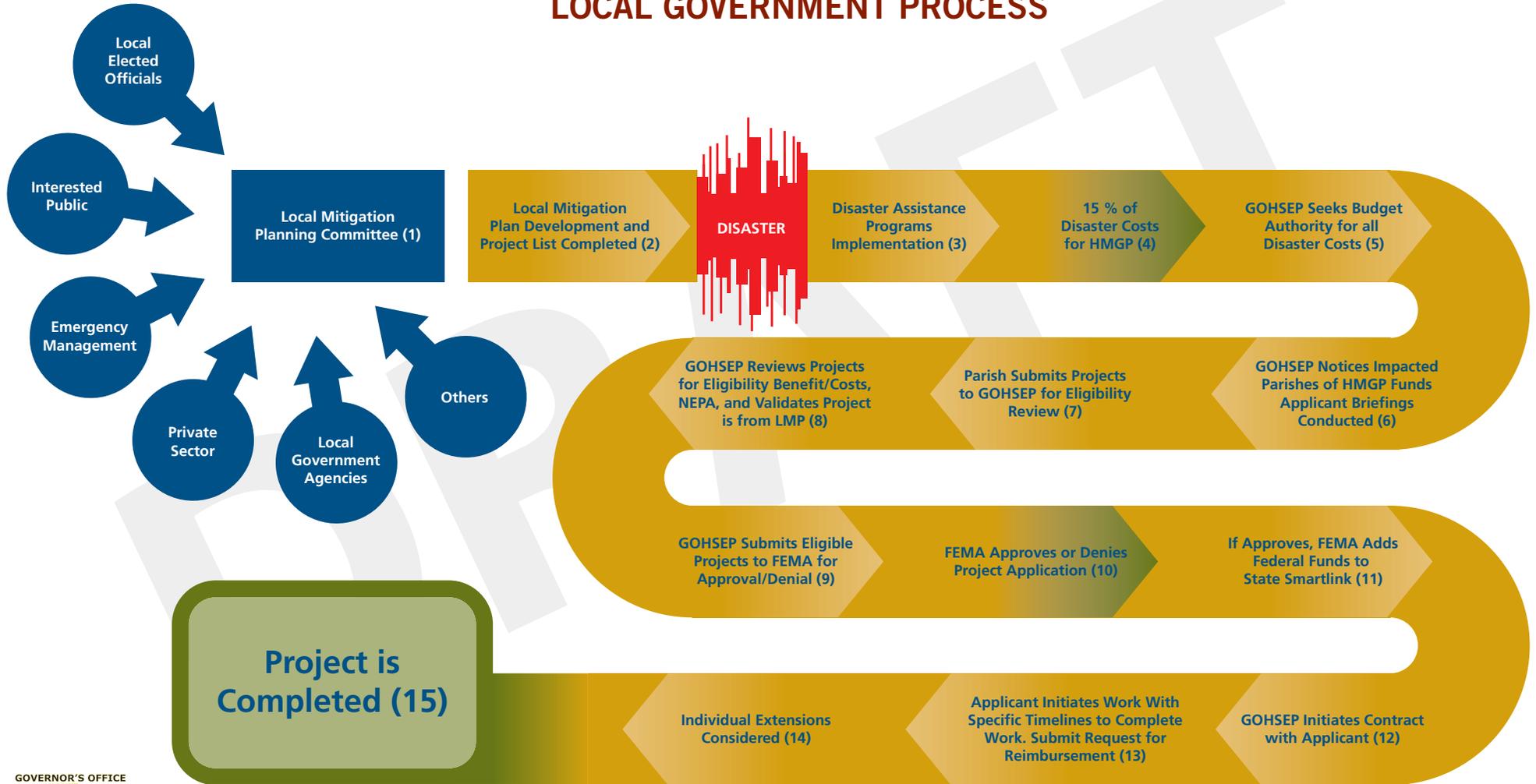


Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Population), HSIP (Critical Facilities, Utilities), HAZUS-MH MR4 (Highways, Railways, Buildings), DFIRM/HAZUS (Special Flood Hazard Area), National Bridge Inventory (Highway Bridges), Louisiana Office of Emergency Preparedness (Railway Bridges), FEMA December 9, 2009 (Rep Loss, SRL), National Flood Insurance Program (Average Losses)



Source: LAGIC (State and Water Boundaries), ESRI (Parish Boundaries, Population), HAZUS-MH MR4 (Highways, Railways, Buildings) USACE National Dam Inventory (Dams and Hazard Potential), Dam Safety Office DSO-98-004, "Prediction of Embankment Dam Breach Parameters" July 1998 (Inundation Area Calculations), HSIP (Critical Facilities, Utilities) National Bridge Inventory (Highway Bridges), Louisiana Office of Emergency Preparedness (Railway Bridges)

HAZARD MITIGATION GRANT PROGRAM LOCAL GOVERNMENT PROCESS



State Hazard Mitigation Team Recommendations

Hazard Mitigation program coordination and plan maintenance is accomplished through the establishment of a State Hazard Mitigation Team (SHMT). Representatives from the following government offices and associations are recommended for inclusion in the SHMT:

- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
- Department of Transportation and Development (DOTD)
- Department of Wildlife and Fisheries (DWF)
- Department of Environmental Quality (DEQ)
- Governor's Office of Coastal Activities (OCA)
- Department of Natural Resources (DNR)
- Department of Agriculture and Forestry (DAF)
- Office of Risk Management (ORM)
- Division of Administration, Office of Community Development, Disaster Recovery Unit (DOA-OCD-DRU)
- One OEP Director Representing GOHSEP Regions 1, 2, 3, 4, 5 and 9
- One OEP Director Representing GOHSEP Regions 6, 7 and 8
- Police Jury Association
- Louisiana Municipal Association
- Levee District Association

LOCAL MITIGATION PLANNING TEAM

LOCAL MITIGATION PLANS

MITIGATION STAKEHOLDERS

Elected Officials

Neighborhood Groups

Local Government Agencies

- Public Works
- Recreation
- Fire
- Public Safety
- Planning
- Building/Code Enforcement
- Environmental
- Community Development and Housing Agencies
- Risk Management

Private Sector

Academic Institutions

Regional Agencies



PART III. ELIGIBILITY INFORMATION

Part III identifies common eligibility requirements for all HMA programs such as, eligible Applicants and subapplicants, cost sharing requirements, restrictions on the use of HMA funds, activities that are eligible for HMA funding, and other program requirements. Additional program- and project-specific requirements are found in Parts VIII and IX of this guidance. In order to be eligible for funding, Applicants and subapplicants must apply for funds as described in this guidance.

A. Eligible Applicants

Entities eligible to apply for HMA grants include the emergency management agency or a similar office of the 50 States (e.g., the office that has primary emergency management or floodplain management responsibility), the District of Columbia, American Samoa, Guam, the U.S. Virgin Islands, Puerto Rico, the Northern Mariana Islands, and Indian Tribal governments. Each State, Territory, Commonwealth, or Indian Tribal government shall designate one agency to serve as the Applicant for each HMA program. For the definition of the term Indian Tribal government refer to 44 CFR Section 206.431.

An Indian Tribal government may have the option to apply for HMA grants through the State as a subapplicant or directly to FEMA as an Applicant. The option for an Indian Tribal government to apply directly to FEMA reflects FEMA recognition that Indian Tribal governments are sovereign nations and share a government-to-government relationship with FEMA. This choice is independent of a designation under other FEMA grants and programs, but is not available on a project by project basis within a single grant program. If an Indian Tribal government chooses to apply directly to FEMA and is awarded the grant, it bears the full responsibility of a Grantee for the purposes of administering the grant. For plan requirements relevant to the options to apply as a subapplicant or an Applicant, see Part III D.5.1.

A.1 Eligible Subapplicants

All interested subapplicants must apply to the Applicant. Table 2 identifies, in general, eligible subapplicants. For specific details regarding eligible subapplicants, refer to 44 CFR Section 206.434(a) for HMGP and 44 CFR Section 79.6(a) for FMA and SRL. For HMGP and PDM, see 44 CFR Section 206.2(16) for a definition of local governments.

Table 2: Eligible Subapplicants

Entity	HMGP	PDM	FMA	RFC	SRL
State agencies	√	√	√	√	√
Indian Tribal governments	√	√	√	√	√
Local governments/communities	√	√	√	√	√
Private non-profit organizations (PNPs)	√				

Individuals and businesses are not eligible to apply for HMA funds; however, an eligible Applicant or subapplicant may apply for funding to mitigate private structures. For additional information about the eligibility of PNPs for HMGP, see Part VIII A.5.



funding hazard mitigation

NON-DISASTER
AND DISASTER
RESOURCE
REFERENCE

other

other

HIRING A CONTRACTOR: CHECKLIST

- Hire a designer/architect/engineer for larger projects.
- Get a list of references.
- Call the references.
- Communication is key!
- Don't hire based on lowest price alone.
- What are the contractor's quality standards?
- How long has the contractor been in business?
- Verify insurance.
- Check the contractor's level of experience.
- Look for a professional designation.
- Look for a contractor who is a member of an applicable trade association.
- Check to see that the contractor has the appropriate and valid license(s).
- A dispute resolution system should be written into your contract.
- Be sure your contract includes:
 - Start and end date.
 - Payment schedules.
 - Written warranty.
 - How missed deadlines and missed milestones will be addressed.
 - Dispute resolution process.
 - How you and your contractor will communicate official notices.A written notice is recommended.