

STATE OF WISCONSIN

ADMINISTRATIVE PLAN

for the

HAZARD MITIGATION GRANT PROGRAM

Section 404

PL 100-707

The Robert T. Stafford Disaster Relief
and
Emergency Assistance Act

Division of Emergency Management

Department of Military Affairs

September 2016

**STATE OF WISCONSIN
HAZARD MITIGATION GRANT PROGRAM
ADMINISTRATIVE PLAN**

I. PURPOSE

The purpose of this Plan is to establish the organization, staffing, and process to be used by the State of Wisconsin, Division of Emergency Management, in administering and managing the Section 404 Hazard Mitigation Grant Program. It also explains how the state will meet all-hazards mitigation planning requirements.

The Hazard Mitigation Grant Program (HMGP) was created in November 1988, by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The HMGP assists the state and its local governments in implementing long-term hazard mitigation measures following a major disaster declaration. In December 1993, President Bill Clinton signed the Hazard Mitigation and Relocation Assistance Act that amends Section 404 to increase federal funding of HMGP projects to 75% of a project's total eligible costs. The HMGP funding base was also amended to 15% of the projected obligated grants made under the Stafford Act Disaster Assistance Programs. In 1997 Section 404 was again amended so that HMGP funds are now available in all counties within the affected state following a major disaster declaration by the President. An interim final rule was published on February 26, 2002 for 44 CFR Parts 201 and 206 that increased the HMGP funding base to 20% of the projected obligated grants made under the Stafford Act Disaster Assistance Programs for states that have an approved Enhanced State Hazard Mitigation Plan. The objectives of the HMGP are as follows:

- To prevent future loss of life and property damage from disasters;
- To implement state and local all-hazards mitigation plans;
- To enable mitigation measures to be implemented during recovery from a disaster; and
- To provide funding for previously identified mitigation measures.

As implied above, the HMGP is closely tied to the State Hazard Mitigation Plan required in the Disaster Mitigation Act of 2000 (DMA2K) and is implemented subsequent to a Presidential Disaster Declaration. Section 404, Hazard Mitigation Grant Program (HMGP), in combination with the Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) programs as well as ongoing programs at the county and state levels, comprise an overall pre- and post-disaster hazard mitigation strategy for the State of Wisconsin. This strategy will be further detailed and state agencies' responsibilities, pre- and post-disaster, further defined in the State of Wisconsin Hazard Mitigation Plan approved December 6, 2011.

II. AUTHORITIES AND REFERENCES

- A. Public Law 93-288, as amended by PL 100-707
- B. FEMA Regulations, 44 CFR, Part 201, Mitigation Planning
- C. FEMA Regulations, 44 CFR, Part 206, Subparts M, Minimum Standards
- D. FEMA Regulations, 44 CFR, Part 206, Subpart N, Hazard Mitigation Grant Program

- E. FEMA Regulations, 44 CFR Part 207, Management Costs
- F. FEMA Regulations, 44 CFR Part 80, Property Acquisition and Relocation for Open Space
- G. FEMA Regulations, 44 CFR, Part 10, Environmental Considerations
- H. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- I. Hazard Mitigation Assistance Guidance and Addendum, February 27, 2015
- J. Executive Order 11988, Floodplain Management
- K. Executive Order 11990, Protection of Wetlands
- L. Executive Order 12612, Federalism
- M. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Families
- N. Wisconsin Statutes, Chapter 323
- O. Wisconsin Statutes, Chapter 87.30
- P. Wisconsin Administrative Code NR116
- Q. State of Wisconsin Administrative Plan for the Public Assistance Program
- R. Wisconsin Emergency Response Plan
- S. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- T. Wisconsin State Statue, Chapter 32; Administrative Code 202-Wisconsin Relocation Law
- U. State of Wisconsin Hazard Mitigation Plan, December 6, 2011

III. DEFINITIONS

"Act" refers to PL 93-288, the Disaster Relief Act of 1974 as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act and as further amended by the Hazard Mitigation and Relocation Assistance Act of 1993.

"Application" means the initial request for HMGP funding to be submitted to FEMA by the State (as outlined in 206.436 of 44 CFR).

"Base Flood" means the flood having a 1% chance of being equaled or exceeded in any given year; also referred to as the 100-year flood.

"Benefit Costs Analysis" (BCA) is an analysis to demonstrate that a project is cost-effective and will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur. Costs and benefits are computed on a net present value basis.

"Building" means a structure with two or more outside rigid walls and a fully secured roof that is affixed to a permanent site; a manufactured home or mobile home without wheels. Building does not mean a gas or liquid storage tank or a recreational vehicle, park trailer, or other similar vehicle.

"Categorical Exclusion" (CATEX) means the categories of actions that normally would not require an Environmental Impact Statement or Environmental Assessment. 44 CFR Part 10.8 identifies the categorical exclusion of actions that have no significant effect on the human environment.

"Climate Resilient Mitigation Activities" (CRMAs) are activities that support communities in

reducing the risks associated with climate change. They can mitigate any hazard, but focus on mitigating the impacts of flood and drought conditions. The activities include Aquifer Storage and Recovery, Floodplain and Stream Restoration, Flood Diversion and Storage, and Green Infrastructure Methods.

"Community" means any state or area or political subdivision thereof, or any Indian tribe or authorized tribal organization that has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

"Community Rating System" (CRS) is a FEMA program that provides flood insurance premium incentives for those communities in the National Flood Insurance Program (NFIP) that have gone beyond the minimum floodplain management requirements to develop extra measures to provide protection from flooding.

"Contractor" means any individual, partnership, corporation, agency, or other entity (other than an organization engaged in the business of insurance) performing work by contract for the federal government or a state or local agency.

"Cost-Effectiveness" is determined by a systematic quantitative method for comparing the costs of alternative means of achieving the same stream of benefits for a given objective. The benefits in the context of hazard mitigation are avoided future damage and losses. Cost-effectiveness is determined by performing a BCA.

"Designated Area" means any emergency or major disaster-affected portion of a state that has been determined eligible for federal assistance.

"Disaster Recovery Center" (DRC) is strategically-located center in a disaster area opened after a Presidential Disaster Declaration. Federal, state, and local agencies with disaster assistance programs temporarily locate in the DRC to assist individuals in completing their applications and answer questions of individual disaster victims. Mitigation information is also made available at the DRC.

"Disaster Mitigation Act of 2000" (DMA2K) is the Act that created all-hazards mitigation planning requirements for states and local communities as a condition for receiving federal disaster assistance. It also created the Pre-Disaster Mitigation program.

"Emergency" means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

"Enhanced State Hazard Mitigation Plan" is the hazard mitigation plan approved under 44 CFR Part 201.5 as a condition of receiving increased funding for the HMGP.

"Environmental Assessment" (EA) is an assessment prepared when a project does not qualify for a categorical exclusion and serves to determine whether an Environmental Impact Statement is needed.

"Environmental Benefits" are direct or indirect contributions that ecosystems make to the environment and human populations. For FEMA BCA, certain types of environmental

benefits may be realized when homes are removed and land is returned to open space uses. Benefits may include flood hazard reduction; an increase in recreation and tourism; enhanced aesthetic value; and improved erosion control, air quality, and water filtration.

"Environmental Impact Statement" (EIS) is a report prepared for all actions significantly affecting the environment.

"Federal Award" is the federal financial assistance that a non-federal entity receives directly from FEMA or indirectly from a pass-through entity or instrument such as the FEMA-State Agreement, cooperative agreement, or other agreement setting forth the terms and conditions of the financial assistance.

"Federal Award Date" is the date when the federal award is signed by the authorized official of the federal awarding agency.

"Federal Coordinating Officer" (FCO) means the person appointed by the FEMA Regional Administrator, or in his absence the Deputy Regional Administrator, to coordinate Federal Assistance in an emergency or major disaster.

"Federal Hazard Mitigation Officer" (FHMO) is the FEMA employee responsible for carrying out the overall responsibilities for hazard mitigation and for Subparts M and N of 44 CFR, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

"FEMA-State Agreement" is an agreement that states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance shall be provided in a Presidential Disaster Declaration. This agreement imposes binding obligations on FEMA, states, and their local governments in the form of conditions for assistance that are legally enforceable.

"Finding of No Significant Impact" (FONSI) is a determination that an action will have no significant impact on the environment.

"Flood Insurance Rate Map" (FIRM) is the official map of a community on which FEMA has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

"Flood Mitigation Assistance" (FMA) is a pre-disaster grant program that provides assistance to state and local governments for developing flood hazard mitigation plans, implementing flood hazard mitigation projects, and providing technical assistance in reducing or eliminating flood hazards for structures insurable under the NFIP and to address repetitive loss claims.

"Floodplain" is any land area that FEMA has determined has at least a 1% chance in any given year of being inundated by floodwaters from any source.

"Floodway" is the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Freeboard" is a factor of safety usually expressed in feet above a specified flood level for

purposes of floodplain management.

"Governor's Authorized Representative" (GAR) is the person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

"Grant" means an award of financial assistance. The total HMGP grant award for the state shall not exceed 15% (20% for states with an approved Enhanced State Hazard Mitigation Plan) of the estimated total eligible federal share of assistance provided under the Stafford Act.

"Hazard Mitigation Grant Program" (HMGP) means the program authorized under Section 404 of the Stafford Act that provides funding for certain mitigation measures and that are in conformance with the State Hazard Mitigation Plan.

"Hazard Mitigation Planning" is a process used by governments to identify risks, assess vulnerabilities, and develop long-term strategies for protecting people and property from the effects of future natural hazard events.

"Hazard Mitigation Strategy" is a report developed by the State Hazard Mitigation Officer (SHMO), the Federal Hazard Mitigation Officer (FHMO), FEMA National Flood Insurance Program (NFIP) personnel, and the Wisconsin Department of Natural Resources (DNR) after a Presidential Disaster Declaration is issued. This report will identify mitigation opportunities and issues to be addressed for the declaration.

"HMGP Lock-In Ceiling" is the maximum amount of HMGP funds available in a particular disaster (15% of other FEMA disaster assistance programs or 20% of other FEMA assistance programs for states with an approved Enhanced State Hazard Mitigation Plan).

"Individuals and Households Program" is the supplementary federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency.

"Joint Field Office" (JFO) is a location that functions as the focal point for directing and coordinating disaster operations after a declaration.

"Local Government" means any county, city, village, town, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or intrastate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization or organization that is not a federally-recognized tribe; and any rural community, unincorporated town or village, or other public entity for which an application for assistance is made by the state or a political subdivision thereof.

"Major Disaster" is any natural catastrophe (including any hurricane, tornado, storm, high water event, wind-driven water event, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or

suffering thereby.

"Management Costs" are any indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a recipient or subrecipient in administering and managing the HMGP award or subaward.

"Market Value" is generally defined as the amount of cash, or terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the evaluation, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under the any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the valuation.

"Mitigation" means any sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards.

"Mitigation Measure" means any mitigation measure, project, or action proposed to reduce the risk of future damage, hardship, loss or suffering from disasters.

"National Environmental Policy Act" (NEPA) is the act which requires that actions affecting the environment comply with specific policies and procedures.

"National Flood Insurance Program" (NFIP) means the program authorized by 42 U.S.C. 4001-4128 which provides the availability of flood insurance in exchange for the adoption of minimum local floodplain management ordinances that regulate development in the special flood hazard area.

"Non-Federal Cost Share" is that portion of the costs of a federally assisted project or program not borne by the federal government.

"Pre-Disaster Mitigation Program" (PDM) is a program authorized by Section 203 of the Stafford Act, 42 U.S.C. 5133, as amended by Section 102 of the Disaster Mitigation Act of 2000 (DMA), Pub. L. 106-390, 114 Stat. 1552, to assist states and communities in implementing sustained pre-disaster natural hazard mitigation programs to reduce overall risk to the population and structures while also reducing reliance on funding from disaster declarations.

"Period of Performance" (PoP) is the time during which the non-federal entity may incur new obligations to carry out the work authorized under the federal award. The federal awarding agency or pass-through entity must include start and end dates of the PoP in the federal award.

"Post-FIRM" describes a building for which construction or substantial improvement occurred after December 31, 1974, or on or after the effective date of an initial FIRM, whichever is later.

"Pre-FIRM" describes a building for which construction or substantial improvement occurred before December 31, 1974, or before the effective date of an initial FIRM.

"Preliminary Damage Assessment" (PDA) is a joint federal/state assessment effort conducted within 3 to 5 days of a disaster to refine, or correct, previous damages estimates for both the

public and private sectors, that are used in the Governor's decision on whether or not a federal disaster assistance request is in order, the figures from which are then utilized to substantiate any such request.

"Private Nonprofit Facility" means any non-governmental agency or entity that currently has (i) an effective ruling letter from the Internal Revenue Service granting tax exemption under section 501(c), (d), or (e) of the Internal Revenue Code of 1954; or (ii) satisfactory evidence from the state that the organization or entity is a nonprofit organized or doing business under state law.

"Program Income" means gross income received by the recipient or subrecipient directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the grant period.

"Project" means any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters. The term "project" may be used interchangeably with the term "mitigation measure".

"Project Worksheet" is a report of damages to publicly-owned facilities caused by a major disaster or emergency including location, description, and estimate of required work.

"Public Assistance" means federal financial assistance provided to state and local governments or to eligible private nonprofit organizations for eligible disaster-related costs.

"Public Assistance Officer" (PAO) is the federal/state person designated to administer the Public Assistance program for a particular disaster declaration.

"Public Assistance Permanent Work" is the restorative work that must be done, through repairs or replacement, to restore an eligible facility on the basis of its pre-disaster design and in conformity with current applicable codes, specifications, and standards.

"Public Entity" means an organization formed for a public purpose whose direction and funding is provided by one or more political subdivisions of the state.

"Public Facility" means the following facilities owned by the state or local government: a flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility; any non-federal aid street, road, or highway; and any other public building, structure, or system, including those for educational, recreational, or cultural purposes; or any park.

"Purchase Offer" is the initial value assigned to the property, which is later adjusted by applicable additions and deductions, resulting in a final offer amount to a property owner.

"Qualified Alien" is defined at 8 U.S.C. 1641.

"Qualified Conservation Organization" means a qualified organization with a conservation purpose pursuant to 26 CFR 1.170A-14 and applicable implementing regulations, which is such an organization at the time it acquires the property interest and that was such an organization at the time of the major disaster declaration, or at least two years prior to the opening of the grant application period.

"Recipient" means the government to which an award is made and which is accountable for the use of the funds provided. The recipient is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For purposes of this regulation the State of Wisconsin is the recipient.

"Regional Administrator" is a director of a FEMA Regional Office, or his/her designated representative. As used in this Plan, Regional Administrator also means the Federal Coordinating Officer (FCO) who has been appointed to exercise the authority of the Regional Administrator for a particular emergency or major disaster.

"Section 404" of the Stafford Act authorizes the Hazard Mitigation Grant Program that provides funding for cost-effective hazard mitigation measures.

"Section 406" of the Stafford Act authorizes Public Assistance awards to repair, restore, or replace damaged facilities belonging to public and private nonprofit entities, and other associated expenses, including emergency protective measures and debris removal.

"SF-424" (Standard Form 424) is the Application for Federal Assistance to be included as part of the State Hazard Mitigation Application.

"Special Flood Hazard Area" (SFHA) means an area having special flood, mudslide, and/or flood-related erosion hazards, as shown on the hazard identification maps published by the NFIP.

"Stafford Act" is the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988, which amended the Disaster Relief Act of 1974, PL 93-288, and which was further amended in 1993 by the Hazard Mitigation and Relocation Assistance Act.

"Standard Flood Insurance Policy" means the flood insurance policy issued by the Federal Insurance Administrator or an insurer pursuant to an arrangement with the Administrator pursuant to federal statutes and regulations, known as a write-your-own (WYO) company.

"Standards" means codes, specifications, or standards for the construction of facilities.

"State Administrative Plan for the HMGP" means the plan developed by the state to describe the procedures for administration of the HMGP.

"State Hazard Mitigation Plan," a requirement of DMA2K, is the state plan that includes a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards and identifies the actions needed to minimize future vulnerability to said hazards. The plan further delineates state agency responsibilities, both pre- and post-disaster, in implementing the State Hazard Mitigation Program. This plan is approved under 44 CFR part 201, as a condition of receiving Stafford Act Assistance as outlined in 201.4. This plan is reviewed and revised every five years. If it is warranted and time permits, it will also be revised after each presidentially-declared disaster.

"State Coordinating Officer" (SCO) is the person appointed by the Governor to act in cooperation with the FCO to manage disaster recovery efforts.

"State Financial Management Officer" (SFMO) is the representative of the state government

who is responsible for managing the HMGP accounts, processing payment requests, developing financial procedures, and maintaining financial records.

"State Hazard Mitigation Officer" (SHMO) is the representative of the state government who is the primary point of contact with FEMA, other state and federal agencies, and local units of government in the planning and implementation of pre- and post-disaster mitigation programs and activities required under the Stafford Act. The SHMO is also appointed as one of the Alternate GARs.

"Subapplicant" is the entity, such as a community/local government, federally-recognized tribe, or private nonprofit that submits a subapplication to the applicant for FEMA assistance. Once funding is awarded, the subapplicant becomes the "subrecipient."

"Subaward" is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity.

"Subrecipient" means the government or other legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided. Subrecipients can be state agencies, local governments, private nonprofit organizations, or Indian tribes, as outlined in 206.433 of 44 CFR.

"Substantial Damage" is damage of any origin sustained by a building whereby the cost of restoring the building to its before-damage condition would equal or exceed 50% of the equalized assessed value of the building before the damage occurred.

"Substantial Improvement" is any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the equalized assessed value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed.

"Wisconsin Silver Jackets Hazard Mitigation Team" (WSJHMT) (formally the Interagency Disaster Recovery Group and Wisconsin Hazard Mitigation Team) is coordinated by Wisconsin Emergency Management and is composed of key federal and state agency representatives and other public or private sector bodies or agencies. The purpose of the WSJHMT, which functions both pre- and post-disaster, is to evaluate hazards, identify strategies, coordinate resources, and implement measures that will reduce the vulnerability of people and property to damage from hazards. This group is also responsible for updating the State of Wisconsin Hazard Mitigation Plan.

IV. PROGRAM MANAGEMENT AND ADMINISTRATION RESPONSIBILITY

The Governor of the State of Wisconsin has designated the Department of Military Affairs (DMA), Wisconsin Emergency Management (WEM), as the state agency responsible for management and administration of the HMGP, PDM, and FMA programs. The Administrator of the Division is the official who has overall management responsibility for the program. The responsibility for program coordination, implementation, and administration is delegated to Katie Sommers who serves as the Division's State Hazard Mitigation Officer (SHMO). The SHMO complies with federal requirements and involves appropriate state and

local governments in the pre- and post-disaster hazard mitigation program.

The SHMO maintains close coordination with the Department of Natural Resources (DNR), Bureau of Watershed Management, Dam/Floodplain Section. As the state's lead floodplain management agency, DNR plays a key role in providing technical assistance for the mitigation programs and in developing the Hazard Mitigation Action Plan in flood disasters.

V. STAFFING AND ASSIGNMENT OF RESPONSIBILITIES

A. Staffing

The staffing pattern for administering the HMGP will be flexible and capable of expansion, depending upon the estimated number of applicants for the program and upon the type of disaster. At a minimum, it will consist of the Mitigation Section Supervisor, State Hazard Mitigation Officer (SHMO), two Disaster Response and Recovery Planners, the Financial Management Officer, and appropriate members of the Wisconsin Silver Jackets Hazard Mitigation Team (WSJHMT).

If necessary, the GAR/SCO will employ temporary hires to assist the SHMO and provide program support. The need for such hires will be determined by the Mitigation Section Supervisor and SHMO and will serve as the basis for determining State Management Costs. The State Management Cost Project Narrative will be submitted to the Regional Administrator for approval.

B. Responsibilities

1. Governor's Authorized Representative/State Coordinating Officer (GAR/SCO)

The Adjutant General (TAG) serves as the GAR. The Administrator of Wisconsin Emergency Management or the Bureau Director of Response and Recovery serves as the Alternate GAR/SCO and has overall management responsibility for the program. He/She is the state official who is ultimately responsible for ensuring that the state properly carries out the HMGP and hazard mitigation planning responsibilities on a day-to-day basis and subsequent to a Presidential Disaster Declaration. In this regard, the Alternate GAR/SCO will monitor the activities of the SHMO and the WSJHMT. The Alternate GAR/SCO will do the following:

- a. Ensure an Administrative Plan is developed, outlining how the state will administer the Hazard Mitigation Grant Program.
- b. Ensure that a process exists for identifying potential hazard mitigation projects and for prioritizing those projects.
- c. Ensure that all potential applicants are notified of the program and receive the assistance to which they are entitled.
- d. Ensure that a proper initial application and any necessary supplemental applications, including Standard Form 424 (SF-424), are submitted in a timely fashion to the Regional Administrator.
- e. Ensure that technical assistance is provided to potential subapplicants and/or eligible subrecipients.
- f. Ensure that adequate procedures are developed for the timely distribution of

financial assistance to eligible subrecipients.

- g. Ensure that a system is developed to monitor completion of approved projects within federally required timeframes.
- h. Ensure that a system exists to monitor subrecipients' accounting practices to maintain compliance with 2 CFR Part 200.
- i. Ensure that appropriate state agencies are on the WSJHMT and assist in the development or update of the State of Wisconsin Hazard Mitigation Plan.
- j. Ensure that DMA2K requirements, including development or update of the State of Wisconsin Hazard Mitigation Plan, are met and closely tied to administration of the HMGP.
- k. Ensure participation of the appropriate local agencies in the administration and implementation of the HMGP and all-hazards mitigation planning requirements.

2. State Hazard Mitigation Officer (SHMO)/Alternate GAR

The SHMO is responsible for program coordination, implementation and administration and also serves as an Alternate GAR. The SHMO will accomplish the necessary program work required of the state to deliver the HMGP to eligible subapplicants and to meet the planning requirements of DMA2K. The SHMO with assistance from the Mitigation Section staff will do the following:

- a. Update the Administrative Plan that outlines how the state will administer the HMGP and implement the Plan in a Presidential Disaster Declaration.
- b. Implement a process for identifying potential hazard mitigation projects and for prioritizing among those projects.
- c. Coordinate with the FHMO in developing the Disaster Spend Plan by identifying funding priorities for projects, and revise projections each month throughout the life cycle of the disaster.
- d. Coordinate with State/Federal Public Assistance Officers (PAOs) to ensure that all eligible Section 406 mitigation opportunities are explored and funded through the Public Assistance program.
- e. Coordinate with the FCO, SCO, FHMO, Human Services staff and local officials in establishing mitigation requirements at the DRCs.
- f. Submit to FEMA Regional Administrator a request for State Management Costs along with a Management Cost Project Narrative.
- g. Notify potential subapplicants of the program and brief them, with appropriate handout materials, on elements of the program.
- h. Coordinate with the FHMO in developing the Hazard Mitigation Strategy after a declaration.
- i. Provide technical assistance to potential subapplicants and/or eligible subrecipients in developing and submitting applications.
- j. Conduct the required benefit-cost analyses using FEMA's BCA policies and methodology for proposed HMGP projects.
- k. Complete the NEPA review process for proposed projects. This will include the following tasks:
 - Coordinate with the FEMA Regional Environmental Officer (REO), Project

- Officer, and other state and federal agencies during project development to address environmental issues;
- Complete formal consultations required specifically of federal agencies under federal environmental laws other than NEPA including, but not limited to, formal endangered species consultation or historic preservation Memoranda of Agreement and Programmatic Agreements; undertake environmental review tasks (including tasks related to the National Historic Preservation Act);
 - Gather necessary environmental data through the applicant, past studies, and informal consultation with state and federal agencies;
 - Recommend level of review under NEPA;
 - Evaluate potential effects of the proposed project and identify any measures necessary to avoid or minimize these effects;
 - Evaluate and document alternatives to the proposed action that will avoid or minimize impacts;
 - Demonstrate that the project will incorporate any measures required to mitigate the adverse effects on EHP resources;
 - Ensure the costs of known measures to treat adverse effects are reflected in the project budget cost estimate;
 - Complete and submit the EHP Checklist and Record of Environmental Consideration (REC) and all supporting documentation at the same time, or prior to, the submission of the project application; and
 - Ensure that the required public notices are completed and that the Environmental Closeout Declaration is completed and signed by the subrecipient.
- l. Prepare and submit the initial HMGP application and any supplemental applications per federal requirements.
- m. Monitor subrecipients per 2 CFR Section 200.331 including reviewing financial and programmatic reports; following up and ensuring that the subrecipient takes prompt and appropriate action for any deficiencies discovered through audits, on-site reviews, and other monitoring activity; and issue a management decision for audit findings.
- n. Develop and implement a system for monitoring the status of approved projects, for processing time extension requests and appeals, and for closing out completed projects.
- o. Coordinate with the State Financial Management Officer (FMO) in monitoring subrecipient accounting systems to meet requirements 2 CFR Part 200.
- p. Review and revise the State of Wisconsin Hazard Mitigation Plan according to planning requirements ensuring coordination as required and appropriate with administration of the HMGP.
- q. Involve and coordinate with appropriate state agencies through the WSJHMT in meeting HMGP and planning requirements. In a Presidential Disaster Declaration, this includes identifying potential projects and providing technical assistance to subrecipients.
- r. Involve the appropriate local agencies and the County/Tribal Emergency

Management Director in the administration of the HMGP and planning requirements. This includes participation in the development or update of local hazard mitigation plans or plan amendments and monitoring the status of hazard mitigation projects.

- s. Follow-up with state agencies and local governments to ensure that appropriate hazard mitigation actions are taken subsequent to a disaster. This involves coordination of plans and actions of local governments to assure that they are not in conflict with each other or state plans.
- t. Ensure that the activities, programs and policies of state agencies related to hazard evaluation, vulnerability, and mitigation, are coordinated and contribute to the overall lessening or avoiding of vulnerability to natural hazards.

3. State Financial Management Officer (SFMO)

The SFMO is the Budget and Policy Analyst and will do the following:

- a. Manage the accounts that are opened specifically for the HMGP including performing financial disbursements and financial revisions, processing payment requests, closing out the program accounts (deobligations), and processing bills for collection, if any.
- b. Process payment requests and enter disbursements into the state financial management system.
- c. Develop financial procedures for implementing the provisions of 2 CFR Part 200.
- d. Receive subrecipient single audits and review for compliance.
- e. Maintain financial records of all disbursements to subrecipients and prepare fiscal documents for processing the final claim, process the final state payment, and close the file (account).
- f. Maintain records of State Management Costs eligible for reimbursement as provided for in FEMA regulations.
- g. Maintain proper accountability of records related to the procurement of property and services under the HMGP.

4. Wisconsin Silver Jackets Hazard Mitigation Team (WSJHMT)

The WSJHMT functions on both a day-to-day and disaster basis. Its members include representatives of the following state agencies: the Departments of Military Affairs, Natural Resources, Administration, Transportation, Human Services, and Agriculture, Trade and Consumer Protection; the State Historical Society; the Public Service Commission; the Office of Commissioner of Insurance; the University of Wisconsin Extension; Wisconsin Economic Development Corporation; and other agencies as deemed appropriate. In addition, a representative from the Regional Planning Commissions; the Wisconsin Association of Floodplain, Stormwater and Coastal Managers; Wisconsin Emergency Management Association; and Volunteer Organizations Active in Disasters also participate. The following federal agencies are included on the WSJHMT: U.S. Department of Agriculture, Economic Development Administration, Federal Emergency Management Agency, U.S. Geological Survey, U. S. Army Corps of Engineers, and the U.S. Department of Housing and Urban

Development. Different personnel from the agencies may be involved depending upon whether the activity is pre- or post-disaster, the nature of the disaster, and the type of damage it has generated. The purpose and goal of the WSJHMT is to assist the local governments in the recovery phase, provide technical assistance when possible, prevent duplication of efforts and funding, identify and prioritize mitigation projects, and identify funding options for implementing mitigation projects, whether through the individual agencies or by “packaging” various funding programs. This group is also responsible for reviewing and revising the State of Wisconsin Hazard Mitigation Plan per planning requirements.

When a disaster occurs, the SHMO will convene the WSJHMT to brief them on the situation and any actions that have been taken to date. The agencies will provide an update on any funding sources and/or technical assistance they may be able to provide during the recovery phase. The WSJHMT will assist the SHMO in implementing the HMGP and in fulfilling hazard mitigation planning requirements. The WSJHMT will assist the SHMO in identifying potential hazard mitigation projects and providing technical assistance to eligible subrecipients. The WSJHMT will meet on a regular basis after a declaration, even weekly if necessary, to coordinate recovery efforts. The SHMO is responsible for making meeting arrangements and developing the agenda as well as chairing the meetings. In addition to the above activities, the WSJHMT will review pre-applications to identify funding sources and establish funding priority as well as prevent any duplication of programs. The WSJHMT will work to package funding where possible to ensure implementation of mitigation projects. In addition, the SHMO is the chair of the RSF Mitigation Subcommittee on the Wisconsin Recovery Task Force (WRTF) and the members of the WSJHMT are therefore, automatically members of the RSF Mitigation Subcommittee.

Agency participation in post-disaster hazard mitigation activities is authorized under Chapter 323 of the Wisconsin Statutes, specifically under the Governor’s Declaration of an Emergency. Such a gubernatorial proclamation directs appropriate state agencies to contribute whatever resources are at their disposal, including personnel, to the response and recovery effort and to make their involvement an agency priority.

5. Local Hazard Mitigation Officer/Team (LHMO/LHMT)

The County/Tribal Emergency Management Director (or his/her designee) will act as the LHMO. The LHMO will call upon other local agencies to act as members on the Local Hazard Mitigation Team (LHMT) and participate, as necessary, in implementing the HMGP. The LHMO will be the point of contact for projects within his/her jurisdiction deemed eligible for HMGP funding and will provide information and reports to the SHMO as requested. The LHMO will coordinate with HMGP subrecipients in administration of the HMGP. In addition, the LHMO will coordinate with the SHMO in supporting the efforts of reviewing and revising the local all-hazards mitigation plan.

VI. ALL HAZARDS MITIGATION PLANNING REQUIREMENTS

- A. Immediately following the declaration of a disaster, the SHMO will meet with as many affected local governments as feasible for the purpose of surveying the damaged area. The survey is intended, among other things, to identify the following:
 1. The prevalent hazard or type of hazard which resulted in damage, the type and extent of that damage, and possible mitigation measures that could be considered in the recovery process.
 2. Possible measures for funding under the HMGP or other federal or state mitigation, disaster assistance, or financial assistance programs.
 3. The FHMO and SHMO will contact appropriate federal and state agencies for participation in the surveys as required. In flood disasters, DNR, because of its technical expertise, will be asked to take a key role in the survey. Further, they will determine which counties/tribes/communities will be evaluated based upon the extent of the damages and the frequency of occurrence. Every effort will be made to survey each of the counties/tribes included in the declaration. If an actual on-site survey cannot be done, then a phone survey will be done with the County/Tribal Emergency Management Director to identify specific mitigation opportunities.
- B. All-Hazards Mitigation Planning
 1. WEM has primary responsibility for preparation of the State of Wisconsin Hazard Mitigation Plan, which is a requirement to receive assistance under the Stafford Act. At the time of a declaration of a major disaster, the state will make every effort to review and revise this Plan to take into account special needs identified for that particular declaration. (CFR 201.4)
 2. At a minimum, the plan will be adopted by the state and will contain the following:
 - a. Documentation of the planning process to include coordination among agencies and integration with other planning efforts.
 - b. An evaluation of the natural hazards in the state and/or in the designated disaster area to include a vulnerability analysis and risk assessment.
 - c. A description and analysis of state and local hazard management policies, programs, and capabilities already in place or available to mitigate the hazards.
 - d. Hazard mitigation goals and objectives and proposed strategies, programs, and actions to reduce or avoid long-term vulnerability to hazards.
 - e. A description of how the state will coordinate with local mitigation planning efforts.
 - f. A method the state will follow to provide funding or technical assistance to local governments.
 - g. A description of how the state will prioritize jurisdictions that will receive mitigation planning and project grants and other state assistance.
 - h. A method for implementing, monitoring, evaluating, and updating the mitigation plan. At a minimum, this will occur every five years to ensure that implementation occurs as planned, and to ensure that the plan remains current.

3. The purpose of the Plan is to assist the state and local governments in developing hazard mitigation capabilities and programs as part of their day-to-day or normal operations. The Plan will also be modified or expanded to take into account special needs identified in declared declarations areas within the state.
4. WEM is responsible for monitoring and evaluating implementation of the State of Wisconsin Hazard Mitigation Plan and for updating and resubmitting the Plan to FEMA for approval every five years.

VII. SECTION 404 HMGP ELIGIBILITY

- A. Subapplicant Eligibility – The following are eligible to apply for the HMGP:
 1. State and local governments (For project grants, they must have an approved all-hazards mitigation plan with the proposed measure meeting the goals/objectives identified in their plan. If they do not have an approved plan, they may apply for a planning grant.)
 2. Certain private nonprofit organizations or institutions that own or operate a private nonprofit facility as defined in 44 CFR 206.221(e) and further clarified in the Federal Register/Vol. 68, No. 120/ Monday, June 23, 2003/Notices.
 3. Indian tribes or authorized tribal organizations (For project grants, they must have an approved all-hazards mitigation plan with the proposed measure meeting the goal/objectives identified in their plan. If they do not have an approved plan, they may apply for a planning grant.)
- B. Project Eligibility – To be eligible for the HMGP, a project must meet the federal minimum project criteria listed below. In addition to the federal criteria, the State of Wisconsin may consider other basic criteria when evaluating potential HMGP projects, including the subapplicant's compliance with the NFIP; compliance with state and local floodplain regulations; and participation in the CRS. (It should be noted that the HMGP cannot fund projects retroactively.)
 1. Be in conformance with the FEMA-approved state, local, or tribal hazard mitigation plan.
 2. Have a beneficial impact upon the project area.
 3. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands and 44 CFR Part 10, Environmental Considerations.
 4. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. (Projects that merely identify or analyze hazards or problems without a funded, scheduled implementation program are not eligible.)
 5. Be both feasible and effective at mitigating the risks of the hazard for which the project is designed. A project's feasibility is demonstrated through conformance with accepted engineering practices, established codes, standards, modeling techniques,

or best practices. Engineering designs are accepted if a registered professional engineer (or other design professional) certifies that the design meets the appropriate code or industry design.

6. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster. The state, in applying for the subaward, must demonstrate this by documenting that the project meets the following criteria:
 - a. Addresses a problem that has been repetitive, or a problem that poses a significant risk if left unsolved (i.e. evaluating the hazard in terms of the frequency and intensity of expected occurrences).
 - b. Costs no more than the anticipated value of the reduction in both direct damages (property) and subsequent negative impacts (loss of function, deaths, injuries) to the area if future disasters were to occur. This is typically demonstrated by completing a BCA utilizing FEMA software to calculate a benefit-cost ratio (BCR). Projects for which the benefits exceed the cost are generally considered cost-effective.
 - i. The acquisition of structures that are declared substantially damaged (from any origin) and located in a riverine SFHA on a preliminary or effective FIRM is considered cost effective.
 - ii. The acquisition of structures located in an SFHA on the FIRM where the total project cost averages \$276,000 or less per structure is considered cost-effective.
 - iii. The elevation of structures located in an SFHA on the FIRM where the total project cost averages \$175,000 or less per structure is considered cost-effective.
 - iv. Acquisition projects with a BCR of 0.75 are allowed to incorporate environmental benefits. FEMA has developed and incorporated economic values for green open space and riparian areas into the BCA toolkit for acquisition projects.
 - iv. For 5% Initiative projects, with a narrative that indicates there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented by the activity are considered cost effective.
 - c. Has been determined to be the most practical, effective, and environmentally-sound alternative after consideration of a range of options, including the "no action" alternative.
 - d. Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address.
 - e. Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.
- C. Types of Projects – Projects may be of any nature that will result in protection to public or private property. Eligible projects include, but are not limited to, the following:
 1. Acquisition, demolition, and/or relocation of structures from hazard-prone areas.

2. Retrofitting of facilities, such as elevation or floodproofing, to protect structures from future damage in accordance with ASCE 24-14.
3. Mitigation reconstruction.
4. Development of state or local mitigation standards to protect new and substantially improved structures from disaster damage.
5. Localized and non-localized flood risk reduction projects, such as debris basins, retention ponds, stormwater improvements, or small floodwalls.
6. Infrastructure retrofits are measures to reduce risk to existing utility systems, roads and bridges.
7. Construction activities that will result in protection from hazards, such as community or residential safe rooms.
8. Soil Stabilization.
9. Wildfire mitigation.
10. Generators to protect critical facilities.
11. Climate Resilient Mitigation Activities (CRMAs) such as green infrastructure, floodplain and stream restoration, flood diversion and storage, and aquifer storage and recovery.
12. Other projects that will be evaluated on their own merits against program requirements. This could include projects that address climate adaptation and resiliency.
13. 5% Initiative Projects such as education and awareness, purchase and distribution of NOAA Weather Radios, river and stream gauges, etc.
14. Advance Assistance for the development of mitigation strategies and to obtain data to prioritize, select, and develop complete subapplications.
15. Development or update of an all-hazards mitigation plan.

D. Funding

1. Federal – FEMA will make HMGP funds available to the State of Wisconsin in accordance with the following federal regulations:
 - a. The total federal funds provided shall not exceed 15% (20% if the state has an approved Enhanced State Hazard Mitigation Plan) of the estimated total eligible federal funds spent on the Public and Individual Assistance programs for each disaster declared under the Stafford Act.
 - b. The federal funds provided will be based on the cost-sharing provisions outlined in the FEMA-State Agreement. The federal share of hazard mitigation projects may not exceed 75% of the eligible cost of those projects.
 - c. HMGP funds cannot be used for activities for which FEMA determines the more specific authority lies with another federal agency or program. HMA funds are not

- intended to be used as a substitute for other available program authorities, nor can they be used as a match for other federal funds. (Regulations explaining the cost-share requirements can be found at 2 CFR Part 200.306.)
- d. A set-aside of up to 5% of the total HMGP funds for each declaration is available for the state to use at its discretion for mitigation measures (5% Initiative funds). Projects or activities eligible under the set-aside are those projects that are difficult to evaluate against traditional program cost-effectiveness and eligibility criteria but are generally recognized to provide a benefit in reducing potential losses from a future disaster. In-lieu of the traditional BCA, WEM will include a narrative that identifies the mitigation benefits and indicates that there is a reasonable expectation that future damage, loss of life, or injury will be reduced or prevented. 5% Initiative projects must still be reviewed for compliance with environmental laws. (The 5% can be increased to 10% for activities that promote disaster-resistant codes for all hazards.)
 - e. A set-aside of up to 7% of the total HMGP funds for each disaster is available to the state for state, local, or tribal hazard mitigation planning.
2. State - State funding for HMGP projects is authorized under Chapter 323, Wis. Statutes and will be made available when a Presidential Disaster Declaration is received. The non-federal share will be split evenly between the state and the subrecipient.
 3. Subrecipient – The non-federal share is split evenly between the state and the subrecipient and can come from any funding source (state, local, nonprofit, or private) provided it is not federal funds or used as match for other federal funds. The non-federal share does not need to be cash; third party in-kind services and/or materials may be accepted. Funds in excess of the cost-share requirement may be provided from a combination of other federal, state, local, nonprofit, or private funding sources.
 4. Lock-in Ceiling – The lock-in ceiling is the guaranteed level of HMGP funding for a particular disaster and is provided twelve months from the date of declaration. An initial estimate is provided within 35 days of the declaration in conjunction with calculation of the preliminary lock-in amount for State Management Costs. The twelve-month lock-in is the maximum amount available. Prior to the twelve-month lock-in, total obligations are limited to not more than 75% of any current estimate. In rare circumstances, a catastrophic disaster may result in major fluctuations in the disaster assistance programs expenditures used to determine the HMGP estimates. FEMA, at the request of the recipient, may conduct an additional review after the twelve-month lock-in. If the review shows that the amount of funds available is different than previously calculated, the final lock-in amount will be adjusted accordingly. Additionally, funds for projects approved and obligated prior to the 12-month lock-in will not be deobligated when the lock-in is less than the previous estimate.
 5. Advance Assistance – This allows advancing up to 25% of the HMGP ceiling or \$10 million, whichever is less, to recipients and subrecipients, to provide states and tribes

resources to develop mitigation strategies and obtain data to assist in prioritizing, selecting, and developing complete HMGP subapplications by the application deadline. The state may request Advance Assistance by submitting an HMGP application to the Regional Mitigation Division Director identifying the proposed use of the funds including detailed costs for each proposed activity and milestones for submitting completed HMGP subapplications to FEMA. Advance Assistance is subject to the HMGP cost-share requirement and is part of the HMGP ceiling amount.

VIII. IDENTIFICATION AND NOTIFICATION OF APPLICANTS

- A. Identification – It is the SCO's responsibility to ensure that potential subapplicants for the HMGP are identified. This is primarily accomplished by the SHMO through the following means:
1. Identifying those communities that have adopted a FEMA-approved all-hazards mitigation plan.
 2. Acquiring information during the Preliminary Damage Assessment (PDA), Applicant Briefings, and community visits conducted after the declaration is granted.
 3. Reviewing the State of Wisconsin Hazard Mitigation Plan, especially the portion of that contains an inventory of projects previously identified for funding should it become available.
 4. Maintaining a list of previously identified projects through exchanges from potential subapplicants.
 5. Consultation between the SHMO and FHMO.
 6. Activities of the WSJHMT.
 7. Acquiring information from the Public Assistance Officer on possible projects based on information from approved Project Worksheets or through contacts with subapplicants for the Public Assistance program.
- B. Notification – The SCO is also responsible for ensuring that potential subapplicants are notified of the availability of HMGP funding and of program requirements. This will be accomplished by the SHMO as follows:
1. At the Applicant Briefing(s) for the Public Assistance program, the SHMO and the SPAO will coordinate a presentation of HMGP information. An overview of the program, to include the eligibility requirements, will be presented at the briefing(s). The intent will be to create early awareness of the program and to communicate that more detailed information will be provided, as necessary, at a later date.
 2. A letter will be mailed to all potential subapplicants within the declaration area, at a minimum, advising of the availability of the HMGP funds. Accompanying the letter will be an HMGP Pre-Application Form that interested subapplicants must return to the SHMO. In addition, communities outside the declared disaster area may apply to the program. A Pre-Application will be mailed to communities with previously

identified projects and/or previous exchanges with WEM as well as the County/Tribal Emergency Management Directors in non-declared counties. In addition, the Pre-Application and information is posted on WEM's website.

3. The HMGP Pre-Application Form is intended to assist the state in making an initial determination on project eligibility and prioritization prior to the subrecipient completing a formal application package. A Ranking and Scoring Pre-Application Worksheet is completed by the SHMO and the results are presented to the WSJHMT. The full project application package will be sent to the subapplicants, based on the estimated amount of funding available, whose projects have the highest priority ranking, are most viable, and have the greatest potential for funding. (See Section IX.D. Reviewing, Ranking, and Selecting projects.) Letters will be mailed to subapplicants whose projects are denied.
4. The SHMO may meet with communities completing the full application package to assist them in the application process. County/Tribal Emergency Management Directors will also be invited. The briefing will include the following: general program overview; eligibility; application process; selection process; project management; and technical assistance.
5. At the discretion of the SHMO and FHMO, a press release describing the program may be developed and issued.

IX. PROGRAM ADMINISTRATION

A. Initial Application Process

1. Within 60 days of the disaster declaration the state will notify FEMA in writing of its intent to participate or not participate in the HMGP. This is actually done twice, in that the Governor requests the HMGP in his request for a Presidential Disaster Declaration and the SCO/SHMO sends a letter to the Regional Administrator affirming that the state intends to participate in the HMGP. As needed, the SHMO will call upon FEMA Region V for technical assistance on program administration or management.
2. The SHMO is responsible for ensuring that HMGP Subapplication Packages are distributed to all potential subapplicants. Potential subapplicants are those who have already gone through the Pre-Application process and whose projects have been selected for further funding consideration.
3. Subapplicants for HMGP funding must submit a completed Subapplication Package within the timeframe specified by the SHMO. Submission of subapplications for mitigation projects are encouraged as soon as possible after the disaster occurs so that mitigation opportunities are not lost during reconstruction.

The Application Package will include a completed HMGP Application Form, signed Assurances, and any other documents deemed necessary to support the project including, but not limited to, those contained in Attachment D (see Section XIII. for a list of documents). The SHMO will use the information to complete the BCA and to

assess the environmental impacts of the proposed project.

4. The subrecipient is required to have a FEMA-approved all-hazards mitigation plan to be eligible for project funds. A subrecipient who does not meet this requirement can apply for HMGP planning funds to develop a plan. The plan would have to be completed and approved within one year from the declaration date, and prior to receiving a project subaward.

B. Special Considerations for Property Acquisition/Relocation Projects

Because of their unique nature, special considerations are required in the administration of acquisition and relocation projects. Subrecipients must comply with the special considerations found in 44 CFR 206.434(e); and Part 80, Property Acquisition and Relocation for Open Space; and any other related guidance. Section X covers the requirements for property acquisition and relocation in detail.

In general, properties eligible for acquisition include those where:

- The property will be acquired from a willing, voluntary seller.
- Property contains an at-risk structure, including those that are damaged or destroyed due to an event. In some cases, undeveloped, at-risk land adjacent to an eligible property with an existing structure may be eligible.
- All incompatible easements or encumbrances can be extinguished.
- The property is not contaminated with hazardous materials at the time of acquisition, other than incidental demolition or household waste.
- If the structure on the property is to be relocated, the relocated structure must be placed on a site located outside of any SFHA, outside of any regulatory erosion zones, and in conformance with any other applicable state or local land use regulations.
- The property cannot be part of an intended, planned, or designated project area for which the land is to be acquired by a certain date, and/or where there is an intention to use the property for any public or private future use inconsistent with the open space deed restrictions and FEMA acquisition requirements (examples includes roads and flood control levees).
- Once funds are awarded, the property will not be subdivided prior to acquisition, except for portions outside the identified hazard area, such as the SFHA or any risk zone identified by FEMA.

As part of the project subapplication, subrecipients must attach the Statement of Assurances for Property Acquisition Projects with the Warranty Deed Restrictions included. (See Attachment D.) In addition, the subrecipient must include with the subapplication, the completed and signed Notice of Voluntary Interest for each property owner that intends to participate in the project. The project subapplication will also include the Benefit-Coast Analysis Property Data Worksheet for each property, and a Budget Cost Worksheet. (See Attachment D.)

Upon acquisition of the property, the state will contact every three years the communities that have purchased land with HMGP monies and have them verify in writing that the open space requirements per 44 CFR 80.19(d) are being adhered to.

C. Special Considerations for Projects in Special Flood Hazard Areas (SFHAs)

For projects related to mitigation of properties in SFHA (e.g. elevation and floodproofing), each participating property owner's signed Acknowledgement of Conditions for having a property in an SFHA mitigated with FEMA subaward funds must be provided to the recipient and FEMA prior to award. The Acknowledgement must address the information identified on the Model Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds (Attachment D), and have equivalent effect. Elevation of structure(s) must be in conformance with 44 CFR Part 60, Wisconsin Administrative Code NR116, and the local floodplain ordinance. Design for all structure elevation projects must be in accordance with ASCE 24-14. The lowest floor of the structure must be two feet above the base flood elevation or higher. Upon completion of the elevation of the structure, an Elevation Certificate verifying "as built" must be completed to ensure that the structure complies with local, state, and federal floodplain management requirements.

D. Reviewing, Ranking, and Selecting Projects

1. The SHMO and other mitigation staff will review the Pre-Applications submitted for HMGP funding. The eligibility of the subapplicants will be verified. The review of the Pre-Applications may reveal that eligible projects are competing for limited HMGP funding. The SHMO and staff will score, rank and prioritize the project based on FEMA and state criteria, information provided in the Pre-Application, and information gathered from site visits or community meetings.
2. The SHMO will convene the WSJHMT to discuss the Pre-Applications and identify potential funding sources for projects as well as make sure there is no duplication of efforts among the agencies involved. Projects that are eligible for technical or financial assistance through other state or federal agencies will be referred to those agencies.
3. Based on the recommendations of the WSJHMT and the state priorities, the SHMO will make a formal recommendation to the SCO as to which projects should be selected for further HMGP funding consideration.
4. The SCO will make the final decision regarding the selection of projects for potential funding. Formal HMGP Subapplication Packages will be sent to those communities selected for further subaward consideration.
5. It should be noted that since 1993, FEMA has placed the acquisition of floodplain property as a priority for HMGP funding; and since 1998 FEMA has further designated the acquisition of repetitive loss and severe repetitive loss properties as their top priority. The following have been adopted as the state priorities for HMGP funds:

- a. Acquisition and demolition of floodplain properties determined to be substantially damaged per a community's floodplain zoning ordinance;
- b. Acquisition and demolition of repetitive loss and severe repetitive loss structures;
- c. Acquisition and demolition of damaged floodplain properties;
- d. Acquisition and demolition of floodplain properties;
- e. Acquisition and demolition of flood damaged properties not in the floodplain;
- f. Elevation or floodproofing or retrofitting flood damaged structures in the floodplain;
- g. Elevation or Floodproofing or retrofitting flood damaged structures not in the floodplain;
- h. Other hazard reduction projects (such as community or residential safe rooms, detention ponds, storm sewer improvements, protection of utilities, drainage, etc.).

Additional criteria:

- a. Mitigation activities that fit within an overall plan for development in the community, disaster area, or state;
 - b. Mitigation activities that if not taken will have a severe detrimental impact on the community such as the loss of life, loss of essential services, damage to critical facilities, or economic hardship;
 - c. Mitigation activities that have the greatest potential for reducing future disaster losses;
 - d. Mitigation activities that are designed to accomplish multiple objectives, including damage reduction, environmental enhancement, historic preservation, tourism/recreation, economic recovery/development, and building community resilience to climate change;
 - e. The community's level of interest and demonstrated degree of commitment to mitigation programs and activities.
6. The SHMO will review the formal HMGP applications to ensure that adequate information has been provided and the project meets the minimum eligibility requirements. The SHMO will contact the community to obtain any necessary additional information and involve appropriate members of the WSJHMT in the review process.

E. Submission of State Application for HMGP Funding

1. Following completion of the subapplications and as soon as possible after the Presidential Disaster Declaration, the SHMO will submit them to the FEMA Region V Administrator. This will be accomplished within 12 months of the declaration. If necessary, two 90-day requests may be made to extend the application period. All funds will be obligated within two years of the declaration, whenever possible.
2. The SHMO will forward to FEMA the Subapplication Package that will contain the following:
 - a. DMA Form 139 (Section 404-HMGP Disaster Application) that includes:

- i. Name of the subrecipient and its assigned FIPS and DUNS number
 - ii. Primary and secondary contact person for the project
 - iii. Project cost estimate
 - iv. Project title and description
 - v. Project location (including maps)
 - vi. Detailed scope of work for the project
 - vii. Pictures of project
 - viii. Work schedule with key milestones. The schedule should take into account time needed to meet any EHP conditions identified in the REC as well as time to obtain required permits.
 - ix. Detailed budget with supporting documentation. The budget should support the activities identified in the scope of work. The budget should also include any anticipated costs for EHP compliance and identify any pre-award costs.
 - x. Considered alternatives
 - xi. Mitigation plan compliance
 - xii. Environmental considerations
 - xiii. Commitment for local match
 - b. DMA Form 1017A (Assurances for Construction and Non-Construction)
 - c. Statement of Assurances for Property Acquisition Projects (if applicable) with attached warranty deed restrictions
 - d. Signed Notice of Voluntary Interest Form (if applicable)
 - e. Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area (if applicable)
 - f. Completed BCA along with documentation and a narrative consistent with HMGP regulations
 - g. Environmental review (Record of Environmental Consideration) consistent with 44 CFR Part 10
3. The SHMO will enter into NEMIS all appropriate information for each application
4. An email will be sent to FEMA informing them that a Subapplication Package has been forwarded to their office.
- F. Phased Projects for Complex Projects

In rare circumstances it is beyond the subapplicant's technical and financial resources to provide the complete technical information required for a full eligibility or EHP review of a complex project. The state and FEMA may provide technical assistance to the subapplicant to develop a complete body of technical data by approving a subapplication to complete a Phase I design, engineering, EHP, or feasibility study. The Phase I study provides FEMA with the technical information concurred on by the subrecipient, the state, and FEMA to determine project eligibility. If the results of the Phase I review indicate that the project is eligible, technically feasible, cost-effective, and compliant with EHP requirements, the project would then be eligible for funding for construction under a Phase II approval. Phase I study finding is part of the project's total

estimated cost and is subject to the cost-share requirements.

G. Project Approval

1. Once a subapplication is submitted, FEMA Region V will complete an eligibility review within 60 days, or will request additional information. The Regional Administrator may extend this 60 day review for certain projects in extraordinary circumstances.
2. The state will provide any additional information requested within 30 days of the informal request. FEMA may provide technical assistance at the state's request.
3. If there is still additional information required, the state will provide it within 14 days of the request.
4. If the information is still not provided, FEMA will initiate a formal request for information and if the information is not provided by the state within 30 days the subapplication will be considered ineligible for funding and a denial letter will be sent.
5. Projects over \$1 million federal share will be reviewed to determine whether the project is a candidate for Strategic Funds Management (SFM.) If the project is appropriate for SFM, FEMA, the recipient, and the subrecipient will review the budget and work schedule to ensure that the project supports incremental obligation. Obligations are executed in increments based on the project meeting an established project milestone schedule until the project is completed. Projects that require an approved source of funding (full obligation) by the state procurement process in order to enter into procurement and contracting and projects in which most of the funds will be expended within six months are not required to use SFM.
6. After FEMA's mitigation staff approves a subapplication over \$1 million, they will forward a draft press release to Region V External Affairs Officer (EAO). The EAO will notify the appropriate congressional members and the SHMO. The project approval and announcement is considered "close hold" information, not to be shared until the congressional member is about to make the announcement. If the congressional member chooses not to make the announcement, the EAO will coordinate with the state's Public Affairs Officer and the SHMO on the use of a joint federal/state release.
7. If the project has been approved, the SHMO will prepare the subaward package that includes the approval letter; FEMA obligation documents; the Record of Environmental Consideration including any EHP award conditions; and the State-Local Hazard Mitigation Grant Program Assistance Agreement that will be signed by WEM and the subrecipient before the project can commence.
8. After the State-Local Hazard Mitigation Grant Program Assistance Agreement has been signed, the subrecipients will be directed to commence work on the project. The SHMO will provide the subrecipient with appropriate information on HMGP requirements, including how to request reimbursement of funds, the requirement to submit quarterly progress reports, requests for time extensions, the closeout process, etc.

H. Project Management

1. WEM will be the recipient for project management and accountability of funds in accordance with 2 CFR Part 200.331. Approved subrecipients for HMGP funding are accountable to WEM (the recipient) for funds awarded to them.
2. The WEM Financial Management Officer (SFMO) will manage the accounts funded by FEMA for approved projects under the HMGP. The SFMO will not draw federal funds from the account until advised by the SHMO and FEMA has obligated funds for this purpose. The SFMO and SHMO will be jointly responsible for ensuring that all procurements using HMGP funds will follow the policies and procedures outlined in 2 CFR Part 200. By signing the Assurances that are part of the subapplication, the subrecipient is so agreeing.
3. The SHMO and the subrecipient will implement a record keeping and financial system for each project based upon the approved work schedule.
4. Subrecipients will submit Quarterly Status Reports to the SHMO. The due dates for these reports are January 15, April 15, July 15, and October 15. The SHMO in turn will submit a Quarterly Progress Report to FEMA within 30 days of the end of the quarter including reporting period, date of report, POC name and contact information; project identification information and project number, subrecipient, and project type; significant activities and developments since previous Quarterly Progress Report including comparison of accomplishments against the work schedule; percent completion and whether the project is on schedule; a discussion of any problems, delays, or adverse conditions that impair the ability to meet the scheduled completion date; status of costs and amount disbursed; whether an extension to the PoP is anticipated; incremental funding amounts (SFM), if any; and for acquisition projects the status of properties acquired that quarter. The SFMO is responsible for submitting the financial Quarterly Progress Reports to FEMA.
5. Upon completion of the subaward, the SHMO will certify to FEMA that costs incurred in the performance of eligible work are allowable, that the approved work was completed, and that the mitigation measure is in compliance with the Federal-State Agreement and the State-Local HMGP Assistance Agreement. A project closeout worksheet providing a complete assessment of project accomplishment will also be prepared by the SHMO and submitted to FEMA. The SFMO is responsible for submitting the final financial report to FEMA.
6. Subrecipients will maintain financial records and receipts necessary to document all their expenditures relative to their projects. Such records may include specifications, bid tabulations, contract awards, invoices, receipts, checks, job orders, equipment usage, payroll information, journal vouchers, and any other necessary documentation that would be required for an audit. A sample spreadsheet will be provided to each subrecipient. In procuring property and services, the recipient and subrecipients must follow the same policies and procedures used for procurement with non-federal funds and the requirements set forth in 2 CFR Section 200.317. In addition,

subrecipients must follow 2 CFR Sections 200.318 through 200.326.

7. The SHMO will monitor and evaluate project accomplishments, and adherence to the approved scope of work, work schedule, and budget. Problems will be reported immediately to FEMA. If a subrecipient is found to be non-compliant with any of the agreed upon terms of the HMGP, the SHMO will take actions appropriate for the circumstances. In accordance with 2 CFR Part 200.308, the SHMO will obtain FEMA's approval whenever there is a proposed SOW change or a budget amendment is required.
8. The SHMO will monitor subrecipients and disclose to FEMA in writing real or potential conflict of interest that arise during the administration of the federal award within 15 days of becoming aware of the conflict.
9. The SHMO will review requests for reimbursement of expenditures, time extension requests, cost overruns, and appeals.

a. Reimbursement of Funds

- 1) The reimbursement of funds will be based on expenditures already incurred within the dollar amount of the approved project.
- 2) Advancement of funds may be made in some extraordinary situations upon prior approval of the state. The subrecipient will be advised to deposit any advance HMGP funds into a separate non-interest bearing bank account. If any interest is generated, the subrecipient will be instructed that those funds shall be expended for project administrative purposes before any additional project funds are drawn down. Subrecipients should reconcile earned interest each calendar quarter. If earned-and-expended interest exceeds \$100 at any time during the calendar year, all interest in excess of \$100 shall be returned to the U.S. Treasury. Documentation of actual expenses must be submitted to WEM within three business days of the subrecipient using advanced funds to make payment. Any excess advanced funds must be used toward future documented expenses for the same project or returned to WEM.
- 3) A request for funds during project implementation must be submitted in writing to the SHMO. The request must be accompanied by adequate supporting documentation for both project and any in-kind match (2 CFR Part 200). The retention period begins at the time the subrecipient's closing report has been accepted by the state. (2 CFR Part 200)
- 4) When the request is approved, disbursement documentation will be prepared and forwarded to the SFMO for processing. When the reimbursement check is received, the SHMO will forward it, along with a cover letter, to the subrecipient.
- 5) If the request is denied, the subrecipient will be so advised, in writing, and given the reason for the denial.

b. Time Limits and Extensions

- 1) Time Limits – Generally, projects must begin within 90 days of subaward

approval and be completed per the approved work schedule (no later than three years from the date funds were obligated for the project). The specific time schedule for each project will be detailed in the approved project subapplication. Exceptions may be granted for certain types of projects and/or extraordinary circumstances.

- 2) Time Extensions – If a subrecipient is unable to complete a project by the time specified in the project application, the subrecipient must immediately notify the SHMO in writing and request a time extension. The request should explain why the completion deadline will not be met and what project work remains, and include a revised schedule for the remaining tasks in the project with a probable date for project completion. After reviewing the time extension request, the SHMO will notify the subrecipient of the decision.

If the extension request means that their activity period will go beyond the disaster close date, the SHMO will request up to a one-year disaster PoP extension. The SHMO will make this request to Region V at least 60 days prior to the close of the disaster. If at the end of the 1-year extension another extension is requested by the subrecipient, the SHMO again will submit the request to Region V at least 60 days prior to the “new” disaster close date. The disaster PoP cannot exceed seven years.

c. Cost Overruns

- 1) Subrecipients will be required to notify the SHMO in writing as soon as they determine that they will have a cost overrun. The letter should include the dollar amount of the overrun, the reason for the overrun, and provide appropriate justification and documentation (invoices, copies of contracts, pictures, etc.) to support the additional costs.
- 2) The SHMO will evaluate each cost overrun. If the evaluation indicates that the cost overrun is justified, if HMGP funds are available for an amendment to the subaward, and if the project remains cost-effective including the overrun, the SHMO will submit a request, along with supporting documentation, to the FHMO for review and approval prior to the subrecipient incurring costs.
- 3) The subrecipient will be notified in writing of the FHMO’s decision on the overrun.

d. Appeals

- 1) An applicant may elect to appeal any decision made by the SHMO or FEMA on its project.
- 2) Such appeals must be made in writing to the SHMO and contain new or additional information that justifies reconsideration.
- 3) The subapplicant appeal must be submitted to the SHMO within 60 days of the date of the letter notifying the subapplicant of the action being appealed.
- 4) Upon receipt of an appeal from a subapplicant, the SHMO will review the material submitted and forward the appeal with a written recommendation to the FEMA Regional Administrator within 60 days.

- 5) The FEMA Regional Administrator has 90 days to make a determination on the appeal or to request additional information from the state.
- 6) If the FEMA Regional Administrator denies the appeal, the subapplicant may appeal again through the SHMO and FEMA Regional Administrator. This second appeal is sent to the FEMA Assistant Administrator for the Mitigation Directorate within 60 days of the Regional Administrator's denial. The Assistant Administrator for the Mitigation Directorate's appeal determination within 90 days will be FEMA's final administrative decision on the matter.

10. Program Income

Certain types of hazard mitigation projects will allow the subrecipient to earn income in the course of implementing the project (i.e. through salvage of property prior to demolition, etc.). FEMA encourages non-federal entities to generate program income to help defray program costs. Program income shall be applied to the project or deducted, in accordance with 2 CFR Part 200.80 and 200.307, from the total project costs. Subrecipients are advised to use non-interest bearing accounts.

11. Project Completion and Closeout

- a. Within 30 days of project completion, the subrecipient will notify the SHMO in writing. The written closeout letter and notification will include a final report along with the final reimbursement request, a signed copy of the Environmental Closeout Declaration and any required permits demonstrating compliance with EHP conditions.
- b. The SHMO will review the documentation to ensure that all claims and costs are eligible and that work performed is in compliance with the approved scope of work.
- c. The SHMO will authorize final payment of the federal and state shares of the subaward. Program income will be deducted from the total project costs per 2 CFR Section 200.307. In addition, the SHMO will also authorize payment of allowable subrecipient management costs, in accord with FEMA regulations and the State Administrative Plan. Such expenses will be listed separately from actual project-related expenditures.
- d. A site visit will be made by WEM staff to do a final inspection and take photographs of the completed project including geospatial coordinates.
- e. Upon completion of a project, the SHMO will prepare a Project Closeout Worksheet and submit it to FEMA for their approval and signature. In addition, the SHMO will request that FEMA complete the grant closeout process.
- f. When all projects under a single disaster have been completed, the SHMO will prepare the Declaration Closeout Letter and Worksheet for the HMGP and forward it to FEMA for their approval and signature requesting that HMGP for the declaration be closed. The SFMO will close out the HMGP financially by submitting SF-425, certifying project completion. All valid expenditures made in the performance period will be liquidated within 90 days of the expiration of the PoP. The SF-425 and closeout report will be submitted to FEMA no later than 90 days after the end date of the PoP.

12. Audits

- a. WEM and each subrecipient expending \$750,000 or more in federal financial assistance shall ensure that audits are conducted in accordance with 2 CFR Part 200, Subpart F.
- b. The SFMO will review audits for the recipient and subrecipient and report any problems to the SHMO and FEMA. The SHMO or SFMO will take appropriate or required action.
- c. If there is evidence of noncompliance, the SFMO will take appropriate corrective action within six months.
- d. If FEMA elects to conduct a federal audit of the HMGP, the recipient and all subrecipients will cooperate as necessary.

13. Technical Assistance

If a subapplicant requires technical assistance in the course of applying for and/or implementing a Hazard Mitigation Project, he/she should contact the SHMO. The SHMO will call upon appropriate agencies from the WSJHMT or coordinate with other state or federal agencies, or the regional planning commissions to provide such assistance.

14. Management Costs

In accordance with 44 CFR Part 207, the state can request FEMA provide a subaward equal to 4.89% of the HMGP ceiling for Management Costs. The subaward is awarded after the state provides adequate documentation to FEMA that supports the costs and activities for which funding will be used. Management costs can include indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by the recipient or subrecipient in administering and managing the HMGP program and awards.

- a. State Management Costs (SMCs) cover the cost to support activities and administer the HMGP. SMCs generally represent regular and overtime time salaries and associated fringe benefits of state personnel administering the HMGP and may include personnel costs for state staff housed in departments other than the Division of Emergency Management. Eligible staff costs include the state's cost of regular full-time or part-time contractual personnel dedicated to the HMGP, and personnel with whom the state has contracted for specific tasks necessary for management and administration of the HMGP program such as certified review appraisers. The costs for goods and services, equipment, travel, per diem, lodging, financial transactions fees associated with project payments, and the subscription to the State Historical Society database to conduct historical and archaeological reviews also are components of SMC.
- b. The state may pass through to subrecipients management costs for their costs associated with the administration of their approved HMGP subaward. Costs can include those incurred for requesting, obtaining, and administering the subaward. This includes the costs for submitting quarterly reports, preparing requests for reimbursements, conducting inspections, completing closeout documents, and any

required audits. Subrecipient management costs may be up to 1% (one percent) of the final net eligible costs in their FEMA-approved HMGP subaward.

Additional funds may be requested in extraordinary situations with adequate documentation and if management cost funds are available.

The subrecipient must maintain documentation on management cost expenses. The subrecipient is not required to provide documentation to the state, but must maintain records for a minimum of three years after closeout of the HMGP for the disaster. Activities and costs that can be charged directly to the HMGP subaward with proper documentation are not eligible for management cost funding and should be charged as project costs.

The state will track funds expended for subrecipient management costs for each subrecipient on its budget summary spreadsheet as well as cumulatively for all subrecipients for the disaster.

c. Determination of Management Cost Funding

- 1) 35 days after the declaration date (or soon thereafter), FEMA will provide the state with the preliminary estimate amount for management costs based on projections of the federal share of the HMGP for the disaster. If requested by the state, FEMA will obligate up to 25% of the estimated SMC lock-in amount at this time.
- 2) Six months after the date of declaration FEMA may obligate an additional 10% in SMC to the state if justified.
- 3) 12 months after the date of the declaration, FEMA will determine the final lock-in amount for SMC based on the projections at that time of the federal share for the disaster. FEMA will obligate the remainder of the lock-in amounts to the state.

d. Requesting State Management Cost Funding

Following notification from FEMA of the preliminary estimate and within 120 days of the declaration date, WEM will submit an HMGP project narrative that describes the activities, projected personnel requirements, subrecipient management costs (if applicable), and other costs related to the management of the program for that disaster. In extraordinary circumstances FEMA may approve a request by the state for an extension for submitting the project narrative. Documentation to support the SMC request will include the following:

- 1) The state's plan for expending and monitoring the funds and ensuring sufficient funds are budgeted for grant closeout.
- 2) An estimate of the percentage of pass-through funds the state will make available to subrecipients.

FEMA will approve or reject the HMGP project narrative on SMC within 30 days of receipt. If FEMA rejects the narrative, it will provide the state definitive reasons for the denial as well as clearly identify the additional documentation required for approval. The state will have 30 days to submit a revised narrative for consideration and approval.

Six months after the declaration date, the state may request an additional obligation of 10% of SMC funds if needed, based on the revised six-month estimate. This request for additional funds will include documentation to support the request.

12 months after the declaration date, FEMA will notify the state of the final lock-in amount. The state will submit a final SMC funding request, based upon the final lock-in amount, to the FEMA Regional Administrator. The final SMC funding request will include any necessary revisions to the required supporting documentation. FEMA will obligate the remaining funds upon approval of the final request.

The state's quarterly reports will include HMGP recipient and subrecipient SMC expenses.

The PoP end date for HMGP SMC will be 8 years from the date of the declaration, or six months after the last PoP end date of the other subawards, whichever is sooner.

15. Recipient and subrecipients must retain all records pertaining to the project for a period of 3 years (or longer) from the date of submission of the final expenditure report for the HMGP for the declaration in accordance with 2 CFR Sections 200.333 through 200.337.

X. SPECIAL CONSIDERATIONS FOR PROPERTY ACQUISITION/RELOCATION PROJECTS

Because of their unique nature, special considerations are required in the administration of acquisition and relocation projects. Subrecipients must comply with the special considerations, 44 CFR 206.434(e); Part 80, Property Acquisition and Relocation for Open Space; Hazard Mitigation Assistance Guidance Addendum, Part A; and any other related guidance.

A. State Roles and Responsibilities

1. Serve as the point of contact by coordinating with the subrecipients and with FEMA to ensure that the project is implemented per regulations.
2. Provide technical assistance to the subrecipients.
3. Ensure that projects are not framed in a manner that has the effect of circumventing federal regulations.
4. Ensure that the proposed activity complies with federal regulations including that the property acquisition activities remain voluntary in nature, and that the subrecipient and property owner(s) are aware of said requirement.
5. Submit subapplications in accordance to program schedules and requirements with all required information for FEMA to determine eligibility, technical feasibility, cost effectiveness, and environmental compliance.
6. Review any proposals for subsequent transfer(s) of property interest, obtain FEMA approval, and ensure that uses are compatible with open space requirements.
7. Review any proposals for leases or easements on property interest, obtain FEMA approval, and ensure the uses are compatible with open space requirements.

8. Make neither applications for nor provide federal disaster assistance or other FEMA assistance for the property or any open-space related improvements after the property is acquired.
9. Ensure that acquired properties remain in open space use in perpetuity.
10. Report on property compliance with open space requirements after award closeout. This will be done every three years by sending a letter on May 1 to all past property acquisition project subrecipients and requesting signed certification that will be due July 1.

B. Subrecipient Roles and Responsibilities

1. Coordinate with the state and property owner(s) to ensure that the project is implemented in compliance with federal regulations.
2. Submit subapplications to the state in accordance to program schedules and requirements with all required information for the state and FEMA to determine eligibility, technical feasibility, cost effectiveness, and environmental compliance.
3. Ensure that projects are not framed in a manner that has the effect of circumventing federal regulations.
4. Coordinate with the property owner(s) to ensure that they understand the benefits and responsibilities of the project and that participation in the program is voluntary.
5. Develop the project subapplication and implement the project in accordance with federal regulations ensuring that all terms of the required deed restrictions and subaward are enforced.
6. Consult with the U. S. Army Corps of Engineers and the state Department of Transportation to ensure that no future planned improvements, projects, or enhancements are under consideration that will affect the property(-ies).
7. Ensure that there are fair procedures and processes to compensate property owners and tenants for such items as determining property values and/or the amount of the mitigation offer, and reviewing property owner disputes regarding such offers.
8. Make neither application for federal disaster assistance, flood insurance, or other FEMA benefits for the property nor any open-space related improvements after the property is acquired.
9. Take and retain full ownership or if transferring or leasing the property, obtain state and FEMA approval.
10. Submit to the state and FEMA proposed uses on the property for open space compatibility determinations.
11. Monitor and report on property compliance, and respond to state requests for the status of compliance of the property, after the subaward is closed.

C. Pre-Award Requirements

1. FEMA may fund eligible pre-award project costs at its discretion and as funds are available. Recipients and subrecipients may be reimbursed for eligible pre-award costs for activities directly related to the development of the project proposal. The costs can only be incurred during the open application period. Costs incurred prior to subaward that are associated with actual implementation of the project are not eligible.

D. Post-Award Requirements

1. Project Implementation

- a. The subrecipient will not acquire property contaminated with hazardous materials. A contaminated property must be certified clean prior to acquisition. This excludes disposal of incidental demolition and household hazardous wastes. Subaward funds cannot be used for clean-up or remediation of contaminated properties.
- b. The subrecipient will obtain a title insurance policy to ensure that it acquires property with clear title. The property interest generally must transfer by a Warranty Deed. Any incompatible easements or other encumbrances to the property must be extinguished before acquisition.
- c. The offer to purchase is based on the current fair market value of the property or the "pre-event" market value for the major disaster under which funds are available. When multiple disasters have affected the same property, the state and subrecipient(s) shall determine which is the relevant event.
- d. A property owner who did not own the property at the time of the event, or who is not a national of the United States or qualified alien, is not eligible for an offer to purchase based on pre-event market value for the property. Subrecipients will ask each participating property owner to certify that they meet the requirement prior to offering pre-event market value. If they are unable or unwilling to certify, they may be offered no more than the post-flood fair market value. If the property is under foreclosure, the offer to the bank will be post-flood fair market value or the remaining balance on the mortgage, whichever is less.
- e. Certain tenants who must relocate as a result of the project are entitled to relocation benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (such as moving expenses, replacement housing rental payments, and relocation assistance advisory services). They are also entitled to relocation assistance under the State's Relocation Assistance Law, State Statute 32.25.
- f. If an offer to purchase for a residential property is less than the cost for the homeowner occupant to purchase a comparable replacement dwelling outside of the floodplain in the same community, the subrecipient may make available a supplemental payment to the property owner in accordance with required criteria.
- g. The subrecipient must notify each property owner in writing of what it considers the fair market value of the property. The market value will be determined by an appraisal completed by a state-certified and licensed appraiser. The state will hire

a Certified Review Appraiser who will review and approve the appraisals. The offer will clearly state that the property owner's participation in the project is voluntary. At the time the offer to purchase is presented, the property owner will be asked to sign the Statement of Voluntary Participation. If the property owner disagrees with the appraisal, they may get their own appraisal at their own expense and submit to the state for review.

- h. When pre-flood fair market value is utilized, the subrecipient will reduce the offer to purchase by the amount of any duplication of benefits (DOB). Deductions are not taken for any amounts the owner can verify with receipts that were expended on repairs or cleanup. DOB can consist of flood insurance proceeds, housing assistance, or other recovery assistance.
 - i. Structures on the acquired property must be demolished or relocated within 90 days of acquisition. The FEMA Regional Administrator may grant an exception to this deadline only for a particular property based on written justification if extenuating circumstances exist, but a final date for removal must be specified.
 - j. The subrecipient, upon settlement of the property, shall record the required Warranty Deed restrictions.
2. Land Use and Oversight
- a. Acquired property shall be dedicated to and maintained in perpetuity as open space for the conservation of natural and floodplain functions. Open space uses may include parks for outdoor recreational activities, wetlands management areas, nature preserves, cultivation, grazing, camping (except where adequate warning time is not available to allow for evacuation), unimproved unpaved parking lots, buffer zones, and other uses FEMA determines compatible with open space.
 - b. Allowable uses generally do not include walled buildings, levees, dikes, floodwalls, paved roads, highways, bridges, cemeteries, landfills, storage of hazardous or toxic materials, above or below ground pumping and switching stations, above or below ground storage tanks, paved parking, off-site fill or other uses that obstruct the natural and beneficial functions of the floodplain.
 - c. No new structures or improvements will be built on the property except those listed below and will be floodproofed or elevated to at least 2 feet above the base flood elevation:
 - 1) A public facility that is open on all sides and functionally related to a designed open space or recreational use.
 - 2) A public restroom.
 - 3) A structure that is compatible with open space and conserves the natural function of the floodplain, and which the FEMA Regional Administrator approves in writing before construction of the structure begins.
 - d. Any improvements shall be in accordance with proper floodplain management regulations, policies, and practices.
 - e. No federal entity or source may provide disaster assistance for any purpose nor

may any application for such assistance be made to any federal entity or source for the acquired property.

- f. The property is not eligible for flood insurance coverage for damage to structures after the property is acquired except for pre-existing structures being relocated off the property as a result of the project.
- g. After acquisition of the property, the subrecipient shall convey any interest in the property only if the FEMA Regional Administrator, through the state gives prior written approval in accordance with federal regulations:
 - 1) The request must include a signed statement from the proposed transferee acknowledging and agreeing to be bound by terms of the federal regulations, and documents its status as a qualified conservation organization if applicable.
 - 2) Subrecipient may convey the property only to another public entity or a qualified conservation organization.
 - 3) Subrecipient may convey an easement or lease to a private individual or entity for purposes compatible with the uses described above with prior approval of the FEMA Regional Administrator.
 - 4) Conveyance of any property must reference and incorporate the original deed restrictions, and include a provision for the property's ownership to revert to the subrecipient or state in the event that the transferee ceases to exist or loses its eligible status.
- h. FEMA and the state have the right to enter upon the property, at reasonable times and with reasonable notice, to inspect the property to ensure compliance.
- i. Every three years the subrecipient will provide a report to the FEMA Regional Administrator, through the state, certifying that they have inspected the property within the preceding month and that the property continues to be maintained consistent with the federal open space requirements and the subaward.
- j. The subrecipient, state and FEMA are responsible for taking measures to bring the property back into compliance if the property is not maintained according to federal regulations.
 - 1) The state will notify the subrecipient and any holder of the property in writing and advise them that they have 60 days to correct the violation.
 - 2) If the subrecipient or any current holder of the property fails to demonstrate a good faith effort to correct the violation within the 60-day period, the state shall enforce the terms of the subaward by taking measures it deems appropriate.
 - 3) FEMA may take measures it deems appropriate including, but not limited to withholding FEMA mitigation awards and assistance from the state and subrecipient; requiring transfer of title; and bringing an action at law or inequity in a court of competent jurisdiction against the state, subrecipient and/or respective successors.

E. Close-out Requirements

Upon closeout of the subaward, the subrecipient, through the state, shall provide FEMA the following:

1. A copy of the recorded Warranty Deed for each property with the FEMA-required deed restrictions included.
2. A photo of each property that was acquired after project completion.
3. The latitude and longitude coordinates for each property acquired.
4. For repetitive loss or severe repetitive loss properties, a completed FEMA Form AW-501 documenting the completion of mitigation.
5. Other information as deemed appropriate by the FEMA Regional Administrator and the state.

XI. PROGRAM ADMINISTRATION BY STATES

The state (recipient) may participate in the Program Administration by States (PAS) initiative and be delegated additional defined responsibilities by FEMA based on an analysis of state staffing plan, award management and hazard mitigation experience, and demonstrated past performance. In return for assuming additional responsibilities, the state will have increased control and oversight in implementing the HMGP. The state may apply for PAS at any time by submitting a request letter to the FEMA Regional Office indicating which activities the state is interested in managing and containing the supporting documentation. The FEMA Regional mitigation staff will review and evaluate the request within 30 days against certain criteria. If the Region determines the state meets the criteria, they will work with the state on drafting an operational agreement. If denied, FEMA will send a letter indicating the reasons why the request was denied. The operational agreement outlines the agreed-upon delegations. The agreement will define applicability, FEMA and state responsibilities, and the process for withdrawing from the program if FEMA determines the state is not administering the HMGP in a satisfactory manner. Updated operational agreements will be developed for each declared disaster after which the state requests delegation of some elements of HMGP administration. In addition the state will update the HMGP Administrative Plan to including an addendum outlining the components the state will administer for the particular disaster.

XII. PLAN REVIEW AND UPDATING

- A. This Administrative Plan will be reviewed annually to ensure compliance with law, implementing regulations, and state policies. It will be updated as needed to reflect regulatory or policy changes, or to improve program administration. Upon update, it will be submitted to FEMA Region V for review and approval.

The FEMA Regional Administrator shall acknowledge receipt of the plan in writing to WEM and the SHMO. Written comments from FEMA shall state whether the plan is approved, shall detail any shortcomings, and shall include a suggested method and timeline for correction, if necessary.

- B. Following a Presidential Disaster Declaration, the SHMO will prepare within 30 days any updates, amendments, or revisions to the plan that are required in order to meet current policy guidance or changes in the administration of the Hazard Mitigation Grant Program. The plan will be submitted to FEMA Region V for approval.

XIII. ATTACHMENTS

- A. State Notification Letter of Intent to Participate in the HMGP
- B. Pre-Application:
 - 1. HMGP Pre-Application Cover Letter
 - 2. HMGP Pre-Application (DMA Form 141)
- C. Pre-Application Ranking:
 - 1. Pre-Application Ranking Instructions
 - 2. Pre-Application Ranking Form (DMA Form 140)
- D. HMGP Formal Application Package:
 - 1. Instructions for Applicants
 - 2. Environmental Assessment Requirements

Acquisition Projects

- 3. Cover Letter – Acquisition
- 4. Checklist – Acquisition
- 5. Section 404-HMGP Disaster Application – Acquisition (DMA Form 139A)
- 6. Statement of Assurances for Property Acquisition Projects
- 7. Model Warranty Deed Restrictions
- 8. Budget Cost Worksheet – Acquisition
- 9. Property Data Worksheets – Acquisition
- 10. Declaration and Release (FEMA Form 90-69B)
- 11. Notice of Voluntary Interest
- 12. Model Statement of Voluntary Participation

Elevation Projects

- 13. Cover Letter – Elevation
- 14. Checklist – Elevation
- 15. Section 404-HMGP Disaster Application – Elevation (DMA Form 139B)
- 16. Budget Cost Worksheet – Elevation
- 17. Property Data Worksheet – Elevation
- 18. State Model Acknowledgement of Conditions for Mitigation of Property in SFHA with FEMA Grant Funds
 - a. FEMA Model Acknowledgement of Conditions for Mitigation of Property in SFHA with FEMA Grant Funds

Structural and Other Projects

- 19. Cover Letter – Structural/Other
- 20. Section 404-HMGP Disaster Application (DMA Form 139) – Structural/Other

21. Damage Assessment Worksheet
22. Application Tips – Safe Room
 - a. Checklist – Safe Room
23. Application Tips – Localized Flood Control
 - a. Checklist – Localized Flood Control
24. Checklist – Generator
25. Instructions for Applicants – Planning
26. Section 404-HMGP Disaster Application – Planning
27. Assurances (DMA Form 1017A)
28. EHP Checklist (page 146 in FEMA's 2015 HMA Guidance)
- E. National Environmental Policy Act:
 1. Request Letter for Categorical Exclusion Information
 2. Concurrence Form
 3. Record of Environmental Consideration
 4. Public Notice Procedures
 5. Final Public Notice
 6. Environmental Closeout Declaration
- F. Notification Letter of Subaward Approval
- G. State/Local Assistance Agreements:
 1. State/Local HMGP Assistance Agreement (Acquisition)
 2. State/Local HMGP Assistance Agreement (Elevation)
 3. State/Local HMGP Assistance Agreement (Structural/Other)
 4. State/Local HMGP Assistance Agreement (Planning)
- H. Request for Reimbursement of Funds (DMA Form 167)
- I. Sample Budget Summary Spreadsheet
- J. Subrecipient Quarterly Status Report
- K. Recipient Quarterly Report Spreadsheet
- L. Subaward Closeout:
 1. Subaward Closeout Request Letter
 2. Project Subaward Closeout Worksheet (DMA Form 143)
 3. Planning Subaward Closeout Worksheet (DMA Form 143A)
 4. State Management Costs Subaward Closeout Request
- M. Declaration Closeout:
 1. Declaration Closeout Request Letter
 2. Declaration Closeout Worksheet (DMA Form 142)
- N. Land Use Requirements:
 1. Open Space Monitoring Letter
 2. Open Space Certification Form
- O. State Management Costs Project Narrative

Date

Mr/s. _____

Regional Administrator
Federal Emergency Management Agency
536 South Clark Street, 6th Floor
Chicago IL 60605

Dear _____:

I would like to inform you of the State's intention to apply for the Section 404, Hazard Mitigation Grant Program under declaration FEMA-XXXX-DR-WI declared Month DD, YYYY. The State of Wisconsin Hazard Mitigation Plan was approved as an enhanced plan on Month DD, YYYY with an expiration date of Month DD, YYYY.

Pre-applications for the Hazard Mitigation Grant Program will be sent to communities statewide in the near future. My staff has also started coordination with the Wisconsin Department of Natural Resources.

If you have any questions, please call _____, State Hazard Mitigation Officer, at (608) 242-XXXX, or _____, Mitigation Section Supervisor, at (608) 242-XXXX.

Sincerely,

_____, State Coordinating Officer
Wisconsin Emergency Management

Cc: _____, Director, Mitigation Division, FEMA, Region V

DATE: Month DD, YYYY

TO: Local Officials and Zoning Administrators in communities included in Federal
Disaster Declaration FEMA-XXXX-DR-WI
County and Tribal Emergency Management Directors
County Board Chairpersons
Local Officials of other selected communities

FROM: _____, State Hazard Mitigation Officer
_____, Mitigation Section Supervisor

**SUBJECT: PRE-APPLICATION FOR THE SECTION 404-HAZARD MITIGATION
GRANT PROGRAM**

As a result of Presidential Disaster Declaration FEMA-XXXX-DR-WI, funding is available for mitigation activities through the Section 404-Hazard Mitigation Grant Program. The counties that were included in the declaration as a result of (disaster type) between (dates) are (list counties).

The Hazard Mitigation Grant Program (HMGP) provides grants to state and local governments, eligible private non-profit organizations, and Indian tribes to fund **long-term, permanent mitigation measures** following a major disaster declaration. These grants are available statewide and are 75% Federally funded through the Federal Emergency Management Agency (FEMA) and 12.5% state funded through Wisconsin Emergency Management (WEM), with a 12.5% required local match. The local match can be a soft or in-kind match; it can also be provided by other funding sources as long as they are non-Federal. In addition, the local match can be greater than 12.5% of the total project cost. The HMGP funds available for this declaration are estimated at \$_____ and are based on 15% (20%) of the federal funds spent on the Public Assistance (and Individual Assistance Programs) for the declaration.

The objective of the program is to eliminate or reduce future disaster damages to improved property. Grants can be used to fund projects on public or private property. Eligible projects include, but are not limited to, the acquisition and relocation of flood-prone properties, floodproofing or retrofitting measures including elevation, wind resistant retrofitting or construction, and construction of community and residential safe rooms. Other fundable projects include the development of mitigation standards to protect structures from disaster damages and small localized flood reduction projects such as detention ponds. Stormwater management system improvements are also fundable, as are Climate Resilient Mitigation Activities as defined by FEMA (including aquifer storage and recovery, floodplain and stream restoration, flood diversion and storage, and green infrastructure). In addition, funds are available for developing or updating local all-hazards mitigation plans. A project can be considered for funding even if damages did not occur during this event as long as the application shows that past damages have occurred and that the project can reduce future damages. Mitigation for hazards other than flooding can be considered as long as the project meets program criteria. The program **does not** fund disaster repairs, equipment purchases, plans or studies that provide analysis without implementation, or projects that are already started or completed.

To be eligible for HMGP funding, specific criteria must be met:

1. The community must be participating and in good standing in the National Flood Insurance Program (NFIP) if a special flood hazard area (SFHA) has been identified by FEMA.
2. The proposed project must be cost-effective and show that the benefits of the project will outweigh the cost. It must pass the Benefit Cost Analysis, which is typically the most difficult requirement for project approval.
3. The project must be environmentally sound. Environmental documentation will be required prior to funding.
4. The applicant must show that at least two other alternatives were considered, and that the alternative selected is the most feasible approach to addressing the identified problem. The applicant must demonstrate that the proposed project will eliminate or substantially reduce future disaster damages.
5. The applicant must have a FEMA-approved all hazards mitigation plan. The proposed mitigation measure must be in conformance with the goals and objectives of the local hazard mitigation plan as well as the State Hazard Mitigation Plan. Those communities without a FEMA-approved plan may apply for HMGP funds for the development of such a plan. The plan would have to be completed, adopted, and approved by FEMA within one year of the declaration prior to receiving any project grant funds. In addition, those communities that have an approved mitigation plan may apply for HMGP funds to revise or update their existing plan to meet the five-year plan update requirement. Wisconsin Emergency Management encourages the development of countywide hazard mitigation plans.

HMGP funds are available statewide. Communities in the declared area will receive priority consideration and are strongly encouraged to apply for this program. For each proposed project, complete the enclosed Pre-Application Form and attach any pertinent supporting information. Submit it to this office no later than (date).

WEM staff will review, score, rank, and prioritize submitted pre-applications to determine which projects meet the program requirements and align with State and Federal mitigation priorities. Applicants whose proposed projects have the greatest potential for funding approval will be asked to submit a detailed formal application. After a formal review process, projects that meet the program requirements and have the greatest potential for preventing or reducing future disaster damages will receive HMGP grant approval based on available grant dollars.

Both FEMA and the State prioritize the acquisition, demolition, relocation, floodproofing, or elevation of floodplain properties. HMGP pre-applications for such projects will receive priority consideration, with the mitigation of substantially damaged structures receiving the highest priority. Substantially damaged properties are those structures that have incurred damages that exceed 50% of the equalized assessed value. HMGP funds can be used to fund structural projects if the project will eliminate or substantially reduce damages to improved property.

Pre-applications that do not receive further consideration for HMGP funding will be referred to the Wisconsin Hazard Mitigation Team members for funding under other programs that may be available through the agencies represented in the group.

Mitigation projects not funded through HMGP under this declaration may be considered under other FEMA mitigation programs such as the Pre-Disaster Mitigation and Flood Mitigation Assistance Programs. These programs have annual funding cycles. The application period for these programs is from [REDACTED] until [REDACTED]. The Hazard Mitigation Assistance (HMA) Unified Program Guidance can be found at: <https://www.fema.gov/hazard-mitigation-assistance>.

If you have any questions, please feel free to call me at (608) 242-3211; Katie Sommers at (608) 242-3222; Caitlin Shanahan at (608) 242-3214; or Margaret Zieke at (608) 242-3252.

Enclosures:

Pre-Application, Section 404-Hazard Mitigation Grant Program, DMA Form 141
Hazard Mitigation Grant Program

Cc: Wisconsin Emergency Management Regional Directors
Wisconsin Hazard Mitigation Team
Regional Planning Commissions

STATE OF WISCONSIN
Division of Emergency Management
Section 404-Hazard Mitigation Grant Program
FEMA-4276-DR-WI
Pre-Application Form

1. APPLICANT: _____ COUNTY: _____

2. PRIMARY CONTACT PERSON: _____

TITLE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ E-MAIL: _____

3. ALTERNATE CONTACT PERSON: _____

TITLE: _____

TELEPHONE: _____ E-MAIL: _____

4. TYPE OF PROJECT

- | | |
|-------------------------------------|---|
| _____ Acquisition and demolition | _____ Wind resistant retrofit or construction |
| _____ Elevation/floodproofing | _____ Safe Room |
| _____ Relocation | _____ Wildfire Mitigation |
| _____ Flood diversion/storage | _____ Soil Stabilization |
| _____ Aquifer storage and recovery | _____ Education |
| _____ Floodplain/stream restoration | _____ Other |
| _____ Infrastructure retrofit | |

5. MITIGATION PLANNING

Name of current All-Hazards Mitigation Plan: _____

Plan approval date: _____ Plan expiration date: _____

Reference to proposed project/mitigation action in Plan (attach copy of relevant section):

Page number(s) _____

6. PROJECT LOCATION

Road or street address, legal description, latitude/longitude, etc. Include legible maps/drawings of the location. Attach a map showing the range and section for the project area.

7. IS PROJECT LOCATED IN A 100-YEAR FLOODPLAIN?

____ No

____ Yes (attach FIRM map): ____ Floodway ____ Flood fringe

8. PROJECT DESCRIPTION

For acquisition projects, please include a description of how the resulting open space will be used.

9. DESCRIPTION OF THE PROBLEM TO BE MITIGATED BY PROJECT

10. DESCRIPTION OF PAST DAMAGES

Include damages to improved property, infrastructure, as well as public safety costs, economic impact, etc.

11. PAST DAMAGE FREQUENCY

List the number of times or the years that the event has occurred causing damages or other problems.

12. HOW WILL THE PROPOSED PROJECT ELIMINATE OR REDUCE FUTURE DAMAGES?

13. OTHER ALTERNATIVES CONSIDERED FOR SOLVING THE PROBLEM:

List at least two. One alternative can be "do nothing."

14. TOTAL ESTIMATED COST OF THE PROJECT:

Attach any available supporting documentation, such as preliminary engineering designs, estimated costs from contractors, studies or reports, pictures, etc.

15. POTENTIAL SOURCE(S) OF FUNDING FOR APPLICANT SHARE (12.5%):

Please attach any additional supporting information that is pertinent to the proposed project.

RETURN COMPLETED PRE-APPLICATION FORM NO LATER THAN TO:

**STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
ATTN: STATE HAZARD MITIGATION OFFICER
2400 WRIGHT STREET
P.O. BOX 7865
MADISON, WI 53707**

**STATE OF WISCONSIN
HAZARD MITIGATION GRANT PROGRAM
FEMA-4276-DR-WI**

Pre-Application Ranking Instructions

Introduction

It is the responsibility of the State to identify and select hazard mitigation projects to be recommended to the Federal Emergency Management Agency (FEMA) for final approval and funding of the Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

In order to do this, the Division of Emergency Management established the Wisconsin Interagency Disaster Recovery Group (IDRG) now referred to as the Wisconsin Hazard Mitigation Team (WHMT) after the 1993 mid-west floods. WEM will review, evaluate, and rank eligible pre-applications and present the findings to the WHMT for further review and discussion of funding options among the programs available through the various agencies represented. The WHMT members include representatives of the following State agencies: The Departments of Military Affairs, Administration, Commerce, State Historical Society, Natural Resources, Transportation, Health Services, Safety and Professional Services, and Agriculture, Trade and Consumer Protection, the Public Service Commission, the Office of Commissioner of Insurance, and other agencies as deemed appropriate. In addition, a representative from the Regional Planning Commissions, the Wisconsin Association of Floodplain, Stormwater and Coastal Managers, Wisconsin Emergency Management Association, Volunteer Organizations Active in Disasters, Cooperative Network, and the University of Wisconsin-Extension also participate. The following federal agencies are included in the Group: U.S. Department of Agriculture, Economic Development Administration, Federal Emergency Management Agency, U. S. Geologic Service, U. S. Army Corps of Engineers, and the Department of Housing and Urban Development.

Before an applicant will be considered for HMGP funding, it must meet minimum criteria set by FEMA and the State. These criteria include:

1. The proposed project must align with the goals of the local and State Hazard Mitigation Plans.
2. The proposed project must not encourage development in Special Flood Hazard Areas.
3. Communities that have mapped flood hazard areas must participate in the National Flood Insurance Program and be in good standing.
4. The proposed project must be listed in the community's All-Hazard Mitigation plan and in conformance with the comprehensive land use plan or capital improvements program where such plans and programs exist.

Procedures

The WEM Mitigation staff will review HMGP pre-applications to ensure that the proposed projects are eligible and meet the above criteria. Based on this review, staff will then rank the

pre-applications. After discussion with the WHMT, a list of recommended projects based on ranking and funding availability will be submitted to the WEM Administrator for approval. Some projects may be referred to other agencies for appropriate funding. In addition, the WHMT will “package” funding for projects where possible to maximize the funding that is available. Proposed projects with the highest priority will be invited to complete a formal application for HMGP funding.

Priority/Ranking System

Proposed projects will be evaluated based on Project Type, Site Vulnerability, Project Benefits, and other considerations. Non-structural projects, including those that involve acquisition, relocation, and elevation, will receive top priority for funding.

**STATE OF WISCONSIN
HAZARD MITIGATION GRANT PROGRAM
FEMA-4276-DR-WI**

Pre-Application Ranking

APPLICANT: _____ COUNTY: _____

AMOUNT REQUESTED: \$ _____ SCORE: _____ RANK: _____

PROJECT TYPE	Points Possible	Points Received
Ineligible Activities Warning systems; purchase of equipment; dams, levees, large floodwalls or berms; planning without implementation	Ineligible projects will not be reviewed.	
Non-Structural Mitigation		
<i>Acquisition</i>		
Residential	35	
Critical Facility	35	
Commercial	25	
<i>Relocation</i>		
Residential	30	
Critical Facility	30	
Commercial	20	
<i>Elevation</i>		
Residential	25	
Critical Facility	25	
Commercial	15	
<i>Planning (with implementation)</i>	10	
<i>Zoning ordinance and/or building code development and implementation</i>	15	
<i>Educational Programs for public officials and citizens</i>	15	
Climate Resilient Mitigation Activities		
Aquifer Storage and Recovery	15	
Floodplain and Stream Restoration	20	
Flood Diversion and Storage	15	
Green Infrastructure	20	
Other	15	

Structural Mitigation		
<i>Small Localized Flood Reduction</i> Storm Water Drainage Improvements Detention/Retention Ponds Storm Sewer Improvements Other	10	
<i>Safe Rooms</i>		
Retrofitting Existing Facility	10	
Residential Safe Rooms	15	
Community Storm Shelter	20	
<i>Bluff/Soil Stabilization</i>	5	
<i>Channelization</i>	5	
<i>Construction of small levees, berms, or floodwalls for critical facilities</i>	5	
<i>Erosion and sediment control</i>	5	
<i>Generators for critical facilities</i>	5	
<i>Other</i>	5	
Project Type Section Sub-Total	35	

SITE VULNERABILITY	Points Possible	Points Received
Flood Event Frequency		
5 or more events in the last 30 years	25	
4 events in the last 30 years	20	
3 events in the last 30 years	15	
2 events in the last 30 years	10	
1 events in the last 30 years	5	
0 events in the last 30 years	0	
Does the Project involve removing structures from the:		
Floodway	10	
Flood Fringe	5	
Does the project provide mitigation for:		
Repetitive loss properties?	15	
Severe repetitive loss properties?	20	
Does the project mitigate substantially damaged properties?	20	
Does the project address multiple hazards?	10	
Site Vulnerability Section Sub-Total	85	

PROJECT BENEFITS	Points Possible	Points Received
Does the project alleviate or reduce the need for emergency services during disasters?	5	
Does the project alleviate or reduce damages to improved structures?	10	
Does the project have a beneficial impact on more than one community or is it multi-jurisdictional?	10	
Does the project solve a problem independently or is it part of another solution with assurance that the project will be completed?	5	
Is the project a long-term solution to a repetitive or imminently dangerous situation?	10	
Does the project directly prevent death and injury by reducing a person's vulnerability to the hazard?	5	
Does the project substantially reduce future disaster costs?	10	
Does the project reduce the cost of repairing repetitive damages?	10	
Does the project restore floodplains and/or wetlands?	5	
Does the project have multiple objectives such as damage reduction, environmental enhancement and economic recovery?	10	
Does the project promote economic growth and community development?	10	
Does the project promote development of recreational areas/historic areas?	10	
Does the project provide flood protection beyond the 100-year flood event?	10	
Does the project alleviate or reduce the negative impacts of changing future conditions and natural hazard risks, as identified in the Risk Assessment component of the State Hazard Mitigation Plan?	10	
Project Benefits Section Sub-Total	120	

OTHER ITEMS TO CONSIDER	Points Possible	Points Received
Is the project in the declared area?	10	
<i>Mitigation Plan</i>		
Approved and adopted	10	
In development or update	5	
Expired/no plan	0	
Does the proposed project involve the use of innovative approaches to mitigation or mitigation measures?	5	

Has the applicant submitted the project under a previous disaster?	5	
Are other agencies willing to provide funds towards funding the project?	10	
Is the applicant willing to put funds towards the project over and above the 12.5% local match?	10	
Are there HMGP funds available to fund the entire project?	5	
Will the project require future maintenance?	-10	
Has the community successfully implemented previous mitigation grants?	10	
Does the community participate in the CRS?	5	
Other Items Section Sub-Total	70	
TOTAL SCORE	300	
PROJECT RANK	/	

HAZARD MITIGATION GRANT PROGRAM INSTRUCTIONS FOR SUBAPPLICANTS

About the Hazard Mitigation Grant Program (HMGP)

The HMGP is a federal program administered in the state by the Wisconsin Division of Emergency Management (WEM). The objective of the program is to reduce repetitive losses from natural disasters. This is accomplished by funding cost-effective projects that eliminate or reduce future disaster expenditures for repair or replacement of public and private property, and for the relief of personal loss, hardship, and suffering. *Note: Projects cannot be retroactively funded through HMGP. Therefore, projects already in progress or completed will not be considered.*

Minimum Project Criteria

1. To be eligible for HMGP funding, a project must meet the following minimum criteria:
2. Conform with the state and local hazard mitigation plans.
3. Have a beneficial impact upon the designated disaster area, whether or not located in the disaster area.
4. Conform with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, Environmental Considerations. (Refer to the attached Environmental Assessment Requirements.)
5. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible.
6. Be cost-effective and substantially reduce the risk of further damages, hardship, loss, or suffering resulting from a major disaster. WEM, using information supplied by the subapplicant, must demonstrate this to the Federal Emergency Management Agency (FEMA) by documenting that the project
 - A. Addresses a problem that has been repetitive, or a problem that possesses a significant risk if left unsolved.
 - B. Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur. Benefit-cost analyses will be conducted on subapplications submitted to determine cost effectiveness of the proposed project.
 - C. Has been determined to be the most practical, effective, and environmentally sound alternative after considering a number of options.
 - D. Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address.
 - E. Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.
 - F. Is in conformance with the goals and objectives of the community's hazard mitigation plan.

Additional Criteria

In addition to the above federal criteria, a community must have a FEMA-approved hazard mitigation plan to be eligible for project funds. Subapplicants that do not have a hazard mitigation plan will be required to develop a plan and have the plan approved within 12 months of the declaration to be considered for funding.

Instructions for Completing the Subapplication for HMGP

Eligible subapplicants must apply for the HMGP through WEM. The HMGP subapplication will be reviewed and evaluated by WEM and FEMA before a final decision regarding project approval is made. No projects will be retroactively funded through the HMGP.

1. Read and review all of the attached documents carefully.
2. Complete the Disaster Subapplication for Section 404-Hazard Mitigation Grant Program Funding (DMA Form 139 or 139A) as thoroughly and accurately as possible. Be sure to sign and date the subapplication.
3. Sign and date the Assurances (DMA 1017A).
4. Send two copies of the signed and completed subapplication and any supporting documentation along with the Assurances to the address provided on the subapplication.
5. Along with the hard copy, submit the subapplication and supporting documentation electronically if possible.

Subapplicants will be notified by letter of the approval/disapproval of their application. This will be done after thorough review at the earliest possible date.

Questions regarding the subapplication process or program administration should be directed to Roxanne Gray, Mitigation Section Supervisor, at (608) 242-3211, roxanne.gray@wi.gov; Katie Sommers, State Hazard Mitigation Officer, at (608) 242-3222, katie.sommers@wi.gov; Caitlin Shanahan, Disaster Response and Recovery Planner, at (608) 242-3214, caitlin.shanahan@wi.gov; or Margaret Zieke, Disaster Response and Recovery Planner, at (608) 242-3252, margaret.zieke@wi.gov.

**STATE OF WISCONSIN
Department of Military Affairs
Division of Emergency Management
2400 Wright Street
P.O. Box 7865
Madison, WI 53707-7865**

**STATE OF WISCONSIN
Division of Emergency Management**

**Hazard Mitigation Grant Program (HMGP)
Environmental Assessment Requirements**

The National Environmental Policy Act (NEPA) of 1969, Public Law 91-190, as amended, requires that environmental information be available to public officials and citizens before decisions are made and actions are taken. This information is consolidated and analyzed in environmental documents, either Environmental Assessments or Environmental Impact Statements. It is FEMA's responsibility to prepare the environmental document, although the project subapplicant will be required to provide much of the basic information, including any special studies that need to be performed. Coordination with all appropriate agencies and individuals is very important.

The environmental review must be completed before FEMA can make a funding determination. Depending on the project, this process can be quite time consuming.

Certain projects funded under HMGP may be categorically excluded from an environmental review. There are 18 categories of projects that may be excluded from an extensive environmental review. Projects that fit within one of the categories do not receive blanket exclusions. The subapplicant must still demonstrate that the project will not have any associated "extraordinary circumstances" within the project area. Presence of extraordinary circumstances will require an Environmental Assessment or Environmental Impact Statement.

Authority: Projects funded under the HMGP must comply with all appropriate environmental laws and regulations including the National Environmental Policy Act (NEPA) of 1969, PL 91-190, as amended; Executive Order 11988, Floodplain Management; and Executive Order 11990, Protection of Wetlands. Detailed guidance for implementing NEPA can be found in FEMA regulations at 44 CFR Part 10. 44 CFR Part 9 addresses compliance with Executive Orders 11988 and 11990. Other environmental legislation that may be applicable in this process includes: Section 7 of the Endangered Species Act of 1973, Section 106 of the Historic Preservation Act of 1966, Section 40(b)(1) of the Clean Water Act of 1977, and Section 10 of the Rivers and Harbors Act of 1899.

Further information regarding the environmental review requirements that must be met for a particular (potential) HMGP project will be forwarded by Wisconsin Emergency Management to the applicant, as appropriate.

Date

Subapplicant

Address

City, State Zip

Dear XXXX:

As a result of federal disaster declaration FEMA-4276-DR-WI declared (date), funding was made available through the Hazard Mitigation Grant Program (HMGP) to provide subawards to local governments to fund long-term and permanent mitigation measures. The subawards are 75% federally funded through the Federal Emergency Management Agency (FEMA) and 12.5% state funded through this Division. The remaining 12.5% is the required local match. The local match can be greater than 12.5%. The objective of the program is to prevent or reduce future disaster damages. Subawards can be used to fund projects on either public or private property.

The amount of federal funds available for the HMGP is equivalent to 20% of the federal funds spent through the Public Assistance program for the declaration. It is estimated that there will be approximately \$XXXX in HMGP funds available for this declaration. This office received XX pre-applications exceeding \$XXXX. As you can see, the demand for mitigation dollars far outweighs the amount of funding available.

The Wisconsin Division of Emergency Management (WEM) has completed a thorough review of the pre-applications. As advised in the letter you received with the pre-application, those projects involving acquisition, demolition, relocation, and floodproofing or elevation of floodplain properties will remain the State's highest priority for HMGP projects. Projects that will make the biggest impact for preventing or reducing future disaster damages and have the potential for receiving subaward approval are invited to participate in the formal subapplication process for further subaward consideration.

(Subapplicant) submitted a pre-application for (type of project) in the amount of \$XXXX. Based on WEM's review of this proposal and program criteria, (subapplicant) is invited to participate in the formal subapplication process for further subaward consideration.

Enclosed is the HMGP application packet along with worksheets to assist you in gathering the information and data required for the application. **Please read the instructions carefully and be as thorough and accurate as possible in completing the forms.**

The application requests detailed information that is needed for this office to complete the necessary reviews, including the cost/benefit analysis and environmental considerations. Where actual data or information is not available, you should provide the most accurate estimates. You may have to survey the property owners to get the information required. Based on the limited HMGP funds available, I am requesting that the application include prioritizing the properties in the order they would be acquired. You may want to start with primary residences and with properties that incur the most flood damages. **Due to the competitiveness of the program, it is important that you answer all the questions as completely as possible. An incomplete application cannot be processed.**

There are specific criteria that must be met by applicants in order to be eligible for funding:

1. The community must be participating in and in good standing with the National Flood Insurance Program. The Wisconsin Department of Natural Resources may conduct a site visit during the application review process to determine if a community is compliant.
2. The proposed project must be in conformance with the goals and objectives of the community's All-Hazard Mitigation Plan.
3. The proposed project must be cost-effective. This means that the project will have to show that the benefits of the project outweigh its cost. **In order to demonstrate this, the application must contain the necessary detail.** Only those projects that are cost-effective will receive further consideration for HMGP funding. FEMA recently issued a policy that allows pre-calculated benefits to be used for acquisition projects. Acquisition of properties located in the 100-year floodplain as delineated on the Flood Insurance Rate Map (FIRM) or based on best available data, that costs less than or equal to \$276,000 is considered cost-effective. For projects that contain multiple structures, the average cost of all structures in the project must meet the stated criterion. This reduces time and resources needed for data collection, analysis, and review.
4. The project must be environmentally sound. Some HMGP projects may receive a categorical exclusion (CATEX) from an environmental assessment. The applicant will still have to demonstrate that the proposed project will not have any associated "extraordinary circumstances" within the project area. The presence of extraordinary circumstances will require an environmental assessment (EA) or environmental impact statement (EIS). WEM will prepare the required documents, although applicants will be required to provide the basic information needed to complete these documents. FEMA has the ultimate responsibility for making sure that all projects meet the requirements of the National Environmental Protection Act (NEPA).
5. Applicants will have to show that other alternatives were considered (the "do nothing" alternative and one other), and that the proposed project is the most feasible and will actually solve the described problem.

In addition to the above criteria, below are certain other program requirements that you should be aware of for proposed acquisition projects:

- Property owners must **voluntarily** elect to participate in the program.
- The acquired property will be deed restricted, requiring that it will be maintained as open space in perpetuity, and that no future federal disaster assistance will be made available at the site.
- Replacement housing for those whose properties are acquired cannot be in another 100-year/1-percent-annual-chance floodplain.
- Property will be purchased based on the fair market value (FMV) as determined by an appraisal. The cost for appraisals is an eligible project cost. (Appraisals do not need to be completed for the HMGP application. It is suggested that you estimate FMV based on tax assessments, recent sales in the area, etc.)
- Projects involving properties where there are tenants will need to conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and the state's Relocation Law for tenants.

For additional information regarding the Hazard Mitigation Grant Program visit <https://www.fema.gov/hazard-mitigation-grant-program>.

For information and guidance regarding acquisition project requirements, review the **FY15 Hazard Mitigation Assistance (HMA) Guidance Addendum, Section A, Property Acquisition and Structure Demolition or Relocation for Open Space**, located at <https://www.fema.gov/media-library/assets/documents/103279>.

The application is due in this office **no later than (date)**. If **(subapplicant)** completes the application prior to the above date, it should be submitted to this office so that we can begin to review the application and complete the required cost/benefit analysis.

A thorough review will be completed on all formal applications received for HMGP funding. Based on the limited funds available, the program will be very competitive, and only those projects that are cost-effective and make the biggest impact in reducing future disaster damages will receive further consideration for grant funding. Therefore, it is imperative that all the questions in the applications be answered completely and accurately.

If you have any questions, need additional information, would like to schedule a meeting, please do not hesitate to contact me at **(608) 242-3222; Roxanne Gray at (608) 242-3211, Caitlin Shanahan at (608) 242-3214, or Margaret Zieke at (608) 242-3252.**

Sincerely,

Katie Sommers, CFM
State Hazard Mitigation Officer
Wisconsin Emergency Management

Cc: **Regional Emergency Management Director**
County Emergency Management Director
Department of Natural Resources

**HAZARD MITIGATION GRANT PROGRAM
ACQUISITION/DEMOLITION
APPLICATION CHECKLIST**

- ☐ Completed and signed *Section 404-HMGP Application*
- ☐ Signed *Assurances for Construction and Non-Construction Projects*
- ☐ Signed *Statement of Assurances for Property Acquisition Projects with FEMA Model Deed Restrictions* attached
- ☐ Parcel map identifying properties to be acquired
- ☐ Flood Insurance Rate Map (FIRM) with properties in the special flood hazard area identified (available at <https://msc.fema.gov/portal>)
- ☐ Property Data Worksheet for each property included in the project, including:
 - ☐ Flood Insurance Rate Map (FIRM) with property location
 - ☐ Signed *Notice of Voluntary Interest* by property owner
 - ☐ Signed *FEMA Form 90-69B, Declaration and Release*
 - ☐ Photographs of property (front, side and back views)
 - ☐ Documentation to support cost estimate
- ☐ Hazard Mitigation Plan information, including:
 - ☐ Name of plan and date approved
 - ☐ Copy of goals/objectives and mitigation strategy/action item that reference the proposed project
- ☐ Detailed project budget
- ☐ Commitment Letter for the local match
- ☐ Proof of consultation with U.S. Corps of Engineers (USACE)
- ☐ Proof of consultation with the Wisconsin Department of Transportation (WisDOT)
- ☐ Any other supporting material

**SECTION 404 HAZARD MITIGATION GRANT PROGRAM
DISASTER SUBAPPLICATION FOR ACQUISITION/DEMOLITION**

Disaster Declaration #: FEMA-4276-DR-WI**Declaration Date: August 9, 2016**

Applicant: _____
(Political subdivision, quasi-government, nonprofit organization)

FIPS Code: _____ **D-U-N-S Number:** _____ **FEIN Number:** _____

Street/PO Box: _____

City: _____ **ZIP Code:** _____ **County:** _____

Primary Contact: _____

Title: _____ **E-Mail:** _____

Office Phone: _____ **Cell Phone:** _____

Secondary Contact: _____

Title: _____ **E-Mail:** _____

Office Phone: _____ **Cell Phone:** _____

The undersigned hereby submits this subapplication for financial assistance under the Hazard Mitigation Grant Program and hereby certifies that the subapplicant will fulfill all requirements of the program contained in federal and state program guidelines including the submission of all appropriate forms. The project will meet all applicable local codes and standards as well as other appropriate state and federal requirements.

I do hereby certify, as the Chief Executive Officer, that the funding and/or resources which will be dedicated to support the 12.5% local share of the project are available and will be utilized to support the undertaking of the project during the specified performance period. Evidence of this commitment will be made available to the state and federal governments upon request.

I certify, to the best of my knowledge and belief, that information in this subapplication and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the applicant.

Subapplicant's Signature: _____ **Date Signed:** _____

Printed Name and Title: _____

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

All questions must be answered completely and accurately. WEM and FEMA staff reviewing the application will not be familiar with your community, the specific project area and the need for the proposed project. Therefore, it is the responsibility of the applicants to ensure that their application addresses all of the required items. This is particularly important given the competitive nature of the grant program. If you are unsure as to the meaning of a particular question, contact WEM prior to attempting to answer that question.

1. PROJECT COST ESTIMATE

Section 404-HMGP Funds Requested:

Total	\$ _____
Federal Share (75%)	\$ _____
State Share (12.5%)	\$ _____
Subapplicant Share (12.5%)	\$ _____
Other Funding Sources:	\$ _____

2. PROJECT TITLE AND DESCRIPTION

3. PROJECT LOCATION (Include maps)

Road or street address, geographic landmarks, longitude/latitude, legal description, etc. Include a copy of the Parcel Map (Tax Map, Property Identification Map, etc.) with each property in the project clearly marked on the map. Include legible map/drawings of the location.

Include a current locally adopted floodway map or flood insurance rate map (FIRM) indicating the project location. FIRMs are typically available from your local floodplain administrator who may be located in the planning, zoning, or engineering office. Maps and Flood Insurance Studies can also be downloaded from the FEMA Map Service Center at <https://msc.fema.gov/portal>. For more information about FIRMs, contact your local agencies or visit FEMA's FIRM website at <http://www.fema.gov/flood-insurance-rate-map-firm>. Flood Insurance Study information is available at <http://www.fema.gov/flood-insurance-rate-map-firm>.

4. DETAILED DESCRIPTION OF PROPOSED PROJECT

Complete the enclosed *Property Data Worksheet* for each structure in the project along with required attachments. NOTE: **Property owners must be willing to participate voluntarily.** Interested property owners must sign a *Notice of Voluntary Interest*.

5. POSITIVE IMPACTS

Describe positive impacts besides reducing damages that the proposed project will provide.

6. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

Include a work schedule for the proposed project (**not to exceed 36 months**). The schedule should indicate major milestones or phases of the project and the expected completion date of each phase. Phases of a project for acquiring property would consist of the following activities: Survey property owners for interest in the program; prioritize structures to be acquired based on funding availability; develop program procedures/policies; develop relocation assistance plan for rental property tenants (if applicable); conduct title searches, appraisals, and closings; structure demolition and site clean-up; project closeout.

7. COST BREAKDOWN

Provide a breakdown of cost elements (see the attached *Budget Cost Worksheet*).

Cost estimates must be established using nationally published or local cost estimating guides. If a cost estimate is based on a contractor's bid or historic costs from another activity or project within the community, documentation must be provided.

8. ALTERNATIVES CONSIDERED

Describe other options or alternatives that have been considered to deal with the problem, the estimated cost, and why they were selected, rejected, or eliminated from consideration. In addition to the proposed project, **you must provide at least one other alternative besides "do nothing."** Provide justification for the selection of the proposed project over the other alternatives. The reason may be monetary, environmental, or physical, or related to the degree of effectiveness, maintenance costs, other reasonable causes, or a combination of these factors.

9. CONSULTATION WITH OTHER FEDERAL AGENCIES

Properties acquired must be permanently converted to open space and are unavailable for any future development. Include proof of consultation with the Wisconsin Department of Transportation (WisDOT) and the U.S. Army Corps of Engineers (USACE) to ensure that no future improvements or development is planned that would affect the properties included in the acquisition project.

10. LAND USE PLAN

For acquisition or relocation projects, summarize the land-use plan for use of the property following acquisition. **Property acquired through the HMGP must remain in open space uses** per 44 CFR 206.434(e) and per 44 CFR 80.19.

11. STATEMENT OF ASSURANCES FOR PROPERTY ACQUISITION PROJECTS AND FEMA MODEL DEED RESTRICTIONS

A signed *Statement of Assurances for Property Acquisition Projects with FEMA Model Deed Restrictions* must be included.

12. HAZARD MITIGATION PLAN

Hazard mitigation projects must be in conformance with the goals and objectives of the local approved all-hazards mitigation plan.

- Provide the name of the Local Hazard Mitigation Plan and date approved.
- Provide a copy of the goals/objectives and the mitigation strategy/action item that references the proposed project from the approved hazard mitigation plan.

13. ENVIRONMENTAL CONSIDERATIONS

An environmental assessment is required for certain projects before the grant can be approved. It is FEMA's responsibility to prepare the environmental document, although the applicant will be required to provide much of the information, including any special studies that need to be performed. Complete the EHP Checklist and submit with application.

14. MATCH COMMITMENT LETTER

Attach a letter from the chief elected official or resolution that the community is committed to providing the required 12.5% local match.

15. ASSURANCES

Sign and include the *Assurances for Non-Construction and Construction Projects* (DMA Form 1017A.)

16. ADDITIONAL COMMENTS/INFORMATION

Include any additional pertinent information that will support the proposed project and assist with the review of the application.

MAIL THE COMPLETED APPLICATION TO:

**Wisconsin Emergency Management
ATTN: State Hazard Mitigation Officer
2400 Wright Street
P.O. Box 7865
Madison, WI 53707-7865**

**WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
State-Local Hazard Mitigation Grant Program
Statement of Assurances for Property Acquisition Projects**

SEND THIS STATEMENT OF ASSURANCES WITH THE PROJECT APPLICATION, OR SEND TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY AT THE TIME OF APPLICATION.

NOTE: If you have questions regarding any of these assurances, please consult the program guidance and contact the sponsoring agency.

Project Subapplicant: _____

The subapplicant hereby assures and certifies that the project will comply with the property acquisition and relocation requirements per 44 CFR Part 206.434(e) and Part 80, and related federal and state guidance.

As the duly authorized representative of the subapplicant, I certify that the subrecipient:

1. Will ensure that participation by property owners is voluntary. The prospective participants have been informed in writing that participation in the program is voluntary, and that the sub-applicant will not use its eminent domain authority to acquire the property should negotiations fail.
2. Will ensure each property owner will be informed, in writing, of what the subapplicant considers to be the fair market value of the property. The subapplicant will use the Statement of Voluntary Transaction to document this, and will provide a copy of this document for each property after grant award.
3. Will ensure that each participating property owner certifies that they are a National of the United States or qualified alien before the property owner can receive a pre-event value for the property pursuant to 44 CFR, Part 80.17(c)(4). Participants who refuse to certify, or who are not Nationals of the United States or qualified aliens, will receive no more than the appraised current market value for their property.
4. Will accept all of the requirements of the FEMA grant and the deed restriction governing the use of the land, as restricted in perpetuity to open-space uses. The subapplicant will apply and record a deed restriction on each property in accordance with the language in the **attached** FEMA Model Deed Restriction. The community will seek FEMA approval for any changes in language differing from the Model Deed Restriction.
5. Will demonstrate that it has consulted with the U.S. Corps of Engineers regarding the subject land's potential future use for the construction of a levee system, and will reject future consideration of such use if it accepts FEMA assistance to convert the property to permanent open space.
6. Will demonstrate that it has coordinated with the Wisconsin Department of Transportation to ensure that no future planned improvements or enhancements that will affect the subject property are under consideration.
7. Will remove existing structures within 90 days of settlement.

8. Post award, will ensure that a property interested is conveyed only with the prior approval of the FEMA Regional Administrator and only to another public entity or to a qualified conservation organization, pursuant to 26 CFR 1.170A-14.
9. Will submit every three years to the recipient, who will then submit to the FEMA Regional Administrator, a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained in a manner consistent with the provisions of the grant. If the subject property is not maintained according to the terms of the grant, the recipient and FEMA, its representatives, designated authorities, and assigns are responsible for taking measures to bring the property back into compliance.
10. Will not seek or accept the provision, after settlement, of disaster assistance for any purpose from any federal entity with respect to the property, and FEMA will not distribute flood insurance benefits for that property for claims related to damage occurring after the date of the property settlement.

As the duly authorized representative of the subapplicant, I hereby certify that the subrecipient will comply with the identified assurances and certifications.

SIGNATURE OF SUBAPPLICANT'S AUTHORIZED AGENT:

Signature of Authorized Certifying Official

Date

Title and Organization

Subapplicant Jurisdiction

FEMA MODEL DEED RESTRICTIONS

Exhibit A is FEMA's Model Deed Restrictions that support 44 CFR Part 80 requirements. Applications requesting mitigation assistance to acquire properties for open space purposes must include a copy of the deed restriction language proposed to meet these requirements. The deed conveying the property to the locality must reference and incorporate Exhibit A (or equivalent name). Any variation from the model deed restriction can only be made with prior approval from FEMA's Office of Chief Counsel. Such requests should be made to the FEMA Regional Administrator through the relevant State or Tribal Office. Exhibit A shall be attached to the deed when recorded.

Exhibit A

In reference to the property or properties ("Property") conveyed by the Deed between [property owner] participating in the federally-assisted acquisition project ("the Grantor") and the [the local government], ("the Grantee"), its successors and assigns:

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, ("The Stafford Act"), 42 U.S.C. § 5121 et seq., identifies the use of Disaster Relief Funds under § 5170, **Hazard Mitigation Grant Program Section 404 ("HMGP")**, including the acquisition and relocation of structures in the floodplain;

WHEREAS, the mitigation grant program provides a process for a local government, through the State, to apply for federal funds for mitigation assistance to acquire interests in property, including the purchase of structures in the floodplain, to demolish and/or remove the structures, and to maintain the use of the Property as open space in perpetuity;

WHEREAS, [State or Tribe] has applied for and been awarded such funding from the Department of Homeland Security, Federal Emergency Management Agency ("FEMA"), and has entered into a mitigation grant program Grant Agreement dated [date] with FEMA and herein incorporated by reference; making it a mitigation grant program grantee.

WHEREAS, the Property is located in [Village/City/County], [Village/City/County] participates in the National Flood Insurance Program ("NFIP") and is in good standing with NFIP as of the date of the Deed;

WHEREAS, the [local government], acting by and through the [local government Board], has applied for and been awarded federal funds pursuant to an agreement with [State] dated [date] ("State-Local Agreement") and herein incorporated by reference, making it a mitigation grant program subgrantee;

WHEREAS, the terms of the mitigation grant program statutory authorities, Federal program requirements consistent with 44 C.F.R. Part 80, the Grant Agreement, and the State-local Agreement require that the Grantee agree to conditions that restrict the use of the land to open space in perpetuity in order to protect and preserve natural floodplain values;

NOW, therefore, the grant is made subject to the following terms and conditions:

1. Terms. Pursuant to the terms of the [select mitigation grant program] statutory authorities, Federal program requirements consistent with 44 C.F.R. Part 80, the Grant Agreement, and

the State-local Agreement, the following conditions and restrictions shall apply in perpetuity to the Property described in the attached deed and acquired by the Grantee pursuant to FEMA program requirements concerning the acquisition of property for open space:

- a. Compatible uses. The Property shall be dedicated and maintained in perpetuity as open space for conservation of natural floodplain functions. Such uses may include: parks for outdoor recreational activities; wetlands management; nature reserves; cultivation; grazing; camping (except where adequate warning time is not available to allow evacuation); unimproved unpaved parking lots; buffer zones; and other uses consistent with FEMA guidance for open space acquisition, Hazard Mitigation Assistance, Requirements for Property Acquisition and Relocation for Open Space.
- b. Structures. No new structures or improvements shall be erected on the Property other than:
 - i. A public facility that is open on all sides and functionally related to a designated open space or recreational use;
 - ii. A public rest room; or
 - iii. A structure that is compatible with open space and conserves the natural function of the floodplain, including the uses described in Paragraph 1.a., above, and approved by the FEMA Administrator in writing before construction of the structure begins.

Any improvements on the property shall be in accordance with proper floodplain management policies and practices. Structures built on the Property according to paragraph b. of this section shall be floodproofed or elevated to at least the base flood level plus two foot of freeboard, or greater, if required by FEMA, or if required by any State, Tribal, or local ordinance, and in accordance with criteria established by the FEMA Administrator.

- c. Disaster Assistance and Flood Insurance. No federal entity or source may provide disaster assistance for any purpose with respect to the Property, nor may any application for such assistance be made by any Federal entity or source. The Property is not eligible for coverage under the NFIP for damage to structures on the property occurring after the date of the property settlement, except for pre-existing structures being relocated off the property as a result of the project.
- d. Transfer. The Grantee, including successors in interest, shall convey any interest in the Property only if the FEMA Regional Administrator, through the State, gives prior written approval of the transferee in accordance with this paragraph.
 - i. The request by the Grantee, through the State, to the FEMA Regional Administrator must include a signed statement from the proposed transferee that it acknowledges and agrees to be bound by the terms of this section, and documentation of its status as a qualified conservation organization if applicable.
 - ii. The Grantee may convey a property interest only to a public entity or to a qualified conservation organization. However, the Grantee may convey an

easement or lease to a private individual or entity for purposes compatible with the uses described in paragraph (a), of this section, with the prior approval of the FEMA Regional Administrator, and so long as the conveyance does not include authority to control and enforce the terms and conditions of this section.

- iii. If title to the Property is transferred to a public entity other than one with a conservation mission, it must be conveyed subject to a Conservation Easement that shall be recorded with the deed and shall incorporate all terms and conditions set forth in this section, including the easement holder's responsibility to enforce the easement. This shall be accomplished by one of the following means:
 - a. The Grantee shall convey, in accordance with this paragraph, a conservation easement to an entity other than the title holder, which shall be recorded with the deed, or
 - b. At the time of title transfer, the Grantee shall retain such conservation easement, and record it with the deed.
 - iv. Conveyance of any property interest must reference and incorporate the original deed restrictions providing notice of the conditions in this section and must incorporate a provision for the property interest to revert to the State, Tribe, or local government in the event that the transferee ceases to exist or loses it eligible status under this section.
- 2. Inspection. FEMA, its representatives, and assigns, including the State or Tribe shall have the right to enter upon the Property, at reasonable times and with reasonable notice, for the purpose of inspecting the Property to ensure compliance with the terms of this part, the Property conveyance and of the grant award.
- 3. Monitoring and Reporting. Every three years on [Date], the Grantee (mitigation grant program Grantee), in coordination with any current successor in interest, shall submit through the State to the FEMA Regional Administrator a report certifying that the Grantee has inspected the Property within the month preceding the report, and that the Property continues to be maintained consistent with the provisions of 44 CFR Part 80, the property conveyance, and the grant award.
- 4. Enforcement. The Grantee (mitigation grant program subgrantee), the State, FEMA, and their respective representatives, successors and assigns, are responsible for taking measures to bring the Property back into compliance if the Property is not maintained according to the terms of 44 CFR Part 80, the property conveyance, and the grant award. The relative rights and responsibilities of FEMA, the State, the Grantee, and subsequent holders of the property interest at the time of enforcement, shall include the following:
 - a. The State will notify the Grantee and any current holder of the property interest in writing and advise them that they have 60 days to correct the violation.
 - i. If the Grantee or any current holder of the property interest fails to demonstrate

a good faith effort to come into compliance with the terms of the grant within the 60-day period, the State shall enforce the terms of the grant by taking any measures it deems appropriate, including but not limited to bringing an action of law or in equity in a court of competent jurisdiction.

- ii. FEMA, its representatives, and assignees may enforce the terms of the grant by taking any measures, it deems appropriate, including but not limited to 1 or more of the following:
 - a) Withholding FEMA mitigation awards or assistance from the State or Tribe, and Grantee; and current holder of the property interest.
 - b) Requiring transfer of title. The Grantee or the current holder of the property interest shall bear the costs of bringing the Property back into compliance with the terms of the grant; or
 - c) Bringing an action at law or in equity in a court of competent jurisdiction against any or all of the following parties; the State, the Tribe, the local community, and their respective successors.
5. Amendment. This agreement may be amended upon signatures of FEMA, the State, and the Grantee only to the extent that such amendment does not affect the fundamental and statutory purposes underlying the agreement.
6. Severability. Should any provision of this grant or the application thereof to any person or circumstance be found to be invalid or unenforceable, the rest and remainder of the provisions of this grant and their application shall not be affected and shall remain valid and enforceable.

[Signed by Grantor(s) and Grantee, witnesses and notarization in accordance with local law.]

Grantor's Signature _____

Date _____

Name (printed or typed) _____

Grantee's Signature _____

Date _____

Grantee's Name _____

Grantee's Title _____

**HAZARD MITIGATION GRANT PROGRAM
BUDGET COST WORKSHEET
ACQUISITION/RELOCATION PROJECTS**

ADDRESS	TYPE*	ESTIMATED FMV	TITLE SEARCHES	APPRAISALS	ABSTRACTS/ TITLE INSURANCE	LEGAL FEES	SURVEYS (if required)	CLOSING COSTS	RELOCATION ASSISTANCE COSTS**	DEMOLITION/ SITE RESTORATION	OTHER COSTS***	TOTAL
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* TYPE: Unimproved Land (vacant), Primary Residence, Secondary or recreational property, rental property (2-4 family), rental property (multi-family 5 or more units), Mobile Home, Commercial, Public or other (specify).

** RELOCATION ASSISTANCE COSTS: Tenants are entitled to relocation assistance as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as well as State Relocation Law, State Chapter 32.19-32.27, Commerce Code Chapter 202, whichever pays more.

*** OTHER COSTS: Include costs for project management, relocation specialist, and other costs associated with implementing the project. In addition, "supplemental housing" payments if meets requirements. See page 26 of HMA Guidance Addendum, <http://www.fema.gov/media-library/assets/documents/103279>.

Attach all documentation to support the cost estimate. (Cost estimates must be established using nationally published or local cost estimating guides. If the cost estimate is based on a contractor's bid or historic costs from another similar activity or project within the community, documentation must be provided.)

**ACQUISITION/DEMOLITION PROJECT
PROPERTY DATA WORKSHEET**

PROPERTY OWNER (list all): _____

PROPERTY ADDRESS: _____

CITY: _____ **STATE:** WI **ZIP:** _____

PARCEL/TAX NUMBER _____ **TOWN/RANGE/SECTION** _____ **COUNTY** _____

LATITUDE _____ **LONGITUDE** _____ **(decimal, six digits)**

LOCATED IN FLOODPLAIN: Floodway _____ Floodfringe _____

ATTACH FIRM MAP WITH PROPERTY LOCATION

FLOOD INSURANCE: No ___ Yes ___ Policy # _____ Policy Provider _____

BUILDING USE: Primary Residence ___ Secondary Residence ___
Rental: Single Family ___ 2-4 Family ___ Multi-Family (5-more units) ___
Commercial Property ___ Public Building ___ Other (explain) _____

RENTAL PROPERTY: Number of renters per unit _____ Current Rental Payments _____
Cost of Eligible Relocation (URA/State) _____

PHOTOGRAPHS: Attach three or more color photographs (two copies of each) showing a front view, a side view, and a back view of each structure to be acquired. Attach photographs to the worksheet for that property.

FEMA Form 009-0-3, Declaration and Release: The property owner/s sign and attach form.

Voluntary Interest Form: The property owner(s) must sign and attach.

ANY KNOWN ENVIRONMENTAL HAZARDS (hazardous materials, contamination, past spills, etc.):

ESTIMATED COSTS FOR ACQUISITION/DEMOLITION:

Cost estimates must be established using nationally published or local cost estimating guides. If a cost estimate is based on a contractor's bid or historic costs from another activity, documentation must be provided.

Fair Market Value (attach tax record):

Pre-Event___ or Post-Event* ___

Appraisal:

Title Work/Insurance:

Legal Fees:

Surveys:

Closing Costs:

Relocation Assistance (tenants):

Comparable Housing (if applicable):**

Demolition (including asbestos inspection/removal, etc.):

Site Restoration:

Other Costs (list):

TOTAL ESTIMATE:

*See pages 22-23, Section A.6.9, Purchase Officer: Value of Property, in the HMA Guidance Addendum dated February 27, 2015.

<http://www.fema.gov/media-library/assets/documents/103279>

**See page 26, A.6.9.4, Additions to the Purchase Price, in the HMA Guidance Addendum dated February 27, 2015. <http://www.fema.gov/media-library/assets/documents/103279>.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
DECLARATION AND RELEASE

ATTACHMENT D
O.M.B. No. 1660-0002
Expires July 31, 2017

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 2 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0002)

NOTE: Do not send your completed form to this address.

PRIVACY ACT STATEMENT

AUTHORITY: The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5121 -5207 and Reorganization Plan No. 3 of 1978; 4 U.S.C. §§ 2904 and 2906; 4 C.F.R. § 206.2(a)(27); the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) and Executive Order 13411. DHS asks for your SSN pursuant to the Debt Collection Improvement Act of 1996, 31 U.S.C. § 3325(d) and § 7701(c) (1).

PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of determining eligibility and administering financial assistance under a Presidentially-declared disaster. Additionally, information may be reviewed within FEMA for quality assurance purposes and used to assess FEMA's customer service to disaster assistance applicants.

ROUTINE USE(S): The information on this form may be shared outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes sharing this information with state, tribal, local, and voluntary organizations to enable you to receive additional disaster assistance and as necessary and authorized by other routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files System of Records, 78 Fed. Reg. 25,282 (April 30, 2013), and upon written request, by agreement, or as required by law.

DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster assistance.

DECLARATION AND RELEASE

In order to be eligible to receive FEMA Disaster Assistance, a member of the household must be a citizen, non-citizen national or qualified alien of the United States. **Please read the form carefully, sign the sheet and return it to the Inspector, and show him/her a current form of photo identification.** Please feel free to consult with an attorney or other immigration expert if you have any questions.

I hereby declare, under penalty of perjury that (check one):

- ☐ I am a citizen or non-citizen national of the United States.
- ☐ I am a qualified alien of the United States.
- ☐ I am the parent or guardian of a minor child who resides with me and who is a citizen, non-citizen national or qualified alien of the United States. Print full name and age of minor child: _____

By my signature I certify that:

* Only one application has been submitted for my household.

* All information I have provided regarding my application for FEMA disaster assistance is true and correct to the best of my knowledge.

* I will return any disaster aid money I received from FEMA or the State if I receive insurance or other money for the same loss, or if I do not use FEMA disaster aid money for the purpose for which it was intended.

I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain disaster aid, it is a violation of federal and State laws, which carry severe criminal and civil penalties, including a fine up to \$250,000, imprisonment, or both (18 U.S.C. §§ 287, 1001, and 3571).

I understand that the information provided regarding my application for FEMA disaster assistance may be subject to sharing within the Department of Homeland Security (DHS) including, but not limited to, the Bureau of Immigration and Customs Enforcement.

I authorize FEMA to verify all information given by me about my property/place of residence, income, employment and dependents in order to determine my eligibility for disaster assistance; and

I authorize all custodians of records of my insurance, employer, any public or private entity, bank financial or credit data service to release information to FEMA and/or the State upon request.

NAME (<i>print</i>)	SIGNATURE	DATE OF BIRTH	DATE SIGNED
INSPECTOR ID #	FEMA APPLICATION #	DISASTER #	
ADDRESS OF DAMAGED PROPERTY	CITY	STATE	ZIP CODE

NOTICE OF VOLUNTARY INTEREST

(Name of Community), WISCONSIN
Floodprone Property Acquisition Project

Homeowner Interest Sign-up Sheet and Voluntary Interest Notice

Please complete this form if you are interested in further exploring your options for reducing your flood losses. Signing this *does not* commit you to any action.

Property Address:

Owner(s) Mailing Address:

Owner(s) Name(s):

Contact Phone Number:

The local government is required by FEMA to inform you that your participation in this project for open-space acquisition is *voluntary*. Neither the *State* nor the *Local Government* will use its eminent domain authority to acquire the property for open-space purposes if you choose not to participate in a Hazard Mitigation Assistance grant program, or if negotiations fail.

Owner's Signature

Date

Owner's Signature

Date

Owner's Signature

Date

**Statement of Voluntary Participation for
Acquisition of Property for Purpose of Open Space
FEMA's Hazard Mitigation Grant Program**

THIS AGREEMENT is made and entered into on _____ (date), by and between _____ (name of subrecipient), hereinafter referred to as "subrecipient," and _____ (property owner), hereinafter referred to as "seller." The parties agree as follows:

1. Seller affirms that I/we own the property located at _____ (legal address), hereinafter referred to as "property."
2. Subrecipient has notified seller that the subrecipient may wish to purchase the referenced property, and, if seller agrees to sell, seller must permanently relocate from property.
3. Subrecipient has identified that the purchase offer valuation on the property as of _____ (date) is \$_____ as determined by appropriate valuation procedures implemented by subrecipient and based on FEMA acquisition requirements provided in 44 CFR Part 80, and relevant program guidance as documented below for FEMA's Hazard Mitigation Grant Program.

4. Subrecipient has notified the seller that **neither the State nor the local government will use eminent domain authority to acquire the property for open space purposes if the seller chooses not to participate or if negotiations fail.**
5. Subrecipient has notified seller that if seller agrees to sell the property to subrecipient, the transaction is voluntary and the seller is not entitled to relocation benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which are available to property owners who must sell their properties involuntarily.
6. Subrecipient affirms that it has provided the notifications and explained the information described in the preceding paragraphs to seller, and the property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.
7. This agreement shall expire on _____ (date of closing), unless seller has voluntarily sold property to subrecipient by that date.

_____ Date _____
Property Owner Signature

_____ Date _____
Property Owner Signature

_____ Date _____
Subrecipient's Authorized Agent Signature

Date

Subapplicant

Address

City, State Zip

Dear XXXX:

As a result of federal disaster declaration FEMA-4276-DR-WI declared (date), funding was made available through the Hazard Mitigation Grant Program (HMGP) to provide subawards to local governments to fund long-term and permanent mitigation measures. The subawards are 75% federally funded through the Federal Emergency Management Agency (FEMA) and 12.5% state funded through this Division. The remaining 12.5% is the required local match. The local match can be greater than 12.5%. The objective of the program is to prevent or reduce future disaster damages. Subawards can be used to fund projects on either public or private property.

The amount of federal funds available for the HMGP is equivalent to 20% of the federal funds spent through the Public Assistance program for the declaration. It is estimated that there will be approximately \$XXXX in HMGP funds available for this declaration. This office received XX pre-applications exceeding \$XXXX. As you can see, the demand for mitigation dollars far outweighs the amount of funding available.

The Wisconsin Division of Emergency Management (WEM) has completed a thorough review of the pre-applications. As advised in the letter you received with the pre-application, those projects involving acquisition, demolition, relocation, and floodproofing or elevation of floodplain properties will remain the State's highest priority for HMGP projects. Projects that will make the biggest impact for preventing or reducing future disaster damages and have the potential for receiving subaward approval are invited to participate in the formal subapplication process for further subaward consideration.

(Subapplicant) submitted a pre-application for (type of project) in the amount of \$XXXX. Based on WEM's review of this proposal and program criteria, (subapplicant) is invited to participate in the formal subapplication process for further subaward consideration.

Enclosed is the HMGP application packet along with worksheets to assist you in gathering the information and data required for the application. **Please read the instructions carefully and be as thorough and accurate as possible in completing the forms.**

The application requests detailed information that is needed for this office to complete the necessary reviews, including the cost/benefit analysis and environmental considerations. Where actual data or information is not available, you should provide the most accurate estimates. You may have to survey the property owners to get the information required. Based on the limited HMGP funds available, I am requesting that the application include prioritizing the properties in the order they would be elevated. You may want to start with primary residences and with properties that incur the most flood damages. **Due to the competitiveness of the program, it is important that you answer all the questions as completely as possible. An incomplete application cannot be processed.**

There are specific criteria that must be met by applicants in order to be eligible for funding:

1. The community must be participating in and in good standing with the National Flood Insurance Program. The Wisconsin Department of Natural Resources may conduct a site visit during the application review process to determine if a community is compliant.
2. The proposed project must be in conformance with the goals and objectives of the community's All-Hazard Mitigation Plan.
3. The proposed project must be cost-effective. This means that the project will have to show that the benefits of the project outweigh its cost. **In order to demonstrate this, the application must contain the necessary detail.** Only those projects that are cost-effective will receive further consideration for HMGP funding. FEMA policy allows pre-calculated benefits to be used for elevation projects. Elevation of properties located in the 100-year floodplain as delineated on the Flood Insurance Rate Map (FIRM) or based on best available data, that costs less than or equal to \$175,000 is considered cost-effective. For projects that contain multiple structures, the average cost of all structures in the project must meet the stated criterion. This reduces time and resources needed for data collection, analysis, and review.
4. The project must be environmentally sound. Some HMGP projects may receive a categorical exclusion (CATEX) from an environmental assessment. The applicant will still have to demonstrate that the proposed project will not have any associated "extraordinary circumstances" within the project area. The presence of extraordinary circumstances will require an environmental assessment (EA) or environmental impact statement (EIS). WEM will prepare the required documents, although applicants will be required to provide the basic information needed to complete these documents. FEMA has the ultimate responsibility for making sure that all projects meet the requirements of the National Environmental Protection Act (NEPA).
5. Applicants will have to show that other alternatives were considered (the "do nothing" alternative and one other), and that the proposed project is the most feasible and will actually solve the described problem.

In addition to the above criteria, below are certain other program requirements that you should be aware of for proposed elevation projects:

- Property owners must **voluntarily** elect to participate in the program.
- The property owner, and any subsequent owners, is required to purchase and maintain flood insurance to an amount at least equal to the project cost or to be the maximum limit of coverage made available with respect to the particular property.
- The community must legally record with the Register of Deeds a notice that includes the name of the current property owner regarding the notice of flood insurance requirements (the property owner and community must sign and return with the application the "Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds").
- Elevation of structures must be designed in accordance with ASCE 24-14, Flood Resistant Design and Construction.
- Elevation of structures must be constructed in compliance with 44 CFR Part 60, NR 116, and the local floodplain ordinance.

For additional information regarding the Hazard Mitigation Grant Program visit <https://www.fema.gov/hazard-mitigation-grant-program>.

For information and guidance regarding acquisition project requirements, review the **FY15 Hazard Mitigation Assistance (HMA) Guidance Addendum, Section E, Structure Elevaton**, located at <https://www.fema.gov/media-library/assets/documents/103279>.

The application is due in this office **no later than (date)**. If **(applicant)** completes the application prior to the above date, it should be submitted to this office so that we can begin to review the application and complete the required cost/benefit analysis.

A thorough review will be completed on all formal applications received for HMGP funding. Based on the limited funds available, the program will be very competitive, and only those projects that are cost-effective and make the biggest impact in reducing future disaster damages will receive further consideration for grant funding. Therefore, it is imperative that all the questions in the applications be answered completely and accurately.

If you have any questions, need additional information, would like to schedule a meeting, please do not hesitate to contact me at **(608) 242-3222; Roxanne Gray at (608) 242-3211, Caitlin Shanahan at (608) 242-3214, or Margaret Zieke at (608) 242-3252.**

Sincerely,

Katie Sommers, CFM
State Hazard Mitigation Officer
Wisconsin Emergency Management

Cc: **Regional Emergency Management Director**
County Emergency Management Director
Department of Natural Resources

**HAZARD MITIGATION GRANT PROGRAM
ELEVATION
APPLICATION CHECKLIST**

- ☐ Completed and signed Section 404-HMGP Application
- ☐ Signed Assurances
- ☐ Parcel map with properties identified
- ☐ Flood Insurance Rate Map (FIRM) with properties identified in the special flood hazard area. (<http://msc.fema.gov/portal>)
- ☐ Property Data Worksheet for each property included in the project.
 - ☐ Flood Insurance Rate Map (FIRM) with property location
 - ☐ Signed "Acknowledgement of Conditions for Mitigation of Property in a SFHA with FEMA Grant Funds"
 - ☐ Photographs of property (front, side and back views)
 - ☐ Documentation to support cost estimate
- ☐ Detailed Budget with supporting documentation
- ☐ Hazard Mitigation Plan Information
 - Name of plan and date approved
 - Copy of goals and objectives and that mitigation strategy/action item that reference the proposed project
- ☐ Commitment Letter for the local match
- ☐ Statement that the project will be in compliance with NFIP standards in 44 CFR Part 60, NR116 and local floodplain management ordinance (provide reference for local ordinance).
- ☐ Statement/certification that the structures will be designed in accordance with ASCE 24-14, Flood Resistant Design and Construction.
- ☐ Attach any other material that will support the project.

**SECTION 404-HAZARD MITIGATION GRANT PROGRAM
DISASTER SUBAPPLICATION FOR ELEVATION****Disaster Declaration #: FEMA-4276-DR-WI****Declaration Date: August 9, 2016****Applicant:** _____
(Political subdivision, quasi-government, nonprofit organization)**FIPS Code:** _____ **D-U-N-S Number:** _____ **FEIN Number:** _____**Street/PO Box:** _____**City:** _____ **ZIP Code:** _____ **County:** _____**Primary Contact:** _____**Title:** _____ **E-Mail:** _____**Office Phone:** _____ **Cell Phone:** _____**Secondary Contact:** _____**Title:** _____ **E-Mail:** _____**Office Phone:** _____ **Cell Phone:** _____

The undersigned hereby submits this subapplication for financial assistance under the Hazard Mitigation Grant Program and hereby certifies that the subapplicant will fulfill all requirements of the program contained in federal and state program guidelines including the submission of all appropriate forms. The project will meet all applicable local codes and standards as well as other appropriate state and federal requirements.

I do hereby certify, as the Chief Executive Officer, that the funding and/or resources which will be dedicated to support the 12.5% local share of the project are available and will be utilized to support the undertaking of the project during the specified performance period. Evidence of this commitment will be made available to the state and federal governments upon request.

I certify, to the best of my knowledge and belief, that information in this subapplication and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the applicant.

Subapplicant's Signature: _____ **Date Signed:** _____**Printed Name and Title:** _____**NOTE:** *If your project is approved, work must begin within 90 days of the obligation of funds.*

All questions must be answered completely and accurately. WEM and FEMA staff reviewing the application will not be familiar with your community, the specific project area and the need for the proposed project. Therefore, it is the responsibility of the applicants to ensure that their application addresses all of the required items. This is particularly important given the competitive nature of the grant program. If you are unsure as to the meaning of a particular question, contact WEM prior to attempting to answer that question.

1. PROJECT COST ESTIMATE

Section 404-HMGP Funds Requested:

Total	\$ _____
Federal Share (75%)	\$ _____
State Share (12.5%)	\$ _____
Subapplicant Share (12.5%)	\$ _____
Other Funding Sources:	\$ _____

2. PROJECT TITLE AND DESCRIPTION

3. PROJECT LOCATION (Include maps)

Road or street address, geographic landmarks, longitude/latitude, legal description, etc. Include a copy of the Parcel Map (Tax Map, Property Identification Map, etc.) with each property in the project clearly marked on the map. Include legible map/drawings of the location.

Include a current locally adopted floodway map or flood insurance rate map (FIRM) indicating the project location. FIRMs are typically available from your local floodplain administrator who may be located in the planning, zoning, or engineering office. Maps and Flood Insurance Studies can also be downloaded from the FEMA Map Service Center at <https://msc.fema.gov/portal>. For more information about FIRMs, contact your local agencies or visit FEMA's FIRM website at <http://www.fema.gov/flood-insurance-rate-map-firm>. Flood Insurance Study information is available at <http://www.fema.gov/flood-insurance-rate-map-firm>.

4. DETAILED DESCRIPTION OF PROPOSED PROJECT

Elevation of structures must be designed in accordance with ASCE 24-14, Flood Resistant Design and Construction, or its equivalent as minimum design standards. Include a statement certifying that the project will be completed in conformance with design criteria. Certification that the project was completed in accordance with the design requirements will be required at project closeout. Information regarding ASCE 24-14 can be found at <https://www.fema.gov/media-library/assets/documents/14983>. Additional program guidance and requirements for elevation of structures can be found at <https://www.fema.gov/media-library/assets/documents/103279>. Complete the enclosed **Property Data Worksheet** for each structure in the project along with required attachments.

5. POSITIVE IMPACTS

Describe positive impacts besides reducing damages that the proposed project will provide.

6. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

Include a work schedule for the proposed project (**not to exceed 36 months**). The schedule should indicate major milestones or phases of the project and the expected completion date of each phase. Phases of a project for acquiring property would consist of the following activities: Survey property owners for interest in the program; prioritize structures to be acquired based on funding availability; develop program procedures/policies; develop relocation assistance plan for rental property tenants (if applicable); conduct title searches, appraisals, and closings; structure demolition and site clean-up; project closeout.

7. COST BREAKDOWN

Provide a breakdown of cost elements (see the attached *Budget Cost Worksheet*).

Cost estimates must be established using nationally published or local cost estimating guides. If a cost estimate is based on a contractor's bid or historic costs from another activity or project within the community, documentation must be provided.

8. ALTERNATIVES CONSIDERED

Describe other options or alternatives that have been considered to deal with the problem, the estimated cost, and why they were selected, rejected, or eliminated from consideration. In addition to the proposed project, **you must provide at least one other alternative besides "do nothing."** Provide justification for the selection of the proposed project over the other alternatives. The reason may be monetary, environmental, or physical, or related to the degree of effectiveness, maintenance costs, other reasonable causes, or a combination of these factors.

9. COMPLIANCE WITH NFIP

The application needs to include a statement that the project will be in compliance with NFIP standards found in 44 CFR Part 60, NR116, and the local floodplain management ordinance (provide reference.)

10. SFHA ACKNOWLEDGEMENT OF CONDITIONS

For elevation of structures, flood insurance must be maintained for the life of the structure to an amount at least equal to the project cost regardless of transfer of ownership of such property. A legal notice must be recorded with the land records (property deed) with the requirement to maintain flood insurance over the life of the structure. To ensure that these requirements are met the property owner must agree to and sign the attached "Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Awards."

11. HAZARD MITIGATION PLAN

Hazard Mitigation projects must be in conformance with the goals and objectives of the local approved all hazard mitigation plan.

- Provide the name of the Local Hazard Mitigation Plan and date approved.
- Provide a copy of the goals/objectives and the mitigation strategy/action item that references the proposed project from the approved hazard mitigation plan.

12. ENVIROMENTAL CONSIDERATIONS

An environmental assessment is required for certain projects before the grant can be approved. It is FEMA's responsibility to prepare the environmental document, although the applicant will be required to provide much of the information, including any special studies that need to be performed. Complete the EHP Checklist and attach with the application.

13. MATCH COMMITMENT LETTER

Attach a letter from the chief elected official or resolution that the community is committed to providing the required 12.5% local match.

14. ASSURANCES

Sign and include the Assurances for Non-Construction and Construction Projects (DMA Form 1017A.)

15. ADDITIONAL COMMENTS/INFORMATION

Include any additional information that will support the proposed project, which you feel is appropriate for use in reviewing this application.

MAIL THE COMPLETED APPLICATION TO:

**Wisconsin Emergency Management
ATTN: State Hazard Mitigation Officer
2400 Wright Street
P.O. Box 7865
Madison, WI 53707-7865**

**HAZARD MITIGATION GRANT PROGRAM
BUDGET COST WORKSHEET
FLOODPROOFING AND ELEVATION PROJECTS**

ADDRESS	TYPE*	TEMPORARY LIVING EXPENSES (if required)	SURVEYS	DESIGN & ENGINEERING FEES	PERMIT/ INSPECTION COSTS	CONSTRUCTION COSTS**	OTHER COSTS***	TOTAL
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* TYPE: Primary residence, secondary or recreational property, rental (2-4 family), multi-family rental (5 or more units), mobile home, commercial, public, or other (specify).

**Identify construction costs on next sheet.

*** OTHER COSTS: Include costs for project management and other costs associated with implementing the project. This includes legal fees (if any), completion of the required Elevation Certificate, recording ther required deed restrictions, etc.

Attach all documentation to support the cost estimate. (Cost estimates must be established using nationally published or local cost estimating guides. If the cost estimate is based on a contractor's bid or historic costs from another similar activity or project within the community, documentation must be provided.)

**BUDGET COST WORKSHEET
CONSTRUCTIONS COSTS**

ADDRESS	DISCONNECT/ CONNECT UTILITIES	ELEVATE UTILITIES	DEBRIS	FOUNDATION	LIFTING ELEVATION	BASEMENT FILL	ELEVATION OF EXISTING DECKS, PORCHES,	CONSTRUCTION MANAGEMENT	OTHER*	TOTAL
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*OTHER: Includes such things as asbestos abatement if required, repair of lawns, landscaping, sidewalks and driveways damaged during elevation work, etc.

**ELEVATION PROJECT
PROPERTY DATA WORKSHEET**

PROPERTY OWNER (list all): _____

PROPERTY ADDRESS: _____

CITY: _____ **STATE:** WI **ZIP:** _____

PARCEL/TAX NUMBER _____ **TOWN/RANGE/SECTION** _____ **COUNTY** _____

LATITUDE _____ **LONGITUDE** _____ (decimal, six digits)

***LOCATED IN FLOODPLAIN:** Floodway _____ Floodfringe _____ Regional Flood Elevation _____
First Floor Elevation _____ Elevation of Lowest Finished Floor _____

Vertical Datum: NGVD29 _____ or NAVD88 _____

ELEVATING HOW MANY FEET: _____ **FINAL ELEVATION:** _____

(The structure must be elevated at a minimum to the Base Flood Elevation (BFE)/100-year flood elevation plus two feet of freeboard.)

ATTACH FIRM MAP WITH PROPERTY LOCATION

FLOOD INSURANCE: No _____ Yes _____ Policy # _____ Policy Provider _____

***BUILDING TYPE:**

No Basement: 1-story _____ 2-story _____ Split-Level _____

With Basement: 1-story _____ 2-story _____ Split-Level _____

Manufactured Home _____

***FOUNDATION TYPE:** Basement _____ Crawlspace _____ Elevated on Posts, Piers, or Columns _____

Slab on Grade _____ Other _____

***BUILDING USE:** Primary Residence _____ Secondary Residence _____

Rental: Single Family _____ 2-4 Family _____ Multi-Family (5-more units) _____

Commercial Property _____ Public Building _____ Other (explain) _____

RENTAL PROPERTY: Number of renters per unit _____ Current Rental Payments _____

Cost of Eligible Relocation (URA/State) _____

SQUARE FOOTAGE OF LIVING SPACE: _____

PHOTOGRAPHS: Attach three or more color photographs (2 copies of each) showing a front view, a side view, and a back view of each structure to be acquired. Attach photographs to the worksheet for that property.

ESTIMATED COSTS FOR ELEVATION:

Cost estimates must be established using nationally published or local cost estimating guides. If a cost estimate is based on a contractor's bid or historic costs from another activity, documentation must be provided.

Design and Engineering Fees:**Surveying:****Soil Inspections:****Legal Fees:****Permit/Inspection Fees:****Disconnection and Reconnection of Utilities:****Elevation of Utilities:****Extending lines and pipes:****Construction:**

- Debris disposal
- Erosion control
- Physical elevation
- Foundation
- Fill for basement
- Elevation of existing decks, porches or stairs
- Construction of stairs, landings, rails for access

Construction Management:**Asbestos Abatement:****Temporary Living Expenses during Displacement:****Repair of Lawns, Landscaping, Sidewalks, and Driveways:****Elevation Certificate (FEMA Form 086-0-33):****Deed Recordation Fees:****Other Costs (list):****TOTAL ESTIMATE:**

NFIP COMPLIANCE: Elevation must be in compliance with NFIP standards in 44 CFR Part 60, NR 116, and the local floodplain management ordinance. Describe the Elevation Method to be used.

ASCE 24-14 COMPLIANCE: The project must be constructed in conformance with the design criteria in ASCE 24-14, Flood Resistant Design and Construction, and codes and standards. Verification and certification will be required at project closeout.

SFHA REQUIREMENTS: Attach the "Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Awards" signed by the property owner(s).

**MODEL ACKNOWLEDGEMENT OF CONDITIONS FOR
MITIGATION OF PROPERTY IN A
SPECIAL FLOOD HAZARD AREAS (SFHA) 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 29/NAVD 88 (Circle one)

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, 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. The Property Owner will maintain all structures on the above-mentioned property in accordance with the floodplain management criteria set forth in Title 44 of the Code of Federal Regulations (CFR) Part 60.3 and City/County Ordinance as long as the Property Owner holds title to the property. The criteria below meets the requirements of the local Ordinance, which are more restrictive and supersede those set forth in Title 44 of the CFR Part 60.3 as outlined in Attachment A, FEMA Model Acknowledgement of Conditions. These criteria include, but are not limited to, the following measures:
 - i. Lowest floor of structure must be elevated on compacted fill at or above the Flood Protection Elevation (Base flood elevation plus two feet.);
 - ii. Dryland access shall be provided to the elevated structure. If existing street are below the Regional Flood Elevation, the community may only approve the project if one of the following options is implemented;

The community has an adequate natural disaster plan which has been approved by Wisconsin Emergency Management and the Wisconsin Department of Natural Resources; or

Local police, fire and ambulance services have provided written assurances that wheeled vehicles can access the affected properties during a regional flood event.

- iii. No mechanical, electrical, plumbing devices, or appurtenant will be installed below the Flood Protection Elevation.

For a complete, detailed list of these criteria, see City/County 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/County will legally record with the county 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 floodplain management criteria of Title 44 of the Code of Federal Regulations Part 60.3 and City/County 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/COUNTY OF _____

A _____ municipal corporation

By: _____
[Name, Title]

Of the City/County of _____

&

[Name of Property Owner]

WITNESSED BY:

[Name of Witness]

[Seal]

Notary Public

**FEMA Model 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/County 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/County 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/County will legally record with the county 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/County 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/COUNTY OF _____

A _____ municipal corporation

By: _____
[Name, Title]

of the City/County of _____

&

[Name of Property Owner]

WITNESSED BY:

[Name of Witness]

[SEAL]

Notary Public

Date

Subapplicant

Address

City, State ZIP Code

Dear XXXX:

As a result of federal disaster declaration FEMA-4276-DR-WI declared (date), funding was made available through the Hazard Mitigation Grant Program (HMGP) to provide subawards to local governments to fund long-term and permanent mitigation measures. The subawards are 75% federally funded through the Federal Emergency Management Agency (FEMA) and 12.5% state funded through this Division. The remaining 12.5% is the required local match. The local match can be greater than 12.5%. The objective of the program is to prevent or reduce future disaster damages. Subawards can be used to fund projects on either public or private property.

The amount of federal funds available for the HMGP is equivalent to 20% of the federal funds spent through the Public Assistance program for the declaration. It is estimated that there will be approximately \$XXXX in HMGP funds available for this declaration. This office received XX pre-applications exceeding \$XXXX. As you can see, the demand for mitigation dollars far outweighs the amount of funding available.

The Wisconsin Division of Emergency Management (WEM) has completed a thorough review of the pre-applications. As advised in the letter you received with the pre-application, those projects involving acquisition, demolition, relocation, and floodproofing or elevation of floodplain properties will remain the State's highest priority for HMGP projects. Projects that will make the biggest impact for preventing or reducing future disaster damages and have the potential for receiving subaward approval are invited to participate in the formal subapplication process for further subaward consideration.

(Subapplicant) submitted a pre-application for (type of project) in the amount of \$XXXX. Based on WEM's review of this proposal and program criteria, (subapplicant) is invited to participate in the formal subapplication process for further subaward consideration.

Enclosed is the HMGP subapplication packet that includes the subapplication (DMA Form 139), Assurances (DMA Form 1017A), general instructions, and environmental assessment requirements. **Please read the instructions carefully, and be as thorough and accurate as possible in completing the forms.** The answers to questions 4 through 7 of the subapplication should be documented as thoroughly as possible. **This information is critical in determining the cost effectiveness for the proposed project.**

The subapplication requests detailed information that is needed for this office to complete the necessary reviews, including the benefit-cost analysis and environmental review. Where actual data or information is not available, you should provide the most accurate estimates. **Due to the competitiveness of the program, it is important that you answer all the questions as completely as possible.**

There are specific criteria that must be met by subapplicants in order to be eligible for funding:

1. The community must be participating, and in good standing with the National Flood Insurance Program. The Department of Natural Resources may conduct a site visit during the subapplication review process to determine if a community is compliant.
2. The proposed project must be in conformance with the goals and objectives of the community's FEMA-approved hazard mitigation plan.
3. The proposed project must be cost-effective. This means that the project will have to show the benefits of the project outweigh the costs. **In order to demonstrate this, the subapplication must contain the necessary detail.** Only those projects that are cost effective will receive further consideration for HMGP funding.
4. The project must be environmentally sound. Some HMGP projects may receive a categorical exclusion from an environmental assessment. The subapplicant will have to demonstrate that the proposed project will not have any associated "extraordinary circumstances" in the project area. Presence of extraordinary circumstances will require an environmental assessment or environmental impact statement. WEM will prepare the required documents, with subapplicants providing the information required. FEMA has the responsibility for making sure that all projects meet the requirements of the National Environmental Protection Act (NEPA).
5. Subapplicants will have to show that other alternatives ("do nothing" and one other) were considered, and that the proposed project is the most feasible and will solve a problem.

A thorough review will be completed on all formal subapplications received for HMGP funding. There will be (number) formal subapplications totaling \$XXXX under consideration. Based on the limited funds available, the program will be very competitive and only those projects that meet the benefit-cost requirement and make the biggest impact in reducing future disaster damages will receive further consideration for subaward funding. Therefore, it is imperative that all the questions in the subapplications be answered completely and accurately.

For additional information regarding the HMGP visit <https://www.fema.gov/hazard-mitigation-grant-program>.

The subapplication is due in this office **no later than (date)**. If (subapplicant) completes the subapplication prior to the above date, it should be submitted to this office so that we can begin our review and complete the required benefit-cost analysis.

If you have any questions or need additional information or would like to schedule a meeting, please do not hesitate to contact me at (608) 242-3222; Roxanne Gray, Mitigation Section Supervisor, at (608) 242-3211; Caitlin Shanahan, Disaster Response and Recovery Planner, at (608) 242-3214; or Margaret Zieke, Disaster Response and Recovery Planner, at (608) 242-3252.

Sincerely,

Katie Sommers, CFM
State Hazard Mitigation Officer

Cc: Regional Emergency Management Director
County Emergency Management Director
Department of Natural Resources

SECTION 404 HAZARD MITIGATION GRANT PROGRAM DISASTER SUBAPPLICATION

Disaster Declaration #: FEMA-4276-DR-WI**Declaration Date: August 9, 2016**

Applicant: _____
(Political subdivision, quasi-government, nonprofit organization)

FIPS Code: _____ **D-U-N-S Number:** _____ **FEIN Number:** _____

Street/PO Box: _____

City: _____ **ZIP Code:** _____ **County:** _____

Primary Contact: _____

Title: _____ **E-Mail:** _____

Office Phone: _____ **Cell Phone:** _____

Secondary Contact: _____

Title: _____ **E-Mail:** _____

Office Phone: _____ **Cell Phone:** _____

The undersigned hereby submits this application for financial assistance under the Hazard Mitigation Grant Program and hereby certifies that the subapplicant will fulfill all requirements of the program contained in federal and/or state program guidelines including the submission of all appropriate forms. The project will meet all applicable local codes and standards as well as other appropriate state and federal requirements.

I do hereby certify, as the Chief Executive Officer, that the funding and/or resources which will be dedicated to support the 12.5% local share of the project are available and will be utilized to support the undertaking of the project during the specified performance period. Evidence of this commitment will be made available to the state and/or federal governments upon request.

I certify, to the best of my knowledge and belief, that the information in this application and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the subapplicant.

Subapplicant's Signature: _____ **Date Signed:** _____

Printed Name and Title: _____

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

All questions must be answered completely and accurately. Wisconsin Emergency Management (WEM) and FEMA staff reviewing the application will not be familiar with your community, the specific project area, or the need for the proposed project. Therefore, it is the responsibility of the subapplicant to ensure that their subapplication addresses all of the required items. This is particularly important given the competitive nature of the program. If you are unsure as to the meaning of a particular question, contact WEM prior to attempting to answer that question.

1. PROJECT COST ESTIMATE

Section 404-HMGP Funds Requested:

Total:	\$ _____
Federal Share (75%):	\$ _____
State Share (12.5%):	\$ _____
Subapplicant Share (12.5%):	\$ _____
Other Funding Sources:	\$ _____

2. PROJECT TITLE AND DESCRIPTION

3. PROJECT LOCATION (Include maps and photographs)

Road or street address, geographic landmarks, latitude and longitude in decimal degrees (NOT degrees/minutes/seconds), legal description, etc. Provide a map showing the range and town sections for the project area. Indicate the project site on this map.

Include a current locally adopted floodway map or flood insurance rate map (FIRM) indicating the project location. FIRMs are typically available from your local floodplain administrator who may be located in the planning, zoning, or engineering office. Maps can also be downloaded from the FEMA Map Service Center at <https://msc.fema.gov/portal>. For more information about FIRMs, contact your local agencies or visit FEMA's FIRM website at <http://www.fema.gov/flood-insurance-rate-map-firm>. Flood Insurance Studies are available at <http://www.fema.gov/flood-insurance-study>.

Include several photographs of the location for the proposed project site.

4. DETAILED DESCRIPTION OF PROBLEM

Provide a detailed description of the problem to be solved and damages to be reduced or eliminated as a direct result of the proposed project. Indicate whether the problem is repetitive. Take into account damage to public and private property, both residential and commercial, threats to public health and safety, and government response costs (fire, police, public works, human services, etc.). Include the total number of persons and structures including both residential and commercial that will benefit from this project. Also, include infrastructure that may be protected as a result of the project.

5. DETAILED SCOPE OF WORK FOR PROPOSED PROJECT

Provide a detailed scope of work for the proposed mitigation project. A registered professional engineer (or other accredited design professional) should certify that the design meets the appropriate code or industry design and construction standards. Appropriate standards or codes should be referenced.

6. HAZARDS TO BE MITIGATED/LEVEL OF PROTECTION

- a. Select the type of hazard(s) the proposed project will mitigate:

Flood _____ Wind _____ Other _____

- b. Fill in the level of protection the proposed project will provide (e.g. 23 structures protected against the 100-year [1% annual chance] flood). List data in flood levels (10-, 25-, 50-, 100-year) and/or mph winds.

_____ structures protected against the _____

_____ structures protected against the _____

_____ structures protected against the _____

_____ structures protected against the _____

If other, describe.

7. COST EFFECTIVENESS OF THE PROPOSED PROJECT

Answer the following questions as completely and accurately as possible and provide as much detail as possible for each question. **This information is critical to the calculation of a benefit-cost analysis and must be provided. Where actual data is not available, use the most accurate estimates.**

- a. What is the project life in number of years (permanent or long-term as opposed to temporary or short-term)? (For example, "If the project is maintained, the project will last X number of years.")
- b. Damages (dollar amount) from this event as well as all past events including Presidentially declared disasters and non-declared events. Indicate damage history including the month and year of each occurrence, storm event level (10-, 20-, 50-year, etc.), a description of the event, and damages/costs associated with the event. Indicate the actual or estimated dollar losses for each event including government response costs (fire, police, public works, human services, etc.), damages (including contents) to residential and commercial structures, damages (including contents) to critical facilities (schools, hospitals, etc.), damages to infrastructure (roads, sewer, public buildings, parks, etc.), as well as any other facilities affected. (Use the enclosed Damage Assessment Worksheet.)

Actual dollar losses for all the above categories are essential for performing the benefit-cost analysis.

Also include other negative impacts on the community from the events such as economic decline, increased unemployment due to the event, disruption of essential services, interruption to local business operations, threats to public safety, etc.

- c. Indicate the frequency at which damages occur if the proposed project is not implemented, as well as the frequency to which the project would provide protection, i.e., 5-, 10-, 50- or 100-year storm, etc.
- d. Identify residual damages that would result in an event that would exceed the level of protection provided by the project.

- e. Describe any other positive impacts besides reducing damages that the proposed project will provide.

8. INDEPENDENT SOLUTION

Will the proposed project solve the problem independently or is it part of a larger solution? If part of a larger solution, indicate when the project as a whole will be completed.

9. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

Include a work schedule for the proposed project. The schedule should indicate major milestones or phases of the project and the expected completion date of each phase. (e.g. engineering, design, permit process, project management, construction, etc.)

10. BUDGET

Provide a breakdown of cost elements such as pre-award costs, engineering and design, project management, construction, materials, equipment, etc. **Lump sums are not acceptable. Contingencies are limited to 1-5%.**

Include appropriate documentation that demonstrates a national published standard or local estimating guide was used to establish the budget for the proposed project. If the budget is based on a contractor's bid or historic costs from another activity, detailed documentation must be provided. **Cost-plus-percentage-of-cost contracts are not allowed.**

11. ROUTINE MAINTENANCE

Identify the annual maintenance costs directly related to the project's effectiveness, and who is responsible for the maintenance. **Applicants are responsible for any and all future maintenance costs on an approved project.** Attach a letter committing to providing the required annual maintenance for the life of the project.

12. ALTERNATIVES CONSIDERED

Describe in detail three options (the proposed project plus two other alternatives) that have been considered to deal with the problem, the estimated cost, and why they were selected, rejected, or eliminated from consideration. In addition to the proposed project, **you must provide at least one other alternative besides "do nothing."** Describe the impacts on the project area if no action is taken. Provide justification for the selection of the proposed project over the other alternatives. The reason may be monetary, environmental, or physical, or related to the degree of effectiveness, maintenance costs, other reasonable causes, or a combination of these factors.

13. ENVIRONMENTAL CONSIDERATIONS

An environmental review is required for certain projects before the subaward can be approved. It is FEMA's responsibility to prepare the environmental document, although the applicant will be required to provide much of the information, including any special studies that need to be performed. Complete the EHP Checklist and attach to the application.

14. HAZARD MITIGATION PLAN

Hazard mitigation projects must be in conformance with the goals and objectives of the local, FEMA-approved hazard mitigation plan.

- Provide the name of the local hazard mitigation plan and date approved.
- Provide a copy of the goals/objectives and the mitigation strategy/action item that references the proposed project from the approved hazard mitigation plan. **Only include sections of the plan that are relevant to the proposed project.**

15. MATCH COMMITMENT LETTER

Attach a letter from the chief elected official or resolution that the community is committed to providing the required 12.5% local match.

16. COMPLETE AND ATTACH THE APPLICABLE WORKSHEETS

For localized flood reduction projects, use the ***WEM Localized Flood Reduction Checklist***.

For community safe room projects, use the ***WEM Tornado Community Safe Room Checklist***.

17. ADDITIONAL COMMENTS/INFORMATION

Include any additional pertinent information that will support the proposed project and assist with the review of the application.

MAIL THE COMPLETED APPLICATION TO:

**Wisconsin Emergency Management
ATTN: State Hazard Mitigation Officer
2400 Wright Street P.O. Box 7865
Madison, WI 53707-7865**

DAMAGE ASSESSMENT WORKSHEET

EVENT (description, federal disaster declaration number or non-declared)	DATE (month, year)	STORM EVENT (10-, 20-, 50- year, etc.)	ESSENTIAL SERVICES DISRUPTED (water, sewer, electric, etc.)	GOVERNMENT RESPONSE COSTS (fire, police, EMS, public works, human services)	DAMAGES TO STRUCTURES INCL. CONTENTS (residential & commercial)	DAMAGES TO CRITICAL FACILITIES INCL. CONTENTS (schools, hospitals, etc.)	DAMAGES TO INFRASTRUCTURE (roads, sewers, public buildings, parks, etc.)
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$
				\$	\$	\$	\$

ATTACH SUPPORTING DOCUMENTATION



Wisconsin Emergency Management

COMMUNITY SAFE ROOM APPLICATION INFORMATION



This handout outlines basic requirements for a Hazard Mitigation Grant Program (HMGP) or Pre-Disaster Mitigation (PDM) grant application to construct a community safe room. FEMA defines a safe room as an interior room, a space within a building, or an entirely separate building, designed and constructed to provide near absolute life safety protection for its occupants from tornados or hurricanes. A safe room is designed and constructed to meet the criteria in FEMA P-361 or the most current edition of FEMA P-320.

Safe rooms may be classified into two categories: residential and community safe rooms. A residential safe room serves occupants of dwelling units and has an occupant load not exceeding 16 persons. A community safe room is any safe room not defined as a residential safe room including not only public, but also private safe rooms for businesses and other types of organizations.

An applicant interested in preparing and submitting a grant application to construct a community safe room should be familiar with the applicable FEMA Hazard Mitigation Assistance (HMA) programs. Please review the following documents for information and guidance on development of an application that satisfies all requirements.



Hazard Mitigation Assistance Guidance (February 27, 2015 Edition)

This publication provides guidance on FEMA's Hazard Mitigation Assistance (HMA) programs including the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). The HMA programs provide funding opportunities for eligible mitigation activities that reduce disaster losses and protect life and property from future damages.

- Part II addresses HMA program requirements and the importance of "frontloading" eligibility requirements early in application process. This is valuable information to consider prior to submitting an application to FEMA.
- Part IV describes application and submission information including general applicant guidance, scope of work, schedule, and cost estimates.

Available for free online at:

<http://www.fema.gov/media-library/assets/documents/103279>



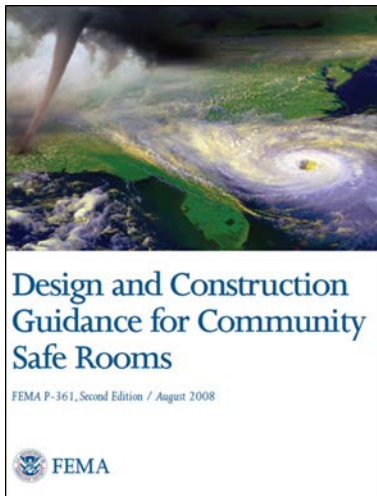
Hazard Mitigation Assistance Guidance Addendum (February 27, 2015 Edition)

This publication describes project specific requirements under the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM) program, and Flood Mitigation Assistance (HMA) program.

- Part C is specific to Safe Rooms and includes:
 - Table 2: HMA-Funded Safe Room Minimum Usable Floor Area per Safe Room Occupant;
 - Table 3: Example Community Safe Room Size;
 - Table 4: Eligible and Ineligible Components of Residential and Community Safe Rooms.

Available for free online at:

<http://www.fema.gov/media-library/assets/documents/103279>



Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms (FEMA P-361, Third Edition, March 2015)

The third edition provides guidance on the planning, design, construction, and operation of safe rooms. The guidance is intended for architects, engineers, building officials, local officials and emergency managers, and prospective safe room owners and operators.

Available for free online at:

<http://www.fema.gov/media-library/assets/documents/3140>

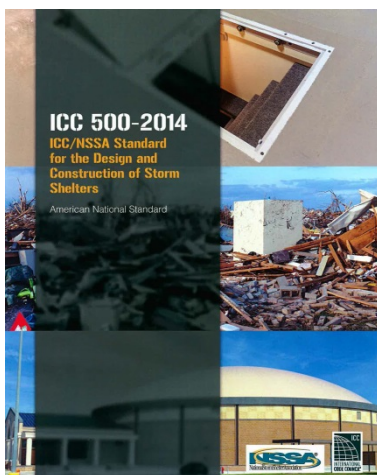


Taking Shelter from the Storm: Building a Safe Room for Your Home or Small Business (FEMA P-320, Fourth Edition, December 2014)

The fourth edition provides guidance for small safe rooms providing shelter for 16 or fewer people primarily for use in new homes and small businesses. Some information is also useful in existing buildings.

Available for free online at:

<http://www.fema.gov/media-library/assets/documents/2009>



ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC 500-2014)

This publication is optional reference material on the design and construction of storm shelters. Published jointly by the International Code Council (ICC) and National Storm Shelter Association (NCCA) this standard provides the minimum design and construction requirements for storm shelters that provide safe refuge.

Available for purchase at:

<http://shop.iccsafe.org/icc-500-2014-icc-nssa-standard-for-the-design-and-construction-of-storm-shelters-1.html>

DESIGNING THE SAFE ROOM

Applicant should consult with a qualified design professional (such as an engineer, architect, or contractor) on the planning and design of the proposed safe room. The design professional should be familiar with the current edition of FEMA-P-361 with special attention on Part B and Appendix C.

- ▶ Chapter B3 pertains to structural design criteria;
- ▶ Chapter B4 pertains to siting criteria;
- ▶ Chapter B5 pertains to means of egress, access, and accessibility criteria;
- ▶ Chapter B6 pertains to fire safety;
- ▶ Chapter B7 pertains to essential features and accessories; and
- ▶ Appendix C provides a designer checklist.

Early in application development the decision will need to be made whether the safe room will be a single-use or multi-use structure. The type of safe room will determine what costs will be eligible expenses under the hazard mitigation assistance programs.

CREATING THE APPLICATION

Please refer to the Hazard Mitigation Assistance Guidance Addendum, Part C. Safe Rooms, for application requirements. Eligible safe room applications must include information documenting compliance with the following:

- ▶ Applicable guidance, codes, and regulations including:
 - Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms (FEMA P-361) available for free download at: <http://www.fema.gov/media-library/assets/documents/3140>;
 - Relevant HMGP or PDM program guidance requirements;
 - And, any applicable local codes and regulations (such as planning, zoning, and building).
- ▶ Identified population for the safe room including:
 - Number, composition, and supporting reason (risk assessment);
 - Information on how the identified population will travel to the safe room.
- ▶ Travel Time Considerations including:
 - The identified population must be able to safely reach the safe room within 5 minutes;
 - Based on a maximum walking travel time of 5 minutes or a maximum driving travel distance of one-half (0.5) mile.
- ▶ Sizing (See Table 2: HMA-Funded Safe Room Minimum Usable Floor Area per Safe Room Occupant on page 46 of the Addendum). Providing at minimum:
 - 5 square feet per standing or seated occupant;
 - 10 square feet per wheelchair user occupant;
 - 30 square feet per medical Bed user occupant.
 - And, at least **ONE** wheelchair user occupant per 200 total occupants or portion thereof.
- ▶ Provide information for the Benefit-Cost Analysis (BCA), as outlined in page 5 of this packet.
- ▶ Descriptive statement acknowledging the requirements to prepare an Operations & Maintenance plan, including a description of the maintenance procedures and a brief statement about the operation of the safe room.
- ▶ Signed assurances for construction projects (provided by Wisconsin Emergency Management).

COST ELIGIBILITY

Please refer to the Hazard Mitigation Assistance Guidance Addendum for a complete list of eligible and ineligible costs for community safe rooms. *Table 4: Eligible and Ineligible Components of Residential and Community Safe Rooms* lists items that may or may not be paid for by FEMA grant programs.

Eligible:

- Structural systems capable of resisting the design wind loads that directly support or protect the safe room to provide near-absolute, life-safety protection (including walls, ceiling, roof decking and roof support structures)
- Doors, windows, and opening protection
- Protection of backup mechanical, electrical, ventilation, and communication equipment necessary to provide life-safety for the safe room
- Signage
- Communications, including LAN drops and wiring if used for emergency communication during an event
- Alternate source or power
- First aid supplies and equipment
- Fire-suppression systems (sprinklers systems and fire extinguishers)
- Electrical lighting and outlets
- Americans with Disabilities Act (ADA) requirements
- Ventilation
- Heating, Ventilation, and Air Conditioning (HVAC) used for required ventilation
- Accessible toilets and hand washing stations in safe room
- Design activities (planning, engineering, architecture design fees)
- Engineering study to calculate undefined flood elevations
- Engineering peer review
- Site preparation and building foundation materials and construction
- Inspections, including special inspections
- Soil test
- Storage room for food, water, and safety equipment
- Costs associated with the acquisition of land (or land value)
- Operation and Maintenance (O&M) Plan development

Ineligible:

- HVAC not used for required ventilation
- Safe room maintenance
- Restroom fixtures not required by code or FEMA P-361
- Paint on walls and ceilings of safe room
- Floor coverings – subfloors not required for life safety
- Removal of structures from developed land
- Kitchen cabinets, countertops, and other equipment not required for life safety
- Security cameras and Emergency Operation Center (EOC) type equipment
- Landscaping
- Parking and all non-building elements unless required for ADA compliance
- Community-wide, mass notification systems

BENEFIT-COST ANALYSIS REQUIRED DOCUMENTATION

HMGP and PDM safe room project applications must demonstrate project cost-effectiveness through an acceptable Benefit-Cost Analysis (BCA). Provide the following information so that WEM may develop the required BCA. The checklist will provide all the information required to perform the BCA.

SAFE ROOM	Required	Comments
Contact Information	<input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> County <input type="checkbox"/> Latitude/longitude	► Include contact information ► Is building historic? ► County required for tornado probability lookup
Scope of Work (SOW)	<input type="checkbox"/> Problem description and proposed solution <input type="checkbox"/> Description of existing condition <input type="checkbox"/> Design criteria <input type="checkbox"/> Work schedule <input type="checkbox"/> Schematic design plans, detailed engineering drawings, or completed design plans	► Information is available from the engineer, architect, or contractor responsible for safe room design
Project Type	<input type="checkbox"/> New or retrofit <input type="checkbox"/> Stand-alone or internal <input type="checkbox"/> Community or Residential	► Refer to SOW to determine the type of safe room project
Cost Estimate	<input type="checkbox"/> Source of estimate and support <input type="checkbox"/> Base year and any deviations <input type="checkbox"/> Anticipated environmental or historic expenses <input type="checkbox"/> Other related construction, demolition, and site relocation costs (such as surveying, permitting, preparation, material disposal) <input type="checkbox"/> Other acquisition costs (such as appraisals, legal recordation, displacement costs, and maintenance)	► All anticipated project costs should be detailed including maintenance cost over the useful life of the project ► Source should be professional with relevant expertise ► Provide the design, contractor, or Standard Cost Estimating software estimates ► Avoid use of lump sum costs
Maximum Occupancy	<input type="checkbox"/> The maximum number of people that the Safe Room is designed to hold <input type="checkbox"/> Include description of estimate method for identifying the safe room population	► Information is available from the engineer, architect, or contractor responsible for safe room design ► Occupancy data can also come from state or national sources, such as the US Census Bureau
Gross Area (Square Feet)	<input type="checkbox"/> Total area from wall to wall for the portion of the building being used as a Safe Room <input type="checkbox"/> Include a description of the estimate method or reference or copy of engineering or architectural specifications used.	► For a stand-alone safe room the gross area is the entire area of the building. ► For an internal safe room the gross area is based on the area of the building where structural elements are proposed to be upgraded to FEMA standards.
Usable Area (Square Feet)	<input type="checkbox"/> Usable Area is gross floor area less unusable area (tables, chairs, storage, etc.). <input type="checkbox"/> Include a description of estimate method or reference used to determine safe room area. <input type="checkbox"/> Provide copy of engineering or architectural drawings and identify safe room on plans	► Information is available from the engineer, architect, or contractor responsible for safe room design ► Must meet criteria for minimum square feet per person from FEMA P-361
Design Wind Speed	<input type="checkbox"/> Find location on Safe Room design wind speeds for tornados. <input type="checkbox"/> Reference or provide copy of engineering or architectural specifications used. Identify debris resistant criteria.	► FEMA P-361, Figure B3-1. Safe room design wind speeds for tornados (page B3-7) ► Design must be effective for the risk associated with the location.
Radius	<input type="checkbox"/> Estimate a radius around the Safe Room location <input type="checkbox"/> Provide a copy of a radius map using aerial photography showing the proposed safe room location and radius	► GIS map or other local or census map ► A maximum acceptable value is 0.5 mile radius or 5 minute walking distance
Structure Types	<input type="checkbox"/> Structure types that occupants are currently using <input type="checkbox"/> Include on radius map information about structure types	► A maximum of two structure types may be selected. Select the town most predominant structure types
Occupancy	<input type="checkbox"/> Estimate what percentage of the total population within the radius would occupy each structure type during the day, evening, and night	► Information from tax records, property managers, or census data



Wisconsin Emergency Management

COMMUNITY SAFE ROOM GRANT APPLICATION CHECKLIST



Eligibility					
1	Is this application for a community safe room?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <i>If no, Stop</i>
2	Do you have a current FEMA approved local hazard mitigation plan?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No <i>If no, Stop</i>

Location of Proposed Safe Room	
3	<p>Street Address: _____ County: _____</p> <p>City: _____ Zip: _____</p> <p>Latitude: _____ Longitude: _____</p>

Point of Contact	
4	<p>First Name: _____ Last Name: _____</p> <p>Email: _____ Telephone Number: _____</p> <p>Street Address: _____</p> <p>City: _____ Zip: _____</p>

Type of Proposed Safe Room					
5	New safe room or retrofit of an existing structure?	<input type="checkbox"/>	New ► Installed in the initial construction of the building	<input type="checkbox"/>	Retrofit ► Installed in an existing building
6	Stand-alone safe room or part of an existing structure?	<input type="checkbox"/>	Stand-Alone	<input type="checkbox"/>	Internal
7	Part of a structure with cultural or historic significance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Project Considerations						
8	Does the application include other considered mitigation alternatives?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
9	Is the safe room an independent solution (i.e., not part of a greater project)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:

Design						
10	Is the wind zone region for the safe room location identified in the application? ▶ See Figure B3-1, FEMA P-361		Yes		No	Page #: Wind Zone #:
11	Does the application include a site plan and drawings of the proposed safe room? ▶ From a qualified design professional such as an engineer, architect, or contractor		Yes		No	Page #:
12	Is the design wind speed stated on the drawings? ▶ See Figure B3-1, FEMA P-361		Yes		No	Page #: Wind Speed #: mph
13	Gross square footage of the safe room?	sq. ft.				Page #:
14	Is this a single-use or multi-use safe room? ▶ See B1.2.1 Single-Use and Multi-Use Safe Rooms, FEMA P-361		Single-Use		Multi-Use	Page #:
15	Is space provided for safe room supplies within the safe room area?		Yes		No	Page #:
16	What is the usable safe room floor area? ▶ See B5.2.1.1 Calculation of Usable Floor Area of a Community Safe Room, FEMA P-361	sq. ft.				Page #:
17	Number of doors: ▶ See B5.2.1.2 Number of Doors for a Safe Room, FEMA P-361					Page #:
18	Do the plans comply with the ADA? ▶ See B5.2.1.4 Americans with Disabilities Act, FEMA P-361		Yes		No	Page #:
19	Are access and functional needs considered? ▶ See B5.2.1.4.2 Access and Functional Needs, FEMA P-361		Yes		No	Page #:
20	Do the plans address locks and latching? ▶ See B5.2.3 Locks and Latching, FEMA P-361		Yes		No	Page #:
21	Do the plans comply with all applicable Federal, State and local codes? ▶ e.g., ICC -500, FEMA P-361, State building codes, local zoning		Yes		No	Page #:
22	Do the drawings include a statement that the safe room was designed to FEMA P-361?		Yes		No	Page #:

Floodplain						
23	Is the safe room site located in a mapped floodplain? ▶ Safe rooms should not be located in SFHA. See Table B4-1, FEMA P-361		1% 100 Year		No	Page #:
			0.2% 500 Year			
24	Is the safe room site located in a mapped floodway? ▶ Community safe rooms shall be located outside of a floodway. See Table B4-1, FEMA P-361		Yes If yes, Stop and revise site plan		No	Page #:
25	Is the safe room site located behind a non-certified levee?		Yes		No	Page #:
26	If the surrounding area is flooded, would access to the safe room be possible?		Yes		No	Page #:
27	Does the application include the Flood Insurance Rate Map (FIRM) or other documentation that identify the project location relative to the floodplain?		Yes		No	Page #:

Cost Estimate and Funding						
28	What is the Project Useful Life (PUL)? ▶ See Appendix D of FEMA BCA Reference Guide PUL values ≤ 16 people (30 yr), New (50 yr)	_____ years			Page #:	
29	Is a detailed cost estimate for design and construction included? ▶ Lump-sum cost estimates are not acceptable	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
30	Are all identified costs eligible? ▶ See Table 4: Eligible and Ineligible Components of Residential and Community Safe Rooms and Part C.4.4 of Hazard Mitigation Assistance Guidance Addendum (February 27, 2015 Edition)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
31	What is the total cost of the project? ▶ Cost estimates submitted with an application should include only eligible costs	\$ _____			Page #:	
32	What is the total annual maintenance cost of the safe room? ▶ Annual cost over the PUL to maintain the safe room (e.g. roof replacement, HVAC service, supplies)	\$ _____			Page #:	
33	Is the local match from a non-federal funding source?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
34	Is land value being used as part of the non-federal local match? ▶ Land acquisition is an eligible project cost. If the land is already owned by the applicant the land value can be used as local match.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:

Construction						
35	What is the primary safe room construction material (choose one):	<input type="checkbox"/>	Concrete; reinforced, precast		Page #:	
		<input type="checkbox"/>	Masonry, reinforced			
36	What is the proposed foundation type?	_____			Page #:	
37	What is the proposed depth of foundation and/or footings?	_____			Page #:	
38	Has the ground at the proposed site previously been disturbed?	<input type="checkbox"/>	Yes	Year: _____ First Disturbance	Page #:	
		<input type="checkbox"/>	No			
39	Please describe any other anticipated ground disturbances:	_____			Page #:	
40	Do the plans include information on the roof structure and roof covering?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
41	Primary power source:	_____			Page #:	
42	Do the plans meet ventilation requirements? ▶ See B7.2.2 Ventilation, FEMA P-361	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
43	Do the plans meet sanitation requirements? ▶ See B7.2.3 Sanitation Management, FEMA P-361	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
44	Do the plans meet lighting requirements? ▶ See B7.2.4 Lighting, FEMA P-361	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
45	Standby (emergency) power source: ▶ See B7.2.5 Standby (Emergency) Power, FEMA P-361	_____			Page #:	
46	Do the plans address water? ▶ See B7.2.6 Water Supply, FEMA P-361	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:

Occupancy						
47	Does the application provide a general description of the surrounding area and population of the community that will use this safe room? ▶ e.g. manufactured home park, college/university campus	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
48	What is the radius size of the community that will use this safe room for tornadoes? ▶ Maximum of 0.5 miles	_____ miles				Page #:
49	Does the application include an aerial map depicting the safe room location with radius?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
50	Is there an existing safe room or area of refuge at the identified site?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
51	What is the maximum occupancy? ▶ See Table B5-1 Occupant Density for Tornado Community Safe Rooms, FEMA P-361	_____				Page #:
52	Is the safe room properly sized for the number of people it aims to protect?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Page #:
53	What are the predominant structure type(s) that people will leave to go to the safe room? ▶ You may only indicate up to two types	Institutional Building (e.g., hospital, dormitory)				<input type="checkbox"/>
		Manufactured Housing (includes mobile homes)				<input type="checkbox"/>
		One- or Two-Family Residences				<input type="checkbox"/>
		Open Areas (parkland, fairgrounds, etc.)				<input type="checkbox"/>
		Pre-engineered Metal Building (e.g., auditorium)				<input type="checkbox"/>
		School (K-12)				<input type="checkbox"/>
		Small Professional Building (unreinforced masonry)				<input type="checkbox"/>
54	Determine the percent of the total occupancy coming from each structure type, as identified in line #53. ▶ Total occupancy percentage MUST equal 100% for at least one time period ▶ Total occupancy percentage for both structure types cannot equal more than 100% for any hour					
		Time		Percentage		
Structure Type 1:		Day	6:00 AM – 6:00 PM			
		Evening	6:00 PM – Midnight			
		Night	Midnight – 6:00 AM			
Structure Type 2:		Day	6:00 AM – 6:00 PM			
		Evening	6:00 PM – Midnight			
		Night	Midnight – 6:00 AM			

Operation and Maintenance		The following must be considered and documented in the application and/or Operations and Maintenance Plan.				
55	Does the application include a statement acknowledging the requirement for an Operation and Maintenance (O&M) Plan? ► See Chapter A4 Operation and Maintenance Considerations for Community Safe Rooms, FEMA P-361 ► Development of an Operation and Maintenance Plan is an eligible cost		Yes		No	Page #:
56	Is signage addressed? ► e.g., directional, occupancy, informational ► See A4.3.2 Signage, FEMA P-361 ► Signage is an eligible cost		Yes		No	Page #:
57	Are access and functional needs of potential occupants addressed? ► See A4.3.4 Information on the Access and Functional Needs of Potential Safe Room Occupants, FEMA P-361 ► Compliance with ADA is an eligible cost		Yes		No	Page #:
58	Are alert signals and drills addressed? ► See A4.3.5 Alert Signal and Drills, FEMA P-361 ► Note, community-wide, mass notification systems are <u>not</u> eligible cost		Yes		No	Page #:
59	Are pets addressed? ► See A4.3.6 Pets, FEMA P-361		Yes		No	Page #:
60	Is communication addressed? ► See A4.4.2 Communications Equipment, FEMA P-361		Yes		No	Page #:
61	Are emergency supplies addressed? ► See A4.4.3 Emergency Supplies, FEMA P-361		Yes		No	Page #:
62	Is parking addressed? ► See A4.5.1 Parking, FEMA P-361 ► Note, parking and all non-building elements unless required for ADA compliance, are <u>not</u> eligible cost		Yes		No	Page #:
63	Is entering and access to the safe room addressed? ► See A4.5.2 Entering the Safe Room, FEMA P-361		Yes		No	Page #:



Wisconsin Emergency Management

FLOOD MITIGATION PROJECTS TIPS FOR ASSEMBLING A SUCCESSFUL APPLICATION



THE BASICS OF FLOOD REDUCTION PROJECTS

Minor localized flood reduction projects lessen the frequency and severity of flooding and decrease predicted flood damages. Examples of these types of projects include:

- Installation or modification of culverts
- Stormwater management activities (i.e. creating retention, detention basins, and other stormwater improvement-type projects)

In order to be eligible, these projects:

- **MUST NOT** duplicate flood prevention activities of other Federal agencies
- **MAY NOT** constitute a section of a larger flood control system (i.e. it **must be an INDEPENDENT solution**)
- **MUST NOT** be a result of negligence or failure to complete routine maintenance
- **MUST NOT** remedy a code violation to bring a jurisdiction back into compliance with a legal settlement, court order, or State law
- **MAY NOT** be a major flood control project related to the construction, demolition, or repair of dams, dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters, and erosion projects related to beach nourishment or renourishment
- **CANNOT** address unmet needs from a disaster that are unrelated to mitigation
- **CANNOT** address operation, deferred or future maintenance, repairs, or replacement of existing structures, facilities, or infrastructure (i.e. dredging, debris removal, replacement of obsolete utility systems, bridges, and facility repair/rehabilitation)

COST EFFECTIVENESS

Mitigation projects must be deemed cost-effective in order to be eligible to receive Hazard Mitigation Assistance (HMA) funding. This means that your project must pass a FEMA-validated benefits-cost analysis (BCA). The results of the BCA must produce a Benefit-Cost Ratio (BCR) equal to or greater than 1.0; in other words, this means that the benefits must be greater than or equal to the costs. Only applications with a BCR greater than or equal to 1.0 will be considered.

In order for Wisconsin Emergency Management to assist with the BCA, you **MUST** provide:

- **DOCUMENTED damages from two events of known frequency/recurrence interval**

What this means:

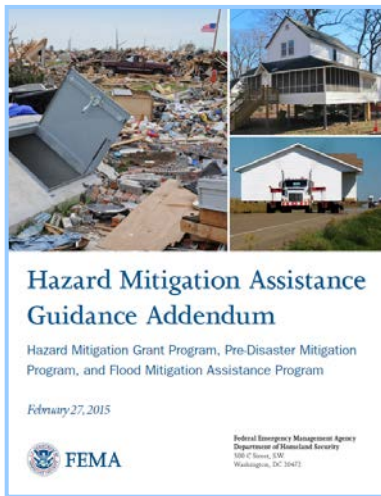
You must know the recurrence interval the two (2) separate flood events (i.e. 100-year or 1% annual chance, 25-year or 25% annual chance, etc.) and you must provide documentation that indicates damages from two (2) separate events. You may use historical records or data from the National Weather Service (NWS) to find out the recurrence interval.

- **DOCUMENTED damages from three events of unknown frequency/recurrence interval**

What this means:

For events where you do not know the recurrence interval, you must provide documentation that indicates damages from three (3) separate events.

The following checklist will help you assemble required documentation and materials for a more complete application. As minor localized flooding projects are complex, additional information will likely be required; however, by following this checklist, we will have a solid base to build from and create an application that has a higher likelihood of receiving funding from FEMA.





Hazard Mitigation Assistance Guidance and Addendum Guidance (February 27, 2015 Editions)

All sub-applicants are reminded to closely examine the Hazard Mitigation Assistance Unified Guidance (February 27, 2015 Edition). Project eligibility and application requirements for each of the mitigation programs are explained in more detail.

This publication is available for free online

at: <http://www.fema.gov/media-library/assets/documents/103279>

Project Point of Contact Information	
Contact First Name:	_____
Contact Last Name:	_____
Contact E-mail Address:	_____
Contact Phone Number:	_____
Contact Address:	_____
Contact City:	_____ Contact Zip Code: _____
Proposed Project Site Address:	_____
City:	_____ County: _____
Zip Code:	_____
Latitude of Project Site:	_____
Longitude of Project Site:	_____

WEM Flood Reduction Project Application Checklist

Obtained?	Item Required	Documentation Summary	Potential Sources
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Mitigation Project Description	Refer to your SOW to determine the mitigation project type. Select from: <input type="checkbox"/> Drainage Improvement <input type="checkbox"/> Other Flood Proofing Measures	The project manager or engineer can provide the SOW. Engineering designs may provide this information.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Decision Making Process	Did you provide a justification of the decision making process that resulted in the identification of the project proposed in the application? ► Did you consider at least three alternatives including the one you are proposing? ► Other alternatives that were considered and why they were rejected ► Why is THIS solution the best one?	Include a written description in your application, outlining all alternatives you explored (at least two other alternatives that you did not select PLUS the proposed project), and why you selected the particular project you are applying for funding to complete.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Damage History	An application must contain information on damage history at that particular project location. This information should clearly explain the purpose and need for the project. Damage history includes information such as: ► Damage figures and dates ► Details about the storm event(s) ► Type of damages: structural, contents, other	Potential sources of damage figures include: ► Insurance claims ► Property owner surveys ► Receipts, invoices, cost estimates from contractors ► Updated flood map information or data ► Wisconsin DNR ► State NFIP (National Flood Insurance Program) Representatives ► National Weather Service National Climatic Database Center (NCDC) ► U.S. Army Corps of Engineers (USACE) ► U.S. Geological Survey (USGS) ► Water management agencies ► Local newspaper stories
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Detailed Scope of Work (SOW)	The SOW should include: ► Problem description and proposed INDEPENDENT solution ► Description of existing conditions (historic damages, etc) ► Work schedule ► Cost estimate, provided by a credible source ► Engineering schematics, detailed engineering drawings, or engineering designs ► The proposed level of protection for the project (i.e., it will mitigate up to the 50-yr event)	► The SOW is provided from the project manager. ► Valid costs must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200, "Uniform Administrative Requirements, and Audit Requirements for Federal Awards, applicable program regulations, and the Hazard Mitigation Assistance Unified Guidance ► Costs MUST be directly related to mitigating the hazard. ► See pages 32 to 33, "Eligible Activities," of the Unified Hazard Mitigation Assistance. ► A credible source includes a knowledgeable professional, such as an engineer. ► Project must be an independent solution, not a phase in a larger, more complex project.

Obtained?	Item Required	Documentation Summary	Potential Sources
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Basis for Damages (Select One): <input type="checkbox"/> Historical Damages <input type="checkbox"/> Expected Damages	The SOW will identify/determine the basis for damages, either historical or expected.	The project manager or engineer can provide this information. Expected damages can be obtained from a study (i.e. H&H analysis) performed by a credible source. ► Remember to include any studies with your application (i.e. H & H analysis)
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Project Useful Life (PUL)	► The estimated amount of time (in years) that the mitigation action will be effective. ► PUL depends on type of mitigation (refer to "Project Useful Life Summary," provided with this checklist, which outlines standard and acceptable values determined by FEMA)	Information should be provided in the application; however, if sub-applicant fails to provide a PUL, FEMA standard values will be used. ► If the FEMA standard values are not used, additional documentation is required from the project manager, or the project engineer to justify the PUL.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Cost Estimate	All anticipated project costs, including annual maintenance costs, should be detailed over the useful life of the project. The use of lump-sum costs are not acceptable. The Cost Estimate should include: ► The estimate source and an itemized list of costs ► The base year of all cost estimates and any changes to the anticipated construction date ► Anticipated environmental resource remediation or historic property treatment measures ► Other related construction/demolition/ relocation costs, such as survey permitting, site preparation, site maintenance, site assessment, legal costs and material disposal ► Other acquisition costs, such as appraisals, legal recordation, displacement costs, and maintenance	Provide estimate from contractor or line-item cost estimate based on Standard Cost Estimating software or local similar historical costs in present day dollars. ► Source should be government representative or professional with relevant expertise. ► Cost estimate should be provided an official document, such as company letterhead. ► Include contact information of the contractor or official who provided the cost estimate (i.e. business card or e-mail signature)
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Base Year of Costs: _____	► The year in which the mitigation project's cost was estimated. ► If cost estimates are several years old, WEM may adjust the costs for inflation (i.e. adjust between base year and present year)	Information available from sub-applicant.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Total Estimated Cost for the Project: \$ _____		Source be obtained from a credible, knowledgeable official or professional with relevant experience (include contact info)
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Annual Maintenance Cost for the Project: \$ _____ ► Includes only the maintenance that is directly associated with maintaining the mitigation function of the project. ► An example includes an annual inspection of the culvert or cleaning drains		Source be obtained from a credible, knowledgeable official or professional with relevant experience (include contact info)
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Local Match Requirement	Does the community have a NON-FEDERAL source to provide for the local match?	Remember to provide a signed letter of commitment from a representative/official from the local jurisdiction.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Signed Assurances	Has a legal representative of your jurisdiction signed the "Assurances for Construction and Non-Construction Projects" provided by Wisconsin Emergency Management, or FEMA Forms FF20-16 A & C	Remember to return a signed copy of the form that was provided with your formal application materials.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Local Commitment to Annual Maintenance Costs	You must provide a signed letter of from a community official stating that the jurisdiction is committed to performing annual maintenance.	Remember to provide a signed letter of commitment from a representative/official from the local jurisdiction.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	If your project will reduce damages to residences/buildings, for each structure please include: ► Name ► Latitude & Longitude ► Address ► County	Include contact information and whether building is historic, if known.	Documents available from ► Homeowner ► Local building inspector ► Local tax assessor's office ► Title documents

Obtained?	Item Required	Documentation Summary	Potential Sources
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Damages Before Mitigation	<p>Provide the year of occurrence and number of days of a loss of function before the mitigation project is completed (i.e., a bridge was unusable for 5 days after a flood). REMEMBER, YOU MUST HAVE A MINIMUM OF TWO HAZARD EVENTS OF KNOWN FREQUENCY OR THREE EVENTS OF UNKNOWN FREQUENCY</p> <ul style="list-style-type: none"> ▶ If based on historical occurrence, provide written documentation from a credible source. If number of days of loss of function is derived or estimated, provide written explanation of the method used, including all assumptions. ▶ The historical loss must have been a loss that the mitigation project would have mitigated. <p>For physical damages (i.e. road damages, residential losses, etc) and private loss-of-function damages, provide a total dollar amount that sums documented damages.</p> <ul style="list-style-type: none"> ▶ Sort these losses into categories, such as physical damages to structures and contents, infrastructure (bridges, roads, culverts, etc.), loss of function (displacement, loss of rental or business income), casualties, and emergency management costs ▶ When there are multiple events occurring in the same year (i.e. there was a flood in April and a flood in September), provide sub-totals for each event ▶ Remember that these losses must be documented (insurance claims, invoices with proof of payment, contractor estimates, etc.) 	<p>Documentation may be obtained from:</p> <ul style="list-style-type: none"> ▶ Insurance records ▶ Receipts proving payment; invoices or estimates from contractors with proof of payment (i.e. cancelled checks, credit card statement) ▶ Pictures from event of damages ▶ Signed statements from homeowners ▶ Flood Insurance Study (FIS) or Flood Insurance Rate Map (FIRM) ▶ U.S. Geological Survey (USGS) stream gauge data ▶ Newspaper accounts citing credible sources (such as a public agency) ▶ Copies of engineering/technical expert reports ▶ Letter from a subject matter expert who has independently calculated frequencies and damages (including his/her methodology) ▶ An official from a public utility, public works, or transportation department, technical report, or study ▶ National Weather Service ▶ National Climatic Data Center ▶ FEMA project worksheets, damage survey reports <p>NOTE: Property owners must include documentation for damages from the most recent event, but may include a certified signed statement for previous events.</p> <p>For example, if there were two events of known recurrence interval, one in 2010 and one in 2008, a property owner could provide receipts and cancelled checks from the 2010 event and a signed statement about damages incurred as a result of the 2008 event.</p>
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Loss of Function by Type (more detailed information for each loss of function in following rows)	<p>FEMA allows certain loss of function values to count towards the damages associated with past occurrences. You may choose one or more facility types for loss of function, but you must provide documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Utilities <input type="checkbox"/> Roads/bridges <input type="checkbox"/> Non-residential buildings 	<ul style="list-style-type: none"> ▶ Provide photocopies of tax records, hard copy or electronic photos, appraisals, or maps. ▶ Data is available from assessor, owner, local tax appraiser or surveyor office, or title documents.
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	<p>Value of Services: Utilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electrical <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Other: _____ <p>(If applicant chooses other, include a description of the service in your application)</p>	<p>For each utility service's loss of function to count towards your benefits of the proposed mitigation project, YOU MUST PROVIDE:</p> <ul style="list-style-type: none"> ▶ A brief facility description ▶ Type of service ▶ Number of customers served (in affected area only) ▶ Value per unit of service (\$/person/day) <p>** If you select "Other," provide the portion of the population that will be affected by the mitigation.**</p> <p>If you do not provide documented value per unit of service (\$/person/day) FEMA Standard Values for Loss of Services for utilities will be used:</p> <ul style="list-style-type: none"> ▶ Loss of electric power: \$131/person/day ▶ Loss of potable water: \$103/person/day ▶ Loss of wastewater: \$45/person/day 	<ul style="list-style-type: none"> ▶ Documentation is available from the agency providing the service. ▶ Local utility company data should indicate the number of affected customers. ▶ Determine the number of customer connections and then use census data to determine that average number of people at each location. ▶ Any number outside of the FEMA Standard Values must be documented with a letter from the utility that would be affected. ▶ Provide letters or technical studies from utilities that include engineering estimates or historic evidence of impact on service due to an event.

Obtained?	Item Required	Documentation Summary	Potential Sources
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Value of Services: Roads/Bridges	<p>For each road's/bridge's loss of function to count towards your benefits of the proposed mitigation project, YOU MUST PROVIDE:</p> <ul style="list-style-type: none"> ▶ Estimated number of one-way traffic trips per day ▶ Additional time per one-way trip due to the detour ▶ Number of additional miles, and the Federal mileage reimbursement rate for a private vehicle (\$/mile). <p>FEMA Standard Values for Loss of Service for roads:</p> <ul style="list-style-type: none"> ▶ Loss of road/bridge service: \$38.15/vehicle/hour <p>Mileage: Use current Federal Mileage Rate</p> <ul style="list-style-type: none"> ▶ 2016 rates can be found at: https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced <p>Maps indicating the location of road closure and the proposed detour route should be included.</p>	<p>This information is available from a professional engineer, planner, or county DOT manager with signature authority.</p> <ul style="list-style-type: none"> ▶ Any number outside of the FEMA Standard Values must be documented with a letter from the utility that would be affected. <p>Estimated number of one-way traffic trips can be calculated using traffic count studies, resident statements, etc.</p> <ul style="list-style-type: none"> ▶ Remember to include a copy of the traffic count, study, or copies of signed statements from residents. <p>Maps can be made using GIS software, Google Maps, or hard copies of printed community/county maps.</p> <ul style="list-style-type: none"> ▶ Remember to note the detour route that was used, location of road closure <p>Potential sources for additional one-way trip travel time are:</p> <ul style="list-style-type: none"> ▶ Google Maps ▶ DOT ▶ Local highway/roads official ▶ Engineer ▶ Local planner
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	<p>Loss of Public Services (Non-Residential Buildings)</p> <p>Select the facility type(s) addressed in your application:</p> <p> <input type="checkbox"/> Fire Station <input type="checkbox"/> Police Station <input type="checkbox"/> Hospital <input type="checkbox"/> Other: _____ </p>	<p>You must provide a brief description of the facility (can be a list, does not have to be a narrative), that provides the following information:</p> <ul style="list-style-type: none"> ▶ Area served (City/County, etc.) ▶ Type of area (Urban, Suburban, Rural, OR Wilderness) ▶ Number of people served ▶ Distance in miles from the facility providing a service to the next nearest facility performing the same service <p>FACILITY-SPECIFIC INFORMATION</p> <p>Fire Stations:</p> <ul style="list-style-type: none"> ▶ Does the fire station provide EMS services? ▶ If so, provide distance in miles to the next nearest fire station that provides EMS services. <p>Hospitals:</p> <ul style="list-style-type: none"> ▶ Number of people normally served by the alternative hospital <p>Police Stations:</p> <ul style="list-style-type: none"> ▶ Number of police officers working at the station ▶ Number of officers serving the same area if this station is shut down due to a disaster 	<p>If your public service falls under "other," YOU MUST PROVIDE the annual operating budget associated with the facility.</p> <ul style="list-style-type: none"> ▶ If you have this sort of documentation, WEM will contact you further about what we need to run a Benefit-Cost Analysis ▶ If you do not have this documentation, we cannot include it in the analysis <p>Documentation is available from the agency providing the service or an agency's published annual report.</p>
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Analysis Duration: _____ (provide a year)	<p>Provide the oldest year that an affected utility, building, road, or bridge was built. This will provide a period of history for the historical losses.</p> <ul style="list-style-type: none"> ▶ For structures less than 10 years old, write in the FEMA minimum of 10 years. (and make a note on your application that you are using the FEMA minimum) ▶ For older structures for which flood damage/loss data or construction activities indicate a significant change in local flow conditions (i.e. a new flood insurance study or flood insurance rate map was created), the analysis can be assumed to begin on the date when the change first occurred. 	<ul style="list-style-type: none"> ▶ For most structures, documents are available from homeowner, local building inspector, local tax assessor's office, or title documents. ▶ For structures that witnessed significant changes in flow conditions, provide the Flood Insurance Study or Hydrology and Hydraulics Study that accounts for the change in local flow conditions. Documentation of changes in local flow conditions is available from a hydrologist or engineer.

Obtained?	Item Required	Documentation Summary	Potential Sources
<input type="checkbox"/> Yes, Page # _____ <input type="checkbox"/> No	Damages After Mitigation (aka "residual damages")	<p>Nearly all mitigation projects have some residual damages. Most projects will not completely eliminate damages after mitigation, but will reduce damages by a certain percentage or up to a certain design level event or recurrence interval (the level of protection).</p> <ul style="list-style-type: none"> ▶ What damages occur if an event exceeds the level of protection the project provides? (i.e. residual damages) ▶ Documentation includes a letter from an official or a copy of a written technical study. ▶ Provide written explanation of the method used, including all assumptions. <p>NOTE: The only project that results in no damages after mitigation is acquisition and demolition.</p>	<p>This information is available in the SOW or from the project manager.</p> <p>Documentation may be obtained from:</p> <ul style="list-style-type: none"> ▶ An official from a public utility, public works, or transportation department ▶ Technical report or study ▶ Mitigation project specifications or technical documents related to project development.
<p>Is there anything else that you would like WEM to consider? [please include location in the application]</p>			



HAZARD MITIGATION ASSISTANCE PROGRAMS

GENERATORS

BENEFIT-COST ANALYSIS CHECKLIST



BACKGROUND

Generators are emergency equipment that provide a secondary source of power to a facility. Generators and related equipment (hook-ups) are eligible for funding through the Pre-Disaster Mitigation (PDM) program and the Hazard Mitigation Grant Program (HMGP), provided they protect a critical facility, are cost-effective, contribute to a long-term solution to the problem, and meet all other program criteria. Critical facilities may include police and fire stations, hospitals, and water and sewage treatment facilities. A generator that is a component of a larger project (e.g. a safe room, elevation of lift stations, etc.) is also eligible.

COST-EFFECTIVENESS

Generator projects must be cost-effective and pass the FEMA Benefit-Cost Analysis (BCA) (unless the generator will be funded under the 5% Initiative through HMGP). The benefits of the project must outweigh the cost. In order to complete the required BCA, the following information must be provided. Without the information, a BCA cannot be completed and the project will be ineligible.

PROVIDED	ITEM REQUIRED	DOCUMENTATION	POTENTIAL SOURCES
	Project Useful Life	<ul style="list-style-type: none"> ➤ FEMA default for generators is 19 years ➤ Default may be altered if the manufacturer warranty or other documentation can demonstrate another value 	<ul style="list-style-type: none"> ➤ Manufacturer warranty
	Project Cost	<ul style="list-style-type: none"> ➤ Size and specifications should be reasonable, appropriate, and necessary to continue the critical function of the facility ➤ Quotes or estimates from vendors, contractors, etc. ➤ Include purchase cost as well as installation 	<ul style="list-style-type: none"> ➤ Manufacturer's specifications ➤ Contractors ➤ Vendors ➤ Should match the Scope of Work and Cost Estimate in the application
	Facility and Value of Service	<ul style="list-style-type: none"> ➤ Water or Wastewater Services <ul style="list-style-type: none"> ○ Population/customers/households served by the facility ➤ Hospitals <ul style="list-style-type: none"> ○ Number of people served by the hospital ○ Distance (miles) between the hospital and next 	<ul style="list-style-type: none"> ➤ Facility manager on official letterhead ➤ Hospital administrator on official letterhead ➤ Fire/Police Chief on official letterhead

PROVIDED	ITEM REQUIRED	DOCUMENTATION	POTENTIAL SOURCES
		<p>nearest hospital that would treat people if the hospital was inoperative</p> <ul style="list-style-type: none"> ○ Number of people normally served by the alternate hospital <p>➤ Police Stations</p> <ul style="list-style-type: none"> ○ Type (metro, city, or rural) ○ Number of people served by the station ○ Number of officers that work at the station and would serve the same area if the station were shut down by a disaster <p>➤ Fire Station</p> <ul style="list-style-type: none"> ○ Number of people served by the station ○ Type (urban, suburban, rural, wilderness) ○ Distance in miles to the nearest fire station that would provide protection if the station were shut down by a disaster ○ EMS services provided by the fire station if applicable 	
	Recurrence Determination	<p>➤ May vary by location, and cause of failure (wind, flood, etc.)</p> <p>➤ The date of events facility was inoperable due to power failure</p> <p>➤ The number of days per event the facility was inoperable due to power failure</p> <p>➤ Generally, two documented events are required. If three or more past events are provided, the BCA module can calculate the reoccurrence interval.</p>	<p>➤ Letter from a subject matter expert who has calculated frequencies</p> <p>➤ Facility manager on official letterhead</p> <p>➤ Hospital administrator on official letterhead</p> <p>➤ Fire/Police Chief on official letterhead</p> <p>➤ Data from county or facility websites</p> <p>➤ Government websites</p> <p>➤ Media releases, newspapers</p> <p>➤ Engineering analysis</p> <p>➤ National Weather Service: Precipitation Frequency Data Server at http://hdsc.nws.noaa.gov/hdsc/pfds/</p> <p>➤ USGS: Stream gauge data can be used to extrapolate frequency information for flood events</p> <p>➤ Snow and Ice: http://nsidc.org/data/search/data-</p>

PROVIDED	ITEM REQUIRED	DOCUMENTATION	POTENTIAL SOURCES
			search.html ➤ FEMA project worksheets from past damages ➤ Insurance claims, damage repair records, data from state/local agencies
	Estimated Yearly Maintenance Cost	➤ Only those costs directly associated with maintaining the mitigation function of the generator	➤ Manufacturer ➤ Facility manager
	Additional Losses	➤ Any documented losses that are a direct result of interrupted power service that a generator would have mitigated <ul style="list-style-type: none"> ○ Damages to the facility ○ Damages to other properties ○ Emergency service costs 	➤ Facility manager on official letterhead ➤ Hospital administrator on official letterhead ➤ Fire/Police Chief on official letterhead ➤ Data from county or facility websites ➤ Receipts from property owners ➤ Insurance claims, damage repair records, data from state/local agencies
	Analysis Duration	➤ Provide the year the facility was built	➤ Facility manager, local building inspector, etc.

ADDITIONAL RESOURCES

- FEMA Job Aid: Eligibility of Generators as a Fundable Project by the HMGP and PDM, http://www.fema.gov/media-library-data/1424368115734-86cfbaeb456f7c1d57a05d3e8e08a4bd/FINAL_Generators_JobAid_13FEB15_508complete.pdf
- www.fema.gov/benefit-cost-analysis
 - BCA Tool Version 5.2.1
 - BCA Reference Guide
 - BCA Reference Guide Supplement
- BCA Technical Assistance: bchelp@fema.dhs.gov, or 1-855-540-6744
- National Weather Service Precipitation Frequency Data Server: <http://hdsc.nws.noaa.gov/hdsc/pfds/>
- National Snow and Ice Data Center, <http://nsidc.org/data/search/data-search.html>
- FEMA Hazard Mitigation Assistance Guidance, <http://www.fema.gov/media-library/assets/documents/103279>

HAZARD MITIGATION GRANT PROGRAM (HMGP) PLANNING GRANT APPLICATION INSTRUCTIONS

The Hazard Mitigation Grant Program (HMGP)

The HMGP is a federal program administered in the State by the Wisconsin Division of Emergency Management (WEM). The program's objective is to reduce repetitive losses from natural disasters. This is accomplished by funding all-hazards mitigation plan development and cost-effective projects intended to eliminate/reduce future disaster expenditures for the repair/replacement of public and private property, and for the relief of personal loss, hardship, and suffering. *Note: Projects cannot be retroactively funded through HMGP. Therefore, projects already in progress or completed will not be considered.*

The purpose of an HMGP planning grant is to assist communities in developing or updating comprehensive all-hazards mitigation plans. The funds may be used to develop and update tribal and local mitigation plans which meet the planning criteria outlined in 44CFR Part 201 pursuant to Section 322 of the Stafford Act. A local government must have a FEMA-approved all-hazards mitigation plan to receive HMGP project grant funds. Countywide or multi-jurisdictional plans are encouraged for a comprehensive approach to hazard identification, evaluation, and mitigation.

The Federal Emergency Management Agency (FEMA) will contribute up to 75% of the eligible costs with WEM providing 12.5%. A 12.5% local match must be provided by a non-federal source. The local match can be supplied through cash, contributions, or in-kind services.

Minimum Planning Grant Criteria

The applicant will use an all-hazards mitigation planning process that consists of the following activities:

- Organization of a planning process that involves the public
- Coordination with other communities, agencies, and organizations
- Identification of all hazards within the community
- Development of a risk assessment based on the identified hazards
- Development of goals and a mitigation strategy
- Review of possible mitigation actions
- Development of an action plan
- Adoption of the plan
- Implementation, evaluation, and revision of the plan

Applications that do not include adequate description of the planning activities will be less competitive.

Eligible activities under an HMGP planning grant include conducting local planning discussions, paying for salaries/hiring a planner, surveying structures at risk, and assessing losses.

Instructions for Completing the Application for HMGP

Applicants must apply for an HMGP planning grant through WEM. WEM will review and evaluate the grant applications and forward them to FEMA for approval. To apply:

1. Complete the HMGP Planning Grant Application (DMA Form 117). Sign and date the application.
2. Sign and date the Assurances (DMA Form 1017A).
3. Submit the application and supporting documentation electronically, if possible.
4. Send the completed Application and Assurances to katie.sommers@wi.gov or Wisconsin Emergency Management, 2400 Wright Street, P.O. Box 53707-7865, Madison, WI 53707-7865. Attention: Katie Sommers.

Applicants will be notified by letter of the approval/disapproval of their applications.

Questions regarding the application process or program administration should be directed to Katie Sommers, State Hazard Mitigation Officer, at (608) 242-3222 or katie.sommers@wi.gov, or to Caitlin Shanahan, Disaster Response and Recovery Planner, at (608) 242-3214 or caitlin.shanahan@wi.gov.

**STATE OF WISCONSIN
Department of Military Affairs
Division of Emergency Management
2400 Wright Street
P.O. Box 7865
Madison, WI 53707-7865**

**HAZARD MITIGATION GRANT PROGRAM
PLANNING GRANT SUBAPPLICATION
FEMA-4276-DR-WI**

Date: Date

Subapplicant: State/Local/Tribal Government or Private Non-Profit

DUNS Number: DUNS Number FIPS Code: County FIPS Code

Primary Contact: First Name, Last Name

Title: Title

Address: Address Line 1
Address Line 2
City, State, ZIP Code

Office Phone: Office Phone with Area Code Cell: Cell Phone with Area Code

Email Address: Email Address

Secondary Contact: First Name, Last Name

Address (*if different from above*): Address Line 1
Address Line 2
City, State, ZIP Code

Office Phone: Office Phone with Area Code Cell: Cell Phone with Area Code

Email Address: Email Address

I certify, to the best of my knowledge and belief, that the information in this subapplication and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the subapplicant. It is also understood that no billable work will begin until the subapplication is approved and a subrecipient agreement is executed with the applicant (Wisconsin Emergency Management).

Signature: _____

Name: First Name, Last Name

Title: Title

Date: Date

All questions must be answered completely and accurately. If necessary, attach additional pages that reference the question number.

1. Cost Estimate and Budget

Type of Plan: Choose an item.

<u>HMGP Funds Requested</u>	\$Total Planning Funds
Federal (75%):	\$Federal Share (max. 75%)
State (12.5%):	\$State Share (max. 12.5%)
Match (12.5%):	\$Match Amount (min. 12.5%) Attach match commitment letter.
Other:	\$Other Funding Sources Identify Source

Estimated Budget

Salaries:	\$Amount
Fringe Benefits:	\$Amount Describe: who, activity, number of hours, hourly salary rate, hourly benefits rate, list of benefits included, etc.
Contractual:	\$Amount Attach cost estimate.
Supplies:	\$Amount Describe.
Printing/Postage:	\$Amount Describe: number of items printed and/or mailed, cost per item.
Equipment:	\$Amount Describe.
Travel:	\$Amount Describe: number of trips, miles per trip, documented mileage rate.
Public Meetings:	\$Amount Describe: number of meetings, room rental fee; food/beverage ineligible.
In-Kind:	\$Amount Number of local officials, hours, hourly rate; unless otherwise documented use volunteer rate of \$22.48 per hour.
Other:	\$Amount Describe.

2. Participating Jurisdictions and Populations

Counties, tribes, cities, villages, universities, colleges, and private nonprofits; include recent population estimates for each county, tribe, city, and village. **Attach area map.**

3. Local Hazards and Damages

3.A. Briefly describe the hazards that impact the planning area:

Hazards

3.B. Briefly describe damages incurred from listed hazards. Factor in damage to public and private property and infrastructure; threats to public health and safety; and government response costs (fire, police, public works, social services, etc.).

Damages

4. Scope of Work

4.A. Describe the basic planning process that will be used.

Planning Process

4.B. Identify other planning initiatives in the community (e.g. flood mitigation, stormwater, capital improvement, smart growth, and comprehensive planning) and how they relate to and/or support all-hazards mitigation planning.

Community Planning Initiatives

4.C. Describe the strategy for including the public in plan formation and review: outreach methods, targeted audience, geographic representation, and estimated number of meetings (at least two – one before finalizing the draft plan, one after finalizing but before plan adoption).

Public Participation

4.D. Describe how the planning process will benefit the community.

Expected Benefits

5. Work Schedule and Estimated Completion Dates

Task	Timeframe (e.g. Months 2-4)
Develop Planning Team	Enter Timeframe
Hold Kickoff Meeting	Enter Timeframe
Develop Community Profiles	Enter Timeframe
Identify and Describe Hazards	Enter Timeframe
Complete Risk/Vulnerability Assessment	Enter Timeframe
Develop Goals and/or Objectives	Enter Timeframe
Develop Mitigation Actions	Enter Timeframe

Develop Plan Maintenance Process	Enter Timeframe
Public Participation/Meetings	Enter Timeframe
Submit Draft Plan to State	Enter Timeframe
Revise Plan Based on State Review	Enter Timeframe
Submit Draft Plan to FEMA	Enter Timeframe
Formal Adoption	Enter Timeframe
Enter Description	Enter Timeframe
Enter Description	Enter Timeframe
Enter Description	Enter Timeframe

6. Additional Comments and Information

Enter Comments

ASSURANCES

CONSTRUCTION AND NON-CONSTRUCTION PROJECTS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications (construction projects).
4. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms to the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State (construction projects).
5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
7. Will comply with the Intergovernmental Personnel Act of 1970 [42 U.S.C. (4728-4763)] relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
8. Will comply with the Lead-Based Paint Poisoning Prevention Act [42 U.S.C. (4801 et seq.)] which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
9. Will comply with all federal statutes relating to non-discrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended [20 U.S.C. (1681-1683, and 1685-1686)], which prohibits discrimination on the basis of sex;

- (c) Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. (794)], which prohibits discrimination on the basis of handicaps;
 - (d) The Age Discrimination Act of 1975, as amended [42 U.S.C. (6101-6107)], which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism;
 - (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 [42 U.S.C. (3601 et seq.)], as amended, relating to non-discrimination in the sale, rental, or financing of housing;
 - (i) Any other non-discrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
 - (j) The requirements of any other non-discrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the provisions of the Hatch Act [5 U.S.C. (1501-1508 and 7324-7328)] which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
12. Will comply, as applicable, with the provisions of the Davis-Bacon Act [40 U.S.C. (276a to 276a-7)], the Copeland Act [40 U.S.C. (276c) and 18 U.S.C. (874)], and the Contract Work Hours and Safety Standards Act [40 U.S.C. (327-333)] regarding labor standards for federally-assisted construction subagreements (construction projects).
13. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a Special Flood Hazard Area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
14. Will comply with the following environmental standards:
- (a) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (b) Notification of violating facilities pursuant to EO 11738;

- (c) Protection of wetlands pursuant to EO 11990;
 - (d) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (e) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 [16 U.S.C. (1451 et seq.)];
 - (f) Conformity of federal actions to state (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended [42 U.S.C. (7401 et seq.)];
 - (g) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and
 - (h) Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-250).
15. Will comply with the Wild and Scenic Rivers Act of 1968 [16 U.S.C. (1271 et seq.)] related to protecting components or potential components of the national wild and scenic rivers system.
 16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended [16 U.S.C. (470)], EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 [16 U.S.C. (469a-1 et seq.)].
 17. Will implement the award in accordance with 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
 18. In accordance with the provisions of Section 319 of P.L. 101-121, and implementing regulations at 44 CFR Part 18, the subrecipient will submit to the Department of Military Affairs, Division of Emergency Management, a "Certification Regarding Lobbying" and "Disclosure of Lobbying Activities" (Form SF-LLL) for Public Assistance awards of \$100,000 or more. The subrecipient shall require that the language of this certification be included in all award documents for all subawards of \$100,000 or more at all tiers (including subcontracts, subawards, and contracts under awards) and that all subrecipients shall certify and disclose accordingly. "Certifications Regarding Lobbying" and Forms SF-LLL must be submitted to the Department of Military Affairs with the subrecipient's request for final reimbursement.
 19. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.
 20. Will comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984, as listed below.

FEDERAL AUDIT REQUIREMENTS

All non-Federal entities, to include State Governments, Native American Tribal Governments, Local Governments, Institutions of Higher Education, Hospitals or other Non-Profit Organizations, that expend \$750,000.00 or more during the non-Federal Entity's fiscal year in Federal awards must have a single or program specific audit conducted for that year in

accordance with the Single Audit Act of 1996 (P.L. 104-156) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, Subpart F).

Audits shall be made annually unless the non-Federal entity meets the provisions for biennial audits provided in 2 CFR Part 200, Subpart F. Any biennial audit must cover both years with the biennial period.

The Audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

The audit report shall state that the audit was performed in accordance with the provisions of 2 CFR Part 200, Subpart F.

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accountants "State and Local Governments – Audit and Accounting Guide" issued in 2016. The federal government has approved the use of the audit guide.

In addition to the audit report, the subrecipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary a statement describing the reason it is not should accompany the audit report.

The subrecipient agrees that the Pass-through entity, the Legislative Auditor, the State Auditor, and any independent auditor designated by the Pass-through entity shall have such access to subrecipient's records and financial statements as may be necessary for the Pass-through entity to comply with the Single Audit Act and 2 CFR Part 200, Subpart F.

Recipients of Federal awards from subrecipients are also required to comply with the Single Audit Act and 2 CFR Part 200, Subpart F.

The subrecipient agrees to retain documentation to support the schedule of expenditures of Federal awards.

The audit must be completed and the reporting package described in 2 CFR Part 200, Subpart F must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

If required to undergo a single or program-specific audit, an electronic copy of the Audit Reporting Package (including Form SF-SAC) should be submitted to the Federal Audit Clearinghouse (FAC) at: <https://harvester.census.gov/facides/>. Once the Audit Reporting Package is filed with the FAC, email Wisconsin Emergency Management (WEM) at DMASingleAudits@wisconsin.gov to notify WEM that your Audit Reporting Package has been submitted.

STATE ASSURANCES OF DISASTER APPLICATION SUBRECIPIENTS

In accordance with the State Department of Military Affairs, Division of Emergency Management, State Administrative Plan, as a subrecipient I agree to the following:

1. Subrecipient's Duties

The subrecipient shall perform the tasks specified in the State Administrative Plan and shall complete the tasks therein during the period specified in the Federal/State Agreement.

2. Terms for Reimbursement

- (a) The Department of Military Affairs, Wisconsin Division of Emergency Management, shall reimburse the subrecipient their eligible costs incurred by the subrecipient in accordance with the Hazard Mitigation Grant Program. This reimbursement will be made from funds made available through the Federal Emergency Management Agency (P.L. 93-288 as amended by P.L. 100-707) and the State Legislature. The subrecipient shall be reimbursed only for those costs specified in the approved Hazard Mitigation Grant and supplements thereto.
- (b) The Department of Military Affairs, Division of Emergency Management, shall reimburse the federal and state shares to the subrecipient in accordance with the requirements specified in the Federal/State Agreement.
- (c) All claims for reimbursement shall be supported by written documentation including, but not limited to, receipts and invoices.
- (d) Reimbursement for costs will not be paid on any encumbrance made by the subrecipient prior to the dates as specified in an approved award.

3. Records and Documentation

- (a) The subrecipient shall be responsible for keeping records that fully disclose the amount and disposition of funds and the total costs of each project for which the funds are provided. The accounting procedures utilized by the subrecipient shall provide for the accurate and timely recording of the receipt of funds and expenditures.
- (b) The books, records, documents, and accounting procedures and practices of the subrecipient relevant to this agreement are subject to examination by the Department of Military Affairs, by either the legislative auditor or state auditor as appropriate, and by the federal government.
- (c) The subrecipient shall obtain an annual (or biennial covering both years) financial and compliance audit, made by an independent auditor, in accordance with the Single Audit Act of 1996 (P.L. 104-156) and 2 CFR Part 200, Subpart F, as applicable. See 19, page 3.
- (d) All accounts and records shall be retained by the subrecipient for a period of three years after completion of the final audit of the declaration or until all litigation, claims, or audit findings involving the records have been resolved, whichever is later.

- (e) The subrecipient shall provide written quarterly progress reports on a form prescribed by the Department of Military Affairs, Division of Emergency Management.

4. Miscellaneous

- (a) When the Department of Military Affairs, Division of Emergency Management, finds that there has been a failure to comply with the provisions of this agreement or with provisions of the Hazard Mitigation Grant Program, or that the purposes for the funds have not been, or will not be fulfilled, notwithstanding any other provisions of this agreement to the contrary, the Department of Military Affairs, Division of Emergency Management may take such action as it deems necessary and appropriate to protect the interest of the federal government and State of Wisconsin, including the refusal to disburse additional funds and requiring the repayment of any funds already disbursed.
- (b) The State of Wisconsin and the Department of Military Affairs, Division of Emergency Management, its agents and employees shall not be liable to the subrecipient, or to any individuals or entities with whom the subrecipient contracts for any direct, indirect, incidental, consequential, or other damages sustained or incurred as a result of activities, actions or inactions on the part of the subrecipient for services rendered pursuant to the Award Agreement. The subrecipient agrees to indemnify and save and hold the Department of Military Affairs, Division of Emergency Management, its agents and employees harmless from all claims or causes of action arising from the performance of this award by the subrecipient or subrecipient's agent or employees.
- (c) The Department of Military Affairs' authorized agent for the purposes of this contract is Jeff Whittow, Administrative Officer, Division of Emergency Management.

Signature of Authorized Certifying Official

Date

Title and Organization

E. EHP Checklist

“Yes” indicates that the environmental regulation or statute may apply to your project. Please provide relevant information and/or documentation to support your answers. This list is not all-inclusive.

Environmental Regulation or Statute		Yes	No
National Historic Preservation Act (NHPA)			
1.A	Would the proposed project affect, or is the proposed project in close proximity to, any buildings or structures 50 years or more in age?		
1.B	Will the proposed project involve disturbance of ground?		
Endangered Species Act (ESA)			
2.A	Are federally listed or endangered species, or their critical habitat, present in or near the project area and, if so, which species are present?		
2.B	Will the proposed project remove or affect vegetation?		
2.C	Is the proposed project in or near (within 200 feet), or likely to affect, any type of waterbody or body of water?		
Clean Water Act (CWA) and Rivers and Harbors Act			
3.A	Will the proposed project involve dredging or disposal of dredged material, excavation, the addition of fill material, or result in any modification to water bodies or wetlands designated as “waters of the United States” as identified by the U.S. Army Corps of Engineers or on the National Wetland Inventory?		
Executive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection of Wetlands)			
4.A	Does a Flood Insurance Rate Map, Flood Hazard Boundary Map, hydrological study, or some other source indicate that the project is located in, or will affect, a 100-year floodplain, a 500-year floodplain (if a critical action), an identified regulatory floodway, or an area prone to flooding?		
4.B	Is the proposed project located in, or will it affect, a wetland as listed in the National Wetland Inventory?		
4.C	Will the proposed project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?		
4.D	Is the proposed project located in, or will it affect, a floodplain or wetland? If yes, the 8-step process summarized in HMA Job Aids must be completed.		
Coastal Zone Management Act (CZMA) and Coastal Barrier Resources Act (CBRA)			
5.A	Is the proposed project located in the State’s designated coastal zone?		
5.B	Is the proposed project located in a Coastal Barrier Resources System Unit or Otherwise Protected Area?		
Farmland Protection Policy Act (FPPA)			
6.A	Will the proposed project convert more than 5 acres of “prime or unique” farmland outside city limits to a non-agricultural use?		

Environmental Regulation or Statute		Yes	No
Resource Conservation Recovery Act (RCRA) and Comprehensive Environmental Response, Compensation, and Liability Act			
7.A	Is there reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?		
7.B	Are there are any studies, investigations, or enforcement actions related to the property associated with the proposed project?		
7.C	Will any project construction or operation activities involve the use of hazardous or toxic materials?		
7.D	Are any of the current or past land uses of the property associated with the proposed project or are any of the adjacent properties associated with hazardous or toxic materials?		
Executive Order 12898 (Environmental Justice for Low Income and Minority Populations)			
8.A	Are there any low-income or minority populations in the project's area of effect or adjacent to the project area?		
Other Environmental/Historic Preservation Laws (including applicable State laws) or Issues			
9.A	Are other environmental/historic preservation requirements associated with this project?		
9.B	Are any controversial issues associated with this project?		
9.C	Have any public meetings been conducted, public notices been circulated, or public comments been solicited on the proposed project?		

Date

WDNR Environmental Review Coordinator
Southeast Regional Headquarters
Department of Natural Resources
PO Box 12436
Milwaukee WI 53212-0436

Subject: Categorical Exclusion
Project

Dear Name:

The Wisconsin Division of Emergency Management is in the process of evaluating a Hazard Mitigation Grant Program application for project and location. This application falls under Presidential Disaster Declaration DR-XXXX. The structures are in the XXXX River floodway and floodplain. These properties are located on the Flood Insurance Rate Map(s) number and are located at address.

The Federal Emergency Management Agency (FEMA) and our office are considering the use of a Categorical Exclusion for the environmental review, as defined in 44 CFR 10.8(d)(2)(vii), to meet the requirements of the National Environmental Policy Act. Please review the enclosed to ensure that the proposed project does not violate regulatory authorities under your jurisdiction. Indicate on the enclosed concurrence form that the demolition of these properties does not have the potential to impact wetlands; floodplains; rare, threatened, or endangered species; a wildlife refuge; a wilderness area; or a wild and scenic river. Also, please verify that there will not be a negative impact on wetlands, the floodplain, or the air quality at this site.

I ask that you please reply as soon as possible but no later than date. Your efforts in this matter are greatly appreciated. If you have any questions concerning this request, please call me at (608) 242-3222 or Roxanne Gray at (608) 242-3211.

Sincerely,

Name

State Hazard Mitigation Officer
Wisconsin Emergency Management

Enclosure (use general concurrence form)

LOCATION

FEMA-XXXX-DR-WI

HAZARD MITIGATION GRANT PROGRAM

Consideration for Categorical Exclusion as defined in 44CFR 10.8(d)(2)(vii)

CONCURRENCE

DESCRIPTION: **Project and location.** This residence is in the floodplain of XXXX River.
(Township, Range, Section).

☐ I have reviewed the above description for the proposed project pursuant to regulations and authorities of this agency, and concur that the project will not cause a negative impact to the environment.

☐ I have reviewed the above description for the proposed project pursuant to the regulations and authorities of this agency, and have determined that the project will or may cause a potential negative impact on the environment, and further investigation is warranted. Potential negative impacts are (explain and attach any documents as required):

Signature

Date

Name, Title, and Agency

Please mail or email to:
Katie Sommers, State Hazard Mitigation Officer
Wisconsin Division of Emergency Management
2400 Wright Street, P.O. Box 7865
Madison, WI 53707-7865
katie.sommers@wi.gov

PLEASE RESPOND ASAP BUT NO LATER THAN DATE

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

Record of Environmental Consideration (REC)

See 44 Code of Federal Regulations Part 10.

Project Name/Number: Project Name

Project Location: Project address / town range section / lat long

Project Description: Basic description of the project – location/construction details, project objectives or purpose, dimensions/compliance with standards, if applicable.

Documentation Requirements

- ☐ No documentation required. **(Review concluded.)**
- ☐ **(short version)** All consultation and agreements implemented to comply with the National Historic Preservation Act, Endangered Species Act, and Executive Orders 11988, 11990, and 12898 are completed and no other laws apply. **(Review concluded.)**
- ☐ **(long version)** All applicable laws and executive orders were reviewed. Additional information for compliance is attached to this REC.

National Environmental Policy Act (NEPA) Determination

- ☐ Statutorily excluded from NEPA review. **(Review concluded.)**
- ☐ Categorical Exclusion – Category Single Project
- ☐ No extraordinary circumstances exist.
Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**
- ☐ Extraordinary circumstances exist (see section IV).
- ☐ Extraordinary circumstances mitigated. (See Section IV comments.)
Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**
- ☐ Environmental assessment required. See FONSI for determination, conditions, and approval.
- ☐ Environmental assessment required. See FONSI for determination, conditions, and approval.

Comments: The Federal Emergency Management Agency (FEMA) and our office are considering the use of a Programmatic Environmental Assessment for the environmental review. The Finding of No Significant Impact (FONSI) was signed on DATE.

Reviewer and Approvals

REC prepared by: Your name

FEMA Environmental Reviewer
Name:

Signature _____ Date _____

FEMA Regional Environmental Officer or delegated approving official

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

Name:

Signature _____ Date _____

I. Compliance Review for Environmental Laws (other than NEPA)**A. National Historic Preservation Act**

- ☐ No type of activity with potential to affect historic properties. **(Review concluded.)**
- ☐ Applicable executed Programmatic Agreement (insert date) . Otherwise, conduct standard Section 106 review.
- ☐ Activity meets Programmatic Allowance # ____.
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

HISTORIC BUILDINGS AND STRUCTURES

- ☐ No historic properties 50 years or older in project area. **(Review concluded.)**
- ☐ Building or structure 50 years or older in project area and activity not exempt from review.
- ☐ No Historic Properties Affected determination. (FEMA finding/SHPO/THPO concurrence on file.)
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**
- ☐ Historic Properties Affected determination. (FEMA finding/SHPO/THPO concurrence on file.)
- ☐ Property a National Historic Landmark and National Park Service was provided early notification during the consultation process. If not, explain in comments.
- ☐ No Adverse Effect determination. (FEMA finding/SHPO/THPO concurrence on file.)
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**
- ☐ Adverse Effect determination. (FEMA finding/SHPO/THPO concurrence on file.)
- ☐ Resolution of Adverse Effect completed. (MOA on file.)
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

ARCHAEOLOGICAL RESOURCES

- ☐ Project affects only previously disturbed ground. **(Review concluded.)**
- ☐ Project affects undisturbed ground.
- ☐ Project area has no potential for presence of archeological resources.
- ☐ Determination of No Historic Properties Affected. (FEMA finding/SHPO/THPO concurrence on file.) **(Review concluded.)**
- ☐ Project area has potential for presence of archeological resources.
- ☐ No Historic Properties Affected determination. (FEMA finding/SHPO/THPO concurrence on file.)

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

Are project conditions required? ☐ YES (See Section V.) ☐ NO (**Review concluded.**)

☐ Historic Properties Affected determination.

☐ NR eligible resources not present. (FEMA finding/SHPO/THPO concurrence on file.)

Are project conditions required? ☐ YES (See Section V.) ☐ NO (**Review concluded.**)

☐ NR eligible resources present in project area. (FEMA finding/SHPO/THPO concurrence on file.)

☐ No Adverse Effect determination. (FEMA finding/SHPO/THPO concurrence on file.)

Are project conditions required? ☐ YES (See Section V.) ☐ NO (**Review concluded.**)

☐ Adverse Effect determination. (FEMA finding/SHPO/THPO concurrence on file.)

☐ Resolution of Adverse Effect completed. (MOA on file.)

Are project conditions required?

☐ YES (See Section V.) ☐ NO (**Review concluded.**)

Comments: A MONTH YEAR review of the Wisconsin Architecture & History Inventory and the Archeological Inventory shows that (NO/SOME/SEVERAL) historic structures would likely be impacted by this project. Describe any potential archeological site disturbances or State Historic Preservation Office (SHPO) requests for special monitoring conditions. A Public Notice was posted in the PUBLICATION NAME on DATE.

Correspondence/Consultation/References: Sent review request letters to the SHPO on DATE. See SHPO letter dated DATE regarding PROJECT. See SHPO concurrence form dated DATE regarding PROJECT.

B. Endangered Species Act

☐ No listed species and/or designated critical habitat present in the action area. (**Review concluded.**)

☐ Listed species and/or designated critical habitat present in the action area.

☐ No effect to species or designated critical habitat. (See comments for justification.) (**Review concluded.**)

☐ May affect, but not likely to adversely affect species or designated critical habitat. (FEMA determination/USFWS/NMFS concurrence on file.) (**Review concluded.**)

☐ Likely to adversely affect species or designated critical habitat.

☐ Formal consultation concluded. (Biological Assessment and Biological Opinion on file.)

Are project conditions required? ☐ YES (See Section V.) ☐ NO (**Review concluded.**)

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

Comments: The USFWS endangered, threatened, proposed, and candidate species list for COUNTY NAME includes the SPECIES NAME (STATUS), SPECIES NAME (STATUS), SPECIES NAME (STATUS), ETC. The USFWS concurred that _____. The WDNR also concurred that this project WILL/WILL NOT have adverse impacts to endangered species or their habitat.

Correspondence/Consultation/References: Letters were sent to CONTACT NAME of the USFWS and CONTACT NAME of WDNR on DATE. WDNR concurred on DATE and USFWS concurred on DATE.

C. Coastal Barrier Resources Act

- ☐ Project is not located in Coastal Barriers Resources System or Otherwise Protected Area.
- ☐ Project does not affect a coastal barrier within the COBRA System (regardless of in or out). **(Review concluded.)**
- ☐ Project is located in a coastal barrier system and/or affects a coastal barrier. (FEMA determination/USFWS consultation on file.)
- ☐ Proposed action an exception under Section 3505.a.6. **(Review concluded.)**
- ☐ Proposed action not excepted under Section 3505.a.6.
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: n/a

Correspondence/Consultation/References: n/a

D. Clean Water Act

- ☐ Project site located outside of and would not affect any waters of the U.S. **(Review concluded.)**
- ☐ Project site located in or would affect waters, including wetlands, of the U.S.
- ☐ Project exempted as in-kind replacement or other exemption. **(Review concluded.)**
- ☐ Project requires Section 404/401 permit, including qualification under Nationwide Permits.
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: The project WILL/WILL NOT involve disposal of dredged material, excavation, filling, or other modifications to waters in the United States. A Department of the Army permit IS/IS NOT required for this project.

Correspondence/Consultation/References: Concurrence letters were sent to CONTACT NAME of the USACE and CONTACT NAME of the WDNR on DATE. USACE concurred on DATE and WDNR responded on DATE that this project WILL/WILL NOT impact the waters of the United States.

E. Coastal Zone Management Act

- ☐ Project does not affect a coastal zone area (regardless of in or out). **(Review concluded.)**
- ☐ Project is not located in a coastal zone area. **(Review concluded.)**
- ☐ Project is located in a coastal zone area and/or affects the coastal zone.
- ☐ State administering agency does not require consistency review. **(Review concluded.)**
- ☐ State administering agency requires consistency review.
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

Comments: n/a

Correspondence/Consultation/References: n/a

F. Fish and Wildlife Coordination Act☐ Project is not located in or does not affect a waterway/body of water. **(Review concluded.)**☐ Project affects, controls, or modifies a waterway/body of water.☐ Coordination with USFWS conducted.☐ No Recommendations offered by USFWS. **(Review concluded.)**☐ Recommendations provided by USFWS.Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: n/a

Correspondence/Consultation/References: n/a

G. Clean Air Act☐ Project will not result in permanent air emissions. **(Review concluded.)**☐ Project is located in an attainment area. **(Review concluded.)**☐ Project is located in a non-attainment area.☐ Coordination required with applicable state administering agency.Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**Comments: *EXAMPLE: This project may result in temporary air emissions as a result of construction activities, such as dust and machine exhaust; however, there will be no long-term impacts.*

Correspondence/Consultation/References:

H. Farmlands Protection Policy Act☐ Project does not affect prime or unique farmland. **(Review concluded.)**☐ Project causes unnecessary or irreversible conversion of prime or unique farmland.☐ Coordination with Natural Resource Conservation Commission required.☐ Farmland Conversion Impact Rating, Form AD-1006, completed.Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: n/a

Correspondence/Consultation/References: n/a

I. Migratory Bird Treaty Act☐ Project not located within a flyway zone. **(Review concluded.)**☐ Project located within a flyway zone.

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

- ☐ Project does not have the potential to take migratory birds. **(Review concluded.)**
- ☐ Project has the potential to take migratory birds.
- ☐ Contact made with USFWS.
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: Response letter from the USFWS dated DATE noted that _____ < EXAMPLE: if migratory birds are known to nest on any structures or habitat which may be disturbed by project construction, activities should begin and be completed before the initiation of the breeding season for those species or after breeding has concluded.>

Correspondence/Consultation/References: Letter was sent to CONTACT NAME of the USFWS on DATE. USFWS responded on DATE.

J. Magnuson-Stevens Fishery Conservation and Management Act

- ☐ Project not located in or near Essential Fish Habitat. **(Review concluded.)**
- ☐ Project located in or near Essential Fish Habitat.
- ☐ Project does not adversely affect Essential Fish Habitat. **(Review concluded.)**
- ☐ Project adversely affects Essential Fish Habitat. (FEMA determination/USFWS/NMFS concurrence on file.)
- ☐ NOAA Fisheries provided no recommendation(s). **(Review concluded.)**
- ☐ NOAA Fisheries provided recommendation(s).
- ☐ Written reply to NOAA Fisheries recommendations completed.
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: n/a

Correspondence/Consultation/References: n/a

K. Wild and Scenic Rivers Act

- ☐ Project is not along and does not affect Wild or Scenic River (WSR). **(Review concluded.)**
- ☐ Project is along or affects WSR.
- ☐ Project adversely affects WSR as determined by NPS/USFS. **FEMA cannot fund the action.** (NPS/USFS/USFWS/BLM consultation on file.)
- ☐ Project does not adversely affect WSR. (NPS/USFS/USFWS/BLM consultation on file.)
- Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: n/a

Correspondence/Consultation/References: n/a

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

L. Other Relevant Laws and Environmental Regulations

There IS/IS NO contamination based on a MONTH YEAR BRRTs review and letter to CONTACT NAME, WDNR, dated DATE. Concurrence form received from WDNR on DATE.

II. Compliance Review for Executive Orders**A. E.O. 11988 - Floodplains**

- ☐ Outside floodplain and No Effect on floodplains/flood levels. **(Review concluded.)**
- ☐ Located in floodplain or effects on floodplains/flood levels.
- ☐ No Adverse Effect on floodplain and not adversely affected by the floodplain. **(Review concluded.)**
- ☐ Beneficial Effect on floodplain occupancy/values. **(Review concluded.)**
- ☐ Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment.
- ☐ 8 Step Process Complete - documentation on file.
Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: See attached floodplain map MAP NUMBER, dated DATE, COUNTY, Wisconsin, proposed project area is located <EXAMPLE: outside of the Special Flood Hazard Area in Zone X>. A Public Notice was posted in the PUBLICATION NAME on DATE.

Correspondence/Consultation/References: Request for information sent to WDNR on DATE. Concurrence form returned from the WDNR on DATE.

B. E.O. 11990 - Wetlands

- ☐ Outside wetland and No Effect on wetland(s). **(Review concluded.)**
- ☐ Located in wetland or effects wetland(s).
- ☐ Beneficial Effect on Wetland. **(Review concluded.)**
- ☐ Possible adverse effect associated with constructing in or near wetland.
- ☐ Review completed as part of floodplain review.
- ☐ 8 Step Process Complete - documentation on file.
Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comments: Staff reviewed WDNR wetland maps and sent concurrence form to WDNR. The WDNR concurred that this project WILL/WILL NOT have any adverse impacts on wetlands. A Public Notice was posted in the PUBLICATION on DATE.

Correspondence/Consultation/References: Request for information sent to WDNR on DATE. Concurrence form returned from the WDNR on DATE.

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

C. E.O. 12898 - Environmental Justice for Low Income and Minority Populations

- ☐ No low income or minority population in, near, or affected by the project. **(Review concluded.)**
- ☐ Low income or minority population(s) in or near project area.
- ☐ No disproportionately high and adverse impact on low income or minority population(s). **(Review concluded.)**
- ☐ Disproportionately high or adverse effects on low income or minority population(s).
Are project conditions required? ☐ YES (See Section V.) ☐ NO **(Review concluded.)**

Comment: Per data from EPA Environmental Justice Maps and Reports, <EXAMPLE: there are no large concentrations of minority or low income populations in or near the project area and the proposed project will not adversely impact the health or physical environment of minority or low income populations. No action is required.>

Correspondence/Consultation/References: See reports from EPA Environmental Justice for LOCATION including 2010 Census information.

III. Other Environmental Issues

Identify other potential environmental concerns in the comment box not clearly falling under a law or executive order (see environmental concerns scoping checklist for guidance).

Comments:

Correspondence/Consultation/References:

IV. Extraordinary Circumstances

Based on the review of compliance with other environmental laws and Executive Orders, and in consideration of other environmental factors, review the project for extraordinary circumstances.

* A "Yes" under any circumstance below may require an Environmental Assessment (EA) with the exception of (ii) which should be applied in conjunction with controversy on an environmental issue. If the circumstance can be mitigated, please explain in comments. If no, leave blank.

Yes

- ☐ (i) Greater scope or size than normally experienced for a particular category of action
- ☐ (ii) Actions with a high level of public controversy
- ☐ (iii) Potential for degradation, even though slight, of already existing poor environmental conditions
- ☐ (iv) Employment of unproven technology with potential adverse effects or actions involving unique or unknown environmental risks
- ☐ (v) Presence of endangered or threatened species or their critical habitat, or archaeological, cultural, historical, or other protected resources
- ☐ (vi) Presence of hazardous or toxic substances at levels which exceed federal, state, local, or tribal regulations or standards requiring action or attention

Reviewer Name: YOUR NAME

Applicant: SUBRECIPIENT

Disaster/Emergency/Program/Project Title: DR-XXXX-WI/PDMXX/etc.

- ☐ (vii) Actions with the potential to affect special status areas adversely or other critical resources such as wetlands; coastal zones; wildlife refuges; wilderness areas; wild and scenic rivers; and sole or principal drinking water aquifers
- ☐ (viii) Potential for adverse effects on health or safety
- ☐ (ix) Potential to violate a federal, state, local, or tribal law or requirement imposed for the protection of the environment
- ☐ (x) Potential for significant cumulative impact when the proposed action is combined with other past, present, and reasonably foreseeable future actions, even though the impacts of the proposed action may not be significant by themselves.

Comments:

V. Environmental Review Project Conditions

General comments:

Project Conditions:

1.

Monitoring Requirements:

**PUBLIC NOTICE PROCEDURES
for
FEMA Region V Environmental Assessments**

NEPA is a planning and disclosure process. Therefore both NEPA and EO 11988 require notification of the public

- (A) when a project and its alternatives are initially being developed and scoped; and
- (B) after the completion of the final draft environmental assessment, and before the signing of the *Finding of No Significant Impacts (FONSI)* and any action taken.

The requirements of (A), which is referred to as a **NOTICE OF INTENT**, can usually be met by one of the following:

1. Publishing at the beginning of a disaster FEMA's *General Notice for a Presidential Declaration*, which issues notification that funds will be provided under the Stafford Act to undertake projects.
2. Publishing a **NOTICE OF INTENT** in a local newspaper to undertake a project, providing the alternatives, and then giving the public 15 days to respond.
3. Holding one or more public meetings on the project to solicit public comments.

Exactly which of the above vehicles is used to meet the requirements of (A) will usually be determined by the scope of the proposed project, agency coordination, and previous notification and scoping work performed by the applicant. Any comments received during this phase of notification should be addressed in the EA.

The requirements of (B), which is referred to as a **FINAL NOTICE**, can usually be met by the following:

1. Publishing a **FINAL NOTICE** in a local newspaper and giving the public 15 days to respond.
2. If no comments are received, the FONSI can be signed and the project can proceed.
3. If comments are received they can be addressed individually and/or in a rewrite of the EA.
4. If significant negative comments are received, the project should be put on hold until the issues are resolved.

SPECIAL NOTE

The above requirements are also to be applied to a project deemed to be a categorical exclusion (CATEX) from the preparation of an environmental assessment, but involves EO 11988 (floodplains) and/or EO 11990 (wetlands) and/or potentially or existing contentious issues.

(SAMPLE) **FINAL PUBLIC NOTICE**

**PUBLIC NOTICE OF A PROJECT PENDING FUNDING BY THE
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

Notification is hereby given of the Federal Emergency Management Agency's (FEMA's) pending intent to provide Hazard Mitigation Grant Program funding for **community name** to **short project description**. Funds will be provided in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Under the National Environmental Policy Act (NEPA) and EO 11988, FEMA is required to provide public notice of any proposed actions in or affecting floodplains or wetlands.

Community, county, Wisconsin proposes to **detailed project description including location, impact on the floodplain and/or wetlands, and why it is the best and/or only solution to the problem.**

FEMA's review has determined that no significant impact to the existing floodplain will result from this project.

Within 15 days, interested persons may submit comments, obtain more detailed information about the action, or request a copy of the findings by contacting FEMA's Region V office which is located at 536 S. Clark, Chicago, IL 60605. Requests can also be made to **local program person-phone number-e-mail address** or to **Nicholas Mueller**, FEMA Regional Environmental Officer at **(312) 408-5540** or **nicholas.mueller@dhs.fema.gov**.

When describing the project, do not use addresses or names, as this would violate the privacy act.

ENVIRONMENTAL CLOSEOUT DECLARATION

It is the Federal Emergency Management Agency's (FEMA's) responsibility to verify that environmental laws and executive orders are met prior to approval of FEMA-funded awards. In order to comply with this responsibility it is necessary to ensure that the requirements of the environmental documents have been met prior to award closeout.

The applicant or applicant's agent must verify that the conditions stated in the Record of Environmental Consideration, FONSI or Environmental Assessment, or any other environmental approval documentation were met. They must provide copies of all permits or other required documentation to the State, which will be provided to FEMA at the time of closeout.

Funding will be jeopardized if the environmental conditions listed in the project approval documents were not followed and/or required permits were not obtained.

Project conditions

This is to be completed and signed after project completion and submitted as part of the grant closeout documentation.

Program Grant HMGP

Disaster Related DR-XXXX-WI

Project Number XX-X

Project Title Community name, project type

I attest that all conditions listed in the environmental documentation were followed and the appropriate permits and supporting documents are attached. I further attest that none of the issues listed under the Project Conditions section of the Record of Environmental Consideration, FONSI, or Environmental Assessment were encountered that would have required further environmental coordination with FEMA.

Signature of Applicant or Applicant's Agent

Date

Signature of State Program Manager

Date

Signature of Regional Environmental Officer,
FEMA-Region V

Date

Date

Authorized Representative
Community
Address
City, State ZIP Code

Dear XXX:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for applicant's Hazard Mitigation Grant Program (HMGP) subapplication submitted under Disaster Declaration FEMA-4276-DR-WI declared August 9, 2016. The subaward is approved in the amount of \$XXX for project description.

FEMA provides 75% of the funding or \$XXX, Wisconsin Emergency Management (WEM) provides 12.5% or \$XXX, and the remaining \$XXX is the community's required 12.5% local match.

Enclosed are two originals of the State-Local Hazard Mitigation Grant Program Assistance Agreement. Please carefully review the Agreement and sign both copies. Keep one copy for your records and return the other to this office. This Agreement must be signed before funds can be drawn on the subaward.

Per the agreement you are required to submit Quarterly Status Reports, DMA Form 168 (enclosed), within 15 days of the end of each quarter (October 15, January 15, April 15, and July 15), and a final report covering all aspects of the project within 30 days of project completion.

To receive reimbursement of expenses you will need to complete and submit to this office a Request for Reimbursement of Expenses, DMA Form 167 (enclosed), along with supporting documentation (invoices and proof of payments). Advancement of funds requires prior approval from this office and will only be made in extraordinary circumstances. The final request for reimbursement is due within 30 days of completion of the project.

Please refer to the Assurances for Construction and Non-Construction Projects, DMA Form 1017A, and the State-Local Hazard Mitigation Grant Program Statement of Assurances for Property Acquisition Projects, signed and submitted with the application, for other state and federal laws and program requirements relating to the subaward which must be adhered to.

Under the HMGP, acquisition projects must meet the following criteria:

- Property owner(s) must voluntarily elect to participate in the program. The community will need to provide the Statement of Voluntary Participation signed by the property owner and the community based on the fair market value of the property as determined by the approved appraisal.
- The acquired property will be deed restricted requiring that it be maintained as open space in perpetuity, and stipulating that no future disaster assistance will be made available at the site.

The deed conveying the property to the community must reference and incorporate Exhibit A, Model Deed Restrictions.

- Replacement housing for those whose properties are acquired must not be in another 1% annual flood chance zone.
- The property will be purchased based on the fair market value (FMV) as determined by an appraisal. Pre or post-flood FMV may be used. If utilizing pre-flood FMV, the offer to purchase will need to take into consideration any duplication of benefits.
- The project will have to conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and the State Relocation Law (State Statute 32.185-32.27) for tenants only.

FEMA and this office provide subaward funds and program guidance; however, the community is responsible for administering the subaward and implementing the project. The community is not authorized to make an offer on the property until the appraisal has been completed and authorization has been granted by this office. Duplications of benefits (DOB) that may apply must be disclosed and will be deducted from the offer.

Substantially damaged properties that have a standard flood insurance policy at the time of flooding may be entitled to Increased Cost of Compliance (ICC) payments to bring the structure into compliance with local floodplain requirements. In the case of acquisition, ICC funds can be utilized for demolition costs up to \$30,000. In addition, ICC funds can be applied towards the local match.

In completing the project, the community will need to adhere to the conditions indicated in the enclosed approval letter for the REC (Record of Environmental Consideration) dated **date**.

After reviewing this letter and the attachments, please contact me to schedule a meeting to discuss program policies and procedures for subaward administration and project implementation.

If you have questions, please call me at (608) 242-3211; Katie Sommers, State Hazard Mitigation Officer, at (608) 242-3222; Caitlin Shanahan, Disaster Response and Recovery Planner, at (608) 242-3214; or Margaret Zieke-Patterson, Disaster Response and Recovery Planner, at (608) 242-3252.

Sincerely,

ROXANNE K. GRAY
Mitigation Section Supervisor
Wisconsin Division of Emergency Management

Enclosures:

- State-Local Hazard Mitigation Grant Program Assistance Agreement

- Quarterly Status Report, DMA Form 168
- Request for Reimbursement Request, DMA Form 167
- Budget Summary Form
- Statement of Voluntary Participation
- Exhibit A, Model Deed Restrictions
- FEMA approval letter dated **date**
- FEMA NEPA approval letter dated **date**
- Record of Environmental Consideration signed **date**

Cc: **Regional Emergency Management Director**
County Emergency Management Director

WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
State-Local Hazard Mitigation Grant Program Assistance Agreement
(FEMA-DR-4276-WI)
Acquisition

This Assistance Agreement between the Wisconsin Division of Emergency Management (WEM/ the recipient) and (community name) (the subrecipient) shall be effective on the date signed by WEM and the subrecipient. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the subrecipient as a result of Wisconsin's Presidential Disaster Declaration FEMA-DR-4276-WI.

The purpose of this agreement is to formally recognize the goals of the HMGP and to establish guidelines by which HMGP funds are to be used. This agreement is in addition to the requirements outlined in DMA Form 1017A, Assurances for Construction and Non-Construction Projects, and the State-Local Hazard Mitigation Grant Program Statement of Assurances for Property Acquisition Projects that was signed by the above mentioned subrecipient and submitted with the HMGP subapplication.

Be it resolved by the subrecipient, that the individual named below:

(Name and Title)

has the legal authority and is hereby authorized to execute documents for and on behalf of the subrecipient. The designated individual is to be the authorized representative for obtaining HMGP funds.

The subrecipient hereby assures and certifies that the project will comply with the applicable State of Wisconsin and FEMA regulations. Also, the subrecipient gives assurance and certifies with respect to and as a condition for the subaward the following at a minimum:

1. This Assistance Agreement in the amount of \$XXXX will serve as the contract between WEM and the subrecipient for the purpose of acquisition and demolition of (number) properties located in the floodplain of the (water body). 75% or \$XXXX is the federal share funded through FEMA. 12.5% or \$XXXX is the state share funded through WEM. The remaining 12.5 percent or \$XXXX is the required local program match (may not be comprised of other federal funds or match to other federal funds, i.e. EMPG, EPCRA). If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the subrecipient is responsible for the costs in excess of the approved subaward.
2. The subrecipient will adhere to the special conditions as identified in the approval letter for the Record of Environmental Consideration (REC) dated (date), in completing the project.
 - The subrecipient must follow all applicable local, state, and federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material,

the subrecipient must also contact the recipient and the relevant agency with authority for regulation of the material.

- If ground-disturbing activities occur during implementation, the subrecipient will monitor excavation activity, and if any artifacts or human remains are found during excavation processes all work is to cease, and the subrecipient will notify WEM, FEMA, and the State Historic Preservation Officer (SHPO).
- If petroleum underground storage tanks or septic systems are present, they should be abandoned according to State Regulations.
- If private water supply wells are present, they should be properly abandoned per Wis. Admin. Code NR 812.26. All unused wells shall be properly filled and sealed before demolition work begins, and wells discovered during demolition work must also be properly filled and sealed in accordance with NR 812.26. Submit Well Abandonment Report Forms (DNR Form #3300-5) to DNR.
- A Notification of Demolition and/or Renovation and Application for Permit Exemption (Wis. Admin. Code NR 406, 410, and 447) may be required. Contact DNR to request additional information and permit application materials.
- Steel, concrete, and other demolition materials should be recycled to the extent possible. Waste that cannot be recycled must be characterized and managed properly.
- During demolition of the structure, placement of equipment and stockpiling of structural debris will be confined to the front and back of the structure; heavy equipment will, where possible, be kept on the driveway, the street or other hard surfaces.
- No on-site disposal of demolition debris will be allowed; all debris resulting from the demolition must be deposited in an approved landfill area; no debris can be deposited in wetland or floodplain areas. A local or state permit may be necessary for construction in the floodplain and must be obtained prior to any construction on this project.
- If demolition activities result in an area of disturbance of more than 10,000 square feet within 300 feet of the waterway, then a Chapter 30 permit approval will be required. Application can be found at <http://dnr.wi.gov/permits/water/>. If dewatering is required, the dirty water removed should be pumped into a stilling basin before it is allowed to enter any waterway.
- No on-site granular material will be excavated or stripped to use for capping the foundation and/or for final landscaping.
- Erosion control measures as defined by the WDNR must be used before and after any demolition activities are implemented.
- The subrecipient must secure an erosion control permit under Wis. Admin. Code NR 216 if the property will impact more than one acre.
- Private septic tanks must be abandoned according to Wis. Admin. Code NR 812 and per Wisconsin Department of Commerce codes.
- Best management practices will be applied to the property.
- If deviations from the proposed scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subrecipient must contact WEM immediately and a re-evaluation by FEMA under NEPA and other applicable environmental laws will be conducted by FEMA.

3. The prospective participants were provided and signed the written "Notice of Voluntary Participation Statement" which states that participation in the program is voluntary and that the subrecipient will not use eminent domain authority to acquire the property should negotiations fail.
4. The subrecipient will provide the **Statement of Voluntary Participation** signed by the property owner and the subrecipient based on the fair market value of the property as determined by the approved appraisal for the property.
5. The subrecipient has consulted with the U.S. Army Corps of Engineers and determined that no plans exist for the property for the construction of flood damage reduction levees including berms, floodwalls and dikes; has rejected consideration of such measures in the future in the project area; and instead has chosen to proceed with acquisition of permanent open space.
6. The subrecipient has coordinated with the State Department of Transportation to ensure that planning or future use documents do not contain any planned improvements or enhancements to federal highway aid systems or other state transportation projects that would affect the property proposed for acquisition.
7. The subrecipient will provide certification that each participant who will receive pre-event fair market value is a National of the United States or qualified alien by asking all acquisition project participants (property owners) to certify that they are either a National of the United States or a qualified alien. Participants who refuse to certify, or who are not Nationals of the United States or qualified aliens, will receive no more than the appraised current fair market value for their property.
8. The existing structure will be removed within 90 days of acquisition. The FEMA Regional Administrator may approve a time extension in extenuating circumstances. Time extension requests must be submitted in a timely manner and prior to the 90 days.
9. Once this Assistance Agreement is signed and returned to WEM, the subrecipient may begin the project and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved subapplication. The subrecipient will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive subaward funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the recipient.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE SUBAWARD, UNLESS PRE-AWARD COSTS WERE INCLUDED AND APPROVED IN THE SUBAPPLICATION, ARE NOT ALLOWABLE COSTS FOR THE SUBAWARD.

The recipient may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the recipient to have been improperly made or expended for any reason.

10. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) within 15 days of the end of the quarter (January 15, April 15, July 15, and October 15 each year). Said report will include the status of the project

including property acquisition and demolition data, anticipated completion date, and financial information.

11. The subrecipient will meet the following timeline for completing this project:

Start Date No later than (date)

Completion Date (date)

If the subrecipient is delayed in their completion of the project by an event beyond their control, a request for an extension must be received in writing 90 days prior to the completion date.

12. The performance period for the HMGP project subaward will be (date) to (date).
13. The final request for reimbursement and a final report covering all aspects of the project will be due 30 days after project completion. The project is considered complete after demolition of structures and restoration of all properties to open space uses. The final report must include the following:
- Copies of signed Offer Agreement(s) and/or Offer Decline(s)
 - Signed Statement(s) of Voluntary Participation by the property owner(s)
 - Copies of Title Opinion(s) and/or Title Insurance
 - Closing Settlement Statement(s)
 - Transfer(s) of Sale
 - Copies of the recorded Warranty Deed(s) with the required FEMA deed restrictions
 - Photo(s) of the property site(s) after project completion
 - Copy of relocation plan approval letter and relocation assistance documents, if applicable
 - Copies of permits and forms as identified in the approval letter for the Record of Environmental Consideration and in number 2 of this document
 - Signed Environmental Closeout Declaration
14. The subrecipient will comply with applicable provisions of the State's Relocation Law, Wisconsin Statutes Chapter 32, Section 32.19-32.27, (per Attorney General opinion dated January 12, 1979) and Wis. Admin. Code Adm 92 for tenants of rental properties.
15. The subrecipient will comply with Federal Uniform Relocation Assistance and Real Property Policies Act of 1970, as amended, (49 CFR Part 24) for tenants of rental properties.
16. The HMGP funds requested for the project shall not duplicate benefits received from any other disaster assistance program.
17. The subrecipient will comply with the requirements of the Privacy Act. Information covered by the Privacy Act (i.e. names, addresses, award amounts, etc., of applicants) may be released to agencies for the sole purpose of preventing duplication of benefits. Information may not be used for outreach, canvassing, referral, or other similar programs. Information should not be provided to agencies not directly concerned with the acquisition program.

18. Any profits made from the sale, recycle, reuse, etc., of any properties acquired through the HMGP program will be used towards the mitigation project or deducted from the subaward amount.
19. Property acquired through the HMGP must be maintained in perpetuity for open space per 44 CFR Part 80.19, Land Use and Oversight. The property cannot be used to construct flood damage reduction levees, transportation facilities, or other incompatible purposes. No new structure will be erected on the property other than a restroom or public facility that is open on all sides and functionally related to open space use. Construction of any structure must be pre-approved by FEMA and WEM. Any structure must be constructed in compliance with the state and local floodplain management ordinances, meet NFIP minimum requirements, and be compatible with open space uses and floodplain management policy and practices. Allowable open space uses can include, but are not limited to, parks, nature preserves, cultivation, grazing, and unimproved pervious parking areas.
20. The deed conveying the property to the subrecipient must reference and incorporate Exhibit A, Model Deed Restrictions, attached to the State-Local HMGP Statement of Assurances for Property Acquisition Projects signed by the subrecipient on (date).
21. The subrecipient must submit to the recipient every three years a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained consistent with the provisions of the subaward. If the subject property is not maintained according to the terms of the subaward, the recipient and FEMA, will take measures to bring the property back into compliance.
22. The subrecipient is responsible for the continued maintenance of acquired property upon completion of the project, and is responsible for ensuring that the property is maintained in accordance with required land use restrictions.
23. Per 44 CFR Part 80.19(b) approval must be obtained from the recipient agency and the FEMA Regional Administrator before entering into a lease or easement, or conveying ownership of the property to any other party. The subrecipient may convey a property interest only to a public entity or to a qualified conservation organization. Conveyance of any property interest must reference and incorporate the original deed restrictions. If the subaward is still open, any income from sale or lease of the land must be deducted from the overall cost of the project.
24. No future disaster assistance for any purpose from any federal source will be sought or provided with respect to the acquired property.
25. The subrecipient will use HMGP funds solely for the purpose for which they are provided.
26. The subrecipient shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
27. The subrecipient will update their floodplain ordinance to meet the current Wisconsin Department of Natural Resources requirements.
28. The subrecipient will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP.

29. The subrecipient will follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
 - Transfer of funds among budget cost categories in any approved budget with a federal share in excess of the Simplified Acquisition Threshold (\$150,000 at the time this agreement was drafted) shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget. (2 CFR Part 200.308(e))
 - Cost-sharing requirements found in 2 CFR Part 200.306.
 - Requirements for equipment and supply purchases and procurement found in 2 CFR Part 200 Sections 313, 314, and 322, respectively.
30. The subrecipient will follow 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
31. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement of FEMA or reflects FEMA's views. The recipient and FEMA are free to copyright any original work developed under this agreement, and reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.
32. The subrecipient will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.
33. The subrecipient will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs. (See <https://www.sam.gov>.)
34. Records shall be retained three years following the date the HMGP is closed for Wisconsin's Presidential Disaster Declaration FEMA-4276-DR-WI in accordance with 2 CFR Part 200.333.

SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE:

_____Date:_____

Name (printed)

Title

Jurisdiction

SIGNATURE OF THE RECIPIENT (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):

_____Date:_____

State Hazard Mitigation Officer

WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
State-Local Hazard Mitigation Grant Program Assistance Agreement
(FEMA-DR-4276-WI)
Elevation

This Assistance Agreement between the Wisconsin Division of Emergency Management (WEM/ the recipient) and (community name) (the subrecipient) shall be effective on the date signed by WEM and the subrecipient. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the subrecipient as a result of Wisconsin's Presidential Disaster Declaration FEMA-DR-4276-WI.

The purpose of this agreement is to formally recognize the goals of the HMGP and to establish guidelines by which HMGP funds are to be used. This agreement is in addition to the requirements outlined in DMA Form 1017A, Assurances for Construction and Non-Construction Projects that was signed by the above mentioned subrecipient and submitted with the HMGP subapplication.

Be it resolved by the subrecipient, that the individual named below:

(Name and Title)

has the legal authority and is hereby authorized to execute documents for and on behalf of the subrecipient. The designated individual is to be the authorized representative for obtaining HMGP funds.

The subrecipient hereby assures and certifies that the project will comply with the applicable State of Wisconsin and FEMA regulations. Also, the subrecipient gives assurance and certifies with respect to and as a condition for the subaward the following at a minimum:

1. This Assistance Agreement in the amount of \$XXXX will serve as the contract between WEM and the subrecipient for the purpose of elevation of (number) properties located in the floodplain of the (water body). 75% or \$XXXX is the federal share funded through FEMA. 12.5% or \$XXXX is the state share funded through WEM. The remaining 12.5 percent or \$XXXX is the required local program match (may not be comprised of other federal funds or match to other federal funds, i.e. EMPG, EPCRA). If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the subrecipient is responsible for the costs in excess of the approved subaward.
2. The subrecipient will adhere to the special conditions as identified in the approval letter for the Record of Environmental Consideration (REC) dated (date), in completing the project.
 - The subrecipient must follow all applicable local, state, and federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material, the subrecipient must also contact the recipient and the relevant agency with authority for regulation of the material.

- If ground-disturbing activities occur during implementation, the subrecipient will monitor excavation activity, and if any artifacts or human remains are found during excavation processes all work is to cease, and the subrecipient will notify WEM, FEMA, and the State Historic Preservation Officer (SHPO).
 - During elevation of the structure, placement of equipment and stockpiling of structural debris will be confined to the front and back of the structure; heavy equipment will, where possible, be kept on the driveway, the street or other hard surfaces.
 - No on-site disposal of demolition debris will be allowed; all debris resulting from the demolition must be deposited in an approved landfill area; no debris can be deposited in wetland or floodplain areas. A local or state permit may be necessary for construction in the floodplain and must be obtained prior to any construction on this project.
 - No on-site granular material will be excavated or stripped to use for capping the foundation and/or for final landscaping.
 - Best management practices will be applied to the property.
 - If deviations from the proposed scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subrecipient must contact WEM immediately and a re-evaluation by FEMA under NEPA and other applicable environmental laws will be conducted by FEMA.
3. Property owners elevating their structures must voluntarily elect to participate in the program.
 4. Property owners elevating their structures must follow and adhere to the requirements in the signed Model Acknowledgement of Conditions for Mitigation Property in a Special Flood Hazard Area.
 5. For properties in a Special Flood Hazard Area, property owners elevating their structures must agree to maintain flood insurance on the structure to an amount equal to the project cost or to the maximum limit of coverage available for their property, whichever is less.
 6. Property owners elevating their structures in the Special Flood Hazard Area must agree that the community will legally record with the County Register of Deeds Office a notice of flood insurance requirements per the signed Acknowledgement of Conditions. The notice will read as follows:

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 floodplain management criteria of the Title 44 of the Code of Federal Regulations part 60.3 and City/County Ordinance.

7. The community must adhere to the requirements of the local floodplain zoning ordinance to bring the structure into full conformance. This means that the structure will need to be elevated to the base flood elevation plus two feet.
8. An owner's agreement for elevation must be signed between the community and the property owner before work can commence on the property. The owner is responsible for any repairs or improvements to the structure. The subaward will only cover eligible costs associated with the actual elevation of the structure as identified in the subapplication.
9. Once this Assistance Agreement is signed and returned to WEM, the subrecipient may begin the project and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved subapplication. The subrecipient will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive subaward funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the recipient.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE SUBAWARD, UNLESS PRE-AWARD COSTS WERE INCLUDED AND APPROVED IN THE SUBAPPLICATION, ARE NOT ALLOWABLE COSTS FOR THE SUBAWARD.

The recipient may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the recipient to have been improperly made or expended for any reason.

10. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) within 15 days of the end of the quarter (January 15, April 15, July 15, and October 15 each year). Said report will include the status of the project including property acquisition and demolition data, anticipated completion date, and financial information.
11. The subrecipient will meet the following timeline for completing this project:

Start Date	No later than (date)
Completion Date	(date)

If the subrecipient is delayed in their completion of the project by an event beyond their control, a request for an extension must be received in writing 90 days prior to the completion date.

12. The performance period for the HMGP project subaward will be (date) to (date).
13. The final request for reimbursement and a final report covering all aspects of the project will be due 30 days after project completion. The project is considered complete after elevation of structures. The final report must include the following:
 - Copies of the elevation certificate(s)
 - Proof of the property owners' flood insurance coverage
 - Copies of the required notice(s) of flood insurance that has been filed with the County
 - Photo(s) of the property site(s) after project completion

- Latitude and longitude coordinates for each property in the project
 - Identification of repetitive loss properties in the project
 - Copies of permits and forms as identified in the approval letter for the Record of Environmental Consideration and in number 2 of this document
 - Other information as required
 - Signed Environmental Closeout Declaration
14. The HMGP funds requested for the project shall not duplicate benefits received from any other disaster assistance program.
 15. The subrecipient will comply with the requirements of the Privacy Act. Information covered by the Privacy Act (i.e. names, addresses, award amounts, etc., of applicants) may be released to agencies for the sole purpose of preventing duplication of benefits. Information may not be used for outreach, canvassing, referral, or other similar programs. Information should not be provided to agencies not directly concerned with the acquisition program.
 16. The subrecipient will use HMGP funds solely for the purpose for which they are provided.
 17. The subrecipient shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
 18. The subrecipient will update their floodplain ordinance to meet the current Wisconsin Department of Natural Resources requirements.
 19. The subrecipient will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP.
 20. The subrecipient will comply with all applicable federal, state, and local codes and standards as pertain to this project.
 21. The subrecipient will follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
 - Transfer of funds among budget cost categories in any approved budget with a federal share in excess of the Simplified Acquisition Threshold (\$150,000 at the time this agreement was drafted) shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget. (2 CFR Part 200.308(e))
 - Cost-sharing requirements found in 2 CFR Part 200.306.
 - Requirements for equipment and supply purchases and procurement found in 2 CFR Part 200 Sections 313, 314, and 322, respectively.
 22. The subrecipient will follow 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
 23. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement of FEMA or reflects FEMA's views. The recipient and FEMA are free to copyright any original work developed under this agreement, and reserve a royalty-

free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.

24. The subrecipient will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.
25. The subrecipient will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs. (See <https://www.sam.gov>.)
26. Records shall be retained three years following the date the HMGP is closed for Wisconsin's Presidential Disaster Declaration FEMA-4276-DR-WI in accordance with 2 CFR Part 200.333.

SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE:

_____ Date: _____

Name (printed)

Title

Jurisdiction

SIGNATURE OF THE RECIPIENT (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):

_____ Date: _____

State Hazard Mitigation Officer

WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
State-Local Hazard Mitigation Grant Program Assistance Agreement
(FEMA-DR-4276-WI)
Non-Acquisition

This Assistance Agreement between the Wisconsin Division of Emergency Management (WEM/ the recipient) and (community name) (the subrecipient) shall be effective on the date signed by WEM and the subrecipient. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the subrecipient as a result of Wisconsin's Presidential Disaster Declaration FEMA-DR-4276-WI.

The purpose of this agreement is to formally recognize the goals of the HMGP and to establish guidelines by which HMGP funds are to be used. This agreement is in addition to the requirements outlined in DMA Form 1017A, Assurances for Construction and Non-Construction Projects that was signed by the above mentioned subrecipient and submitted with the HMGP subapplication.

Be it resolved by the subrecipient, that the individual named below:

(Name and Title)

has the legal authority and is hereby authorized to execute documents for and on behalf of the subrecipient. The designated individual is to be the authorized representative for obtaining HMGP funds.

The subrecipient hereby assures and certifies that the project will comply with the applicable State of Wisconsin and FEMA regulations. Also, the subrecipient gives assurance and certifies with respect to and as a condition for the subaward the following at a minimum:

1. This Assistance Agreement in the amount of \$XXXX will serve as the contract between WEM and the subrecipient for the purpose of elevation of (number) properties located in the floodplain of the (water body). 75% or \$XXXX is the federal share funded through FEMA. 12.5% or \$XXXX is the state share funded through WEM. The remaining 12.5 percent or \$XXXX is the required local program match (may not be comprised of other federal funds or match to other federal funds, i.e. EMPG, EPCRA). If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the subrecipient is responsible for the costs in excess of the approved subaward.
2. The subrecipient will adhere to the special conditions as identified in the approval letter for the Record of Environmental Consideration (REC) dated (date), in completing the project.
 - The subrecipient must secure all permits per Wisconsin Statutes and comply with regulatory standards.
 - The subrecipient must follow all applicable local, state, and federal laws, regulation, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material,

the subrecipient must contact the recipient and the relevant agency with authority for regulation of the material.

- If ground-disturbing activities occur during implementation, the subrecipient will monitor excavation activity, and if any artifacts or human remains are found during excavation processes all work is to cease, and the subrecipient will notify WEM, FEMA, and the State Historic Preservation Officer (SHPO).
 - The subrecipient must secure an erosion control permit under Wis. Admin. Code NR 216 if the property will impact more than one acre.
 - Best management practices will be applied to the property.
 - If deviations from the proposed scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subrecipient must contact WEM immediately and a re-evaluation by FEMA under NEPA and other applicable environmental laws will be conducted by FEMA.
3. Once this Assistance Agreement is signed and returned to WEM, the subrecipient may begin the project and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved subapplication. The subrecipient will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive subaward funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the recipient.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE SUBAWARD, UNLESS PRE-AWARD COSTS WERE INCLUDED AND APPROVED IN THE SUBAPPLICATION, ARE NOT ALLOWABLE COSTS FOR THE SUBAWARD.

The recipient may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the recipient to have been improperly made or expended for any reason.

4. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) within 15 days of the end of the quarter (January 15, April 15, July 15, and October 15 each year). Said report will include the status of the project including property acquisition and demolition data, anticipated completion date, and financial information.
5. The subrecipient will meet the following timeline for completing this project:

Start Date No later than (date)

Completion Date (date)

If the subrecipient is delayed in their completion of the project by an event beyond their control, a request for an extension must be received in writing 90 days prior to the completion date.

6. The performance period for the HMGP project subaward will be (date) to (date).
7. The final request for reimbursement and a final report covering all aspects of the project will be due 30 days after project completion. The final report must include copies of all permits

and forms identified in the approval letter for the Record of Environmental Consideration and photos of the completed project.

8. The HMGP funds requested for the project shall not duplicate benefits received from any other disaster assistance program.
9. The subrecipient will use HMGP funds solely for the purpose for which they are provided.
10. The subrecipient shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
11. The subrecipient will update their floodplain ordinance to meet the current Wisconsin Department of Natural Resources requirements.
12. The subrecipient will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP.
13. The subrecipient will comply with all applicable federal, state, and local codes and standards as pertain to this project.
14. The subrecipient will follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
 - Transfer of funds among budget cost categories in any approved budget with a federal share in excess of the Simplified Acquisition Threshold (\$150,000 at the time this agreement was drafted) shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget. (2 CFR Part 200.308(e))
 - Cost-sharing requirements found in 2 CFR Part 200.306.
 - Requirements for equipment and supply purchases and procurement found in 2 CFR Part 200 Sections 313, 314, and 322, respectively.
15. The subrecipient will follow 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
16. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement of FEMA or reflects FEMA's views. The recipient and FEMA are free to copyright any original work developed under this agreement, and reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.
17. The subrecipient will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.
18. The subrecipient will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs. (See <https://www.sam.gov>.)
19. Records shall be retained three years following the date the HMGP is closed for Wisconsin's Presidential Disaster Declaration FEMA-4276-DR-WI in accordance with 2 CFR Part 200.333.

SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE:

Date:_____

Name (printed)

Title

Jurisdiction

SIGNATURE OF THE RECIPIENT (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):

Date:_____

State Hazard Mitigation Officer

WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
State-Local Hazard Mitigation Grant Program Assistance Agreement
(FEMA-DR-4276-WI)
Planning

This Assistance Agreement between the Wisconsin Division of Emergency Management (WEM/ the recipient) and (community name) (the subrecipient) shall be effective on the date signed by WEM and the subrecipient. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the subrecipient as a result of Wisconsin's Presidential Disaster Declaration FEMA-DR-4276-WI.

The purpose of this agreement is to formally recognize the goals of the HMGP and to establish guidelines by which HMGP funds are to be used. This agreement is in addition to the requirements outlined in DMA Form 1017A, Assurances for Construction and Non-Construction Projects that was signed by the above mentioned subrecipient and submitted with the HMGP subapplication.

Be it resolved by the subrecipient, that the individual named below:

(Name and Title)

has the legal authority and is hereby authorized to execute documents for and on behalf of the subrecipient. The designated individual is to be the authorized representative for obtaining HMGP funds.

The subrecipient hereby assures and certifies that the plan will comply with the applicable State of Wisconsin and FEMA regulations. Also, the subrecipient gives assurance and certifies with respect to and as a condition for the subaward the following at a minimum:

1. This Assistance Agreement in the amount of \$XXXX will serve as the contract between WEM and the subrecipient for the purpose (developing or updating) an all-hazards mitigation plan. 75% or \$XXXX is the federal share funded through FEMA. 12.5% or \$XXXX is the state share funded through WEM. The remaining 12.5 percent or \$XXXX is the required local program match (may not be comprised of other federal funds or match to other federal funds, i.e. EMPG, EPCRA). If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the subrecipient is responsible for the costs in excess of the approved subaward.
2. Once this Assistance Agreement is signed and returned to WEM, the subrecipient may begin the planning process and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved subapplication. The subrecipient will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive subaward funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the recipient.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE SUBAWARD, UNLESS PRE-AWARD COSTS WERE INCLUDED AND APPROVED IN THE SUBAPPLICATION, ARE NOT ALLOWABLE COSTS FOR THE SUBAWARD.

The recipient may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the recipient to have been improperly made or expended for any reason.

The subrecipient may request reimbursement of planning expenses up to 90% of the federal share of the subaward or \$XXXX as work progresses on the (development or update) of the plan. The remaining funds will not be paid until the plan is completed and approved by FEMA, and adequate documentation for the total costs incurred for the subaward has been submitted.

FEMA will recoup mitigation planning subaward funds for subawards that do not meet the deliverable criteria of an adopted, FEMA-approved mitigation plan by the end of the period of performance. The amount recouped will be based on the following guidelines:

- Jurisdictions with plans that have been Approved Pending Adoption by FEMA, but are not yet formally adopted (in accordance with FEMA regulations) by the end of the period of performance must return a minimum of 10% of the subaward.
 - Jurisdictions with plans that have been reviewed by FEMA, but require revisions to meet requirements must return a minimum of 25% of the subaward if the required revisions have not been completed by the end of the period of performance.
 - Jurisdictions with plans that have not been submitted to FEMA for review by the end of the period of performance must return 100% of the subaward.
3. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) within 15 days of the end of the quarter (January 15, April 15, July 15, and October 15 each year). Said report will include the status of the plan including anticipated completion date and financial information.
 4. The subrecipient will submit a copy of their draft plan that meets the planning criteria found in 44 CFR Part 201.6 or 201.7 along with a completed FEMA or State Plan Review Tool or Crosswalk to WEM by (date) for review. The final plan must be completed and approved by FEMA prior to (date). If the subrecipient is delayed in their completion of the project by an event beyond their control, a request for an extension must be received in writing 90 days prior to the completion date.
 5. The performance period for the HMGP project subaward will be (date) to (date).
 6. The final request for reimbursement and a final report will be due 30 days after plan completion or 30 days prior to the end of the period of performance, whichever is sooner.
 7. The subrecipient will use HMGP funds solely for the purpose for which they are provided.
 8. The subrecipient shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.

9. The subrecipient will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP.
10. The subrecipient will comply with all applicable federal, state, and local codes and standards as pertain to this plan.
11. The subrecipient will follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
 - Transfer of funds among budget cost categories in any approved budget with a federal share in excess of the Simplified Acquisition Threshold (\$150,000 at the time this agreement was drafted) shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget. (2 CFR Part 200.308(e))
 - Cost-sharing requirements found in 2 CFR Part 200.306.
 - Requirements for equipment and supply purchases and procurement found in 2 CFR Part 200 Sections 313, 314, and 322, respectively.
12. The subrecipient will follow 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
13. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement of FEMA or reflects FEMA's views. The recipient and FEMA are free to copyright any original work developed under this agreement, and reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.
14. The subrecipient will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP plan.
15. The subrecipient will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs. (See <https://www.sam.gov>.)
16. Records shall be retained three years following the date the HMGP is closed for Wisconsin's Presidential Disaster Declaration FEMA-4276-DR-WI in accordance with 2 CFR Part 200.333.

SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE:

Date:_____

Name (printed)

Title

Jurisdiction

SIGNATURE OF THE RECIPIENT (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):

Date:_____

State Hazard Mitigation Officer

**STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT**

2400 Wright Street, P.O. Box 7865
Madison, WI 53707-7865

**Section 404 Hazard Mitigation Grant Program
REQUEST FOR REIMBURSEMENT OF EXPENSES**

Disaster # FEMA-4276-DR-WI
Subrecipient Community Name

Date Enter Date
County County Name

Total Award Amount (federal+state+local) Local match cannot be time charged to any other federal grants or time used as match for other federal grants (i.e. EMPG, EPCRA).	\$Enter Amount
Amount Spent to Date (federal+state+local)	\$Enter Amount
Amount Reimbursed to Date (federal+state+local)	\$Enter Amount
Amount Spent Since Last Request (federal+state+local)*	\$Enter Amount
Requested Reimbursement (87.5% of amount spent since last request)	\$Enter Amount
Requested Advance – PRIOR APPROVAL REQUIRED (see attached instructions)	\$Enter Amount

* Attach supporting documentation including invoices, proof of payments, bid tabulations, contracts, etc.

Signature – Subrecipient's Authorized Representative

Reimbursement Approved \$ _____

Signature – State Mitigation Representative

Date

When receiving funds in advance of spending them, the following must be adhered to:

1. If possible funds should be expended within three business days of receipt.
2. Deposit any advance HMGP funds into a separate non-interest-bearing bank account.
3. If any interest is generated, it must be reported to the State and spend for project administrative purposes before any additional funds are drawn down.
4. Subrecipients should reconcile earned interest each calendar quarter. If earned-and-expended interest exceeds \$100 at any time during the calendar year, all interest in excess of \$100 shall be returned to the U.S. Treasury.

BUDGET SUMMARY FOR REIMBURSEMENT REQUEST
NAME OF SUBRECIPIENT ACQUISITION PROJECT FEMA-4276-DR-WI

	FMV	APPRAISALS	TITLE SEARCHES	ABSTRACTS/ TITLE INS.	LEGAL FEES	SURVEYS	CLOSING COSTS	RELOCATION ASSISTANCE	DEMOLITION SITE RESTORATION	OTHER COSTS	TOTAL
BUDGET											
REQUEST NO. 1											
BALANCE											
REQUEST NO. 2											
BALANCE											
REQUEST NO. 3											
BALANCE											
REQUEST NO. 4											
BALANCE											
REQUEST NO. 5											
BALANCE											
REQUEST NO. 6											
BALANCE											
REQUEST NO. 7											
BALANCE											
REQUEST NO. 8											
BALANCE											

Transfer of funds between budget cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget.

**STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT**

2400 Wright Street, P.O. Box 7865
Madison, WI 53707-7865

**QUARTERLY STATUS REPORT
Contact and Program Information**

Name (Last, First)	
Title	
Subgrantee	
Phone Number	
E-mail	
County	
Project Number	
Disaster # (HMGP)	FEMA- -DR-WI
Federal Fiscal Year (PDM & FMA)	
Quarterly Report Date	Jan 15 th ___ April 15 th ___ July 15 th ___ Oct 15 th ___ Year ____
Quarterly Report Submittal Date	

Funding Program	<input type="checkbox"/> Flood Mitigation Assistance (FMA)
	<input type="checkbox"/> Pre-Disaster Mitigation Competitive Project Grant (PDM)
	<input type="checkbox"/> Section 404 Hazard Mitigation Grant Program (HMGP)
Type of Project	<input type="checkbox"/> Acquisition/Floodproofing
	<input type="checkbox"/> Planning
	<input type="checkbox"/> Other (specify)....

Date Grant was Approved	
Start Date of Project/Plan	
Is the Project/Plan on Schedule? (yes / no) (Circle One) <i>If no, provide an explanation why and a new estimated completion date below.</i>	
Estimated Project/Plan Completion Date	
Amount of Approved Grant (100%)	
Approximate Amount Spent to Date (100%)	
Anticipated (Overrun / Underrun) (Circle One)	

ACQUISITION

1. Number of properties to be acquired:	
2. Number of appraisals completed to date:	
3. Number of appraisals completed this quarter:	
4. Value of appraisals to date:	
5. Number of offers accepted to date:	
6. Number of offers accepted this quarter:	
7. Number of properties acquired to date:	
8. Number of properties acquired this quarter:	
9. List the address of all properties acquired this quarter and the date acquired.	
10. Estimated properties to be acquired in the next quarter:	
11. Approximate acquisition costs to date: (Include title insurance, legal fees, taxes, etc.)	
12. Approximate relocation benefits to date:	
13. Number of structures demolished to date:	
14. Number of structures demolished this quarter:	
15. Estimated structures to be demolished in the next quarter:	
16. Total acquisition costs to date:	
17. Federal, state, or local permits required this quarter:	Yes__Number__None__ (Attach copies of permits obtained this quarter.)

FLOODPROOFING

1. Number of structures to be floodproofed:	
2. Number of structures floodproofed to date:	
3. Number of structures floodproofed this quarter:	
4. Approximate cost of floodproofing to date:	
5. Approximate relocation benefits to date:	
6. Estimated # structures to be floodproofed next quarter:	

7. Estimated floodproofing costs for next quarter:	
8. Federal, state, or local permits required this quarter:	Yes ___ Number ___ None ___ <i>Attach copies of permits obtained this quarter.</i>

ADDITIONAL QUESTIONS OR COMMENTS

1. Other costs incurred to date:

Item	Amount

2. Narrative summary of progress on project or plan: (attach additional sheets if necessary)

3. Percentage of work completed:

4. Problems encountered and assistance needed:

5. Other information pertinent to the overall project or plan:

SIGNATURES

SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE

DATE

STATE HAZARD MITIGATION OFFICER

DATE

[illegible]

<DATE>

FEMA Mitigation Specialist
DHS-FEMA Region V
536 S. Clark Street, 6th Floor
Chicago, IL 60605

RE: PROJECT <PROJECT NUMBER> <SUBGRANTEE>

Dear _____:

This letter is to request closeout of the above referenced Hazard Mitigation Grant Program (HMGP) project under Federal Disaster Declaration FEMA-XXXX-DR-WI.

Our records indicate that \$XXXX in Federal project funds have been disbursed to <SUBGRANTEE> for the purposes of (insert a brief description of the project) located in <MUNICIPAL/COUNTY>, Wisconsin. Additionally, \$XXXX (12.5%) was provided by the State, and the subrecipient provided the remaining \$XXXX (12.5%). Our office is also requesting deobligation of \$XXXX in Federal project funds, as indicated in this mailing.

Enclosed with this letter are (list out all the enclosures that require signature). Please return a signed copy of each form to our office for our records. We have also enclosed (insert other items enclosed).

If you have any questions, please call me at (608) 242-3222 or Roxanne Gray, Mitigation Section Supervisor, at (608) 242-3211.

Sincerely,

Katie Sommers, CFM
State Hazard Mitigation Officer
Wisconsin Emergency Management

Enclosures



WISCONSIN EMERGENCY MANAGEMENT PROJECT CLOSE-OUT WORKSHEET



SUBRECIPIENT: «Subgrantee»	COUNTY: «County»
DISASTER DECLARATION: «Disaster_Number»	PROJECT NO.: «Project_Number»
POINT OF CONTACT: «Prefix» «First_Name» «Last», «Title»	PHONE: «Phone_Number»

	Amount Obligated	Amount Expended	Requested for De-Obligation
Federal Share (75%)	«Obligated_Federal_Share»	«Expended_Federal_Share»	Calculate
State Share (12.5%)	«Obligated_State_Share»	«Expended_State_Share»	Calculate
Local Share (12.5%)	«Obligated_Local_Share»	«Expended_Local_Share»	Calculate
Total Project Funds	«Total_Obligation»	«Total_Expended_Project_Funds»	Calculate
Management Costs	«Obligated_Mgmt_Costs»	«Expended_Mgmt»	Calculate

NOTE: Total Project Funds DOES NOT include Management Costs (only Federal, State, and Local funds used for project)

Item #	Completed:	Criteria:	Status / Date Completed:
1		FEMA Approval / Obligation	Grant Approval: «Grant_Approval_Date»
2		State Approval Letter	Insert Date
3		Signed Assurances	Insert Date
4		Signed State / Local HMGP Agreement	Recipient: Insert Date (Original) Insert Date (Amendment #X) Subrecipient: Insert Date (Original) Insert Date (Amendment #X)
5		Quarterly Reports	Insert dates
6		Project Completed Within Approved Scope of Work	Verified
7		Local Match Verified: 12.5%	Verified as payments were made
8		Overrun Documentation	N/A
9		On-Site Project Inspection	Insert Date
10		Environmental Closeout Declaration Signed	Subrecipient: Insert Date Recipient: Insert Date
11		Mitigation Plan Completed, Approved, and Adopted	«County» County Mitigation Plan expires on Insert Date from planning status table
12		Final Payment Authorized and Issued	Issued on Insert Date
13		Bill for Collection	N/A

14		WEM Notifies FEMA of Close-Out	Notified on Insert Date
15		Deobligation	Requested on Insert Date
COMMENTS:			

ACQUISITION PROJECTS

Item #	Completed:	Criteria:	Status / Date Completed:
1		Final List of Properties Acquired-Property Inventory	See attached Property Inventory
2		Approved Relocation Plan	
3		Demolition Contracts Awarded and Underway	
4		Demolition Completed	
5		Case Files Complete (WEM Acquisition File Checklist including photos and GPS coordinates for each property)	
6		Total Parcels Acquired (specify Residential, Commercial, Vacant, or Development Rights Purchased)	
7		Total Funds Expended on Acquisition Including Relocation (specify Residential, Commercial, Vacant, or Development Rights Purchased)	Total Project Funds: Federal Project Funds:
8		Form AW-501 (Required for flood insured, repetitive loss structures. Completed in Squanet.)	
COMMENTS:			

ELEVATION

Item #	Completed:	Criteria:	Status / Date Completed:
1		Final List of Properties Elevated- Property Inventory	
2		Case Files Complete (WEM Elevation File Checklist including photos with GPS coordinates for each property and proof of flood insurance)	
3		Total Structures Elevated (specify Residential or Commercial)	
4		Total Funds Expended on Elevations Including Relocation for Tenants (specify Residential or Commercial)	Total Project Funds: Federal Project Funds:

5		Elevation Certificate Completed	
6		Form AW-501 (Required for flood insured, repetitive loss structures. Completed in Squanet.)	
COMMENTS:			

CONSTRUCTION / OTHER PROJECTS

Item #	Completed:	Criteria:	Status / Date Completed:
1		Bid Specifications and Bid Tabulation	Copies retained at State of Wisconsin
2		Contract Award	
3		Verification of Expenditures	Verified with each request for reimbursement
4		Total Funds Expended	Total Project Funds: Federal Project Funds:
5		Applicable Permits	
COMMENTS:			

REVIEWERS

SIGNATURE _____ **DATE** _____
State Hazard Mitigation Officer

SIGNATURE _____ **DATE** _____
FEMA Hazard Mitigation Specialist



WISCONSIN EMERGENCY MANAGEMENT PLANNING CLOSE-OUT WORKSHEET



SUBRECIPIENT: «Subgrantee»	COUNTY: «County»
DISASTER DECLARATION: «Disaster_Number»	PROJECT NO.: «Project_Number»
POINT OF CONTACT: «Prefix» «First_Name» «Last», «Title»	PHONE: «Phone_Number»

	Amount Obligated	Amount Expended	Requested Deobligation
Federal Share (75%)	«Obligated_Federal_Share»	«Expended_Federal_Share»	Calculate
State Share (12.5%)	«Obligated_State_Share»	«Expended_State_Share»	Calculate
Local Share (12.5%)	«Obligated_Local_Share»	«Expended_Local_Share»	Calculate
Total Project Funds	«Total_Obligation»	«Total_Expended_Project_Funds»	Calculate

NOTE: Total Project Funds DOES NOT include Management Costs (only Federal, State, and Local funds used for plan)

Item #	Completed:	Criteria:	Status / Date Completed:
1		FEMA Approval / Obligation	«Grant_Approval_Date»
2		State Approval Letter	Insert Date
3		Signed Assurances	Insert Date
4		Signed State / Local Agreement	Recipient: Insert Date Subrecipient: Insert Date
5		Quarterly Reports	Insert dates
6		Adopted Plan Approved by FEMA	Insert Date
7		Local Match Verified	Verified as payments were made
8		Overrun Documentation	N/A
9		Final Payment Authorized and Issued	Issued on Insert Date
10		Bill for Collection	N/A
11		De-obligation (FEMA)	Request sent on Insert Date
12		WEM Notifies FEMA of Close-Out	Request sent on Insert Date

COMMENTS:

REVIEWERS

SIGNATURE

State Hazard Mitigation Officer

DATE

SIGNATURE

FEMA Hazard Mitigation Specialist

DATE

<DATE>

FEMA Mitigation Specialist
DHS-FEMA Region V
536 S. Clark Street, 6th Floor
Chicago, IL 60605

Dear _____:

This is to request closeout and de-obligation of the following Hazard Mitigation Grant Program sub-grant under Presidentially Declared Disaster FEMA-XXXX-DR-WI, declared (date):

Wisconsin State Management Costs, FEMA-DR-XXXX.X-M

\$XX,XXX.XX in Federal funds was obligated. Our records indicate that \$XX,XXX.XX in Federal funds was used to provide guidance, technical assistance, salaries, benefits, materials and supplies. Please de-obligate the remaining \$X,XXX.XX in Federal funds. A deobligation request form is enclosed.

A copy of the SF-428 Report is enclosed for your records. Salary and benefit cost sheets are retained in our State files. No inventions were made or patents applied for or received by Wisconsin Emergency Management in the execution of the grant. No personal property over \$5,000.00 was purchased by Wisconsin Emergency Management under the grant. If you have any questions, please feel free to call me at (608) 242-3222 or Roxanne Gray at (608) 242-3211.

Sincerely,

Katie Sommers, CFM
State Hazard Mitigation Officer
Wisconsin Emergency Management

Enclosure

Date

Mitigation Specialist

Hazard Mitigation Assistance Branch
Mitigation Division, FEMA
536 S. Clark Street, 6th Floor
Chicago, IL 60605

Dear _____:

This letter is to request closeout of the Hazard Mitigation Grant Program under disaster FEMA-DR-XXXX-WI.

There were _____ projects funded under this disaster:

- List projects with subrecipient names (Project Number)

State Management Costs:

- Wisconsin Emergency Management (Project Number)

Additionally, this award funded _____ local hazard mitigation plans:

- List subrecipient names (Project Number)

Closeout reports have been forwarded to FEMA for all of the projects, plans, and our State Management Costs.

Our records indicate that \$XXXX (\$XXXX in project/planning funds, and \$XXXX in recipient State Management Costs) in Federal funds have been disbursed.

Our financial department has submitted SF-425 for the fiscal closeout of the entire HMGP under disaster FEMA-DR-XXXX-WI. Copies of the SF-425 and submission letter are enclosed. No inventions were made or patents applied for or received by Wisconsin Emergency Management or any subrecipients in the execution of the award. No personal property over \$5,000.00 was purchased by Wisconsin Emergency Management or any subrecipients under the award.

Also enclosed are two signed copies of the Disaster Close-Out Worksheet and copies of the final financial reports for this disaster. Please return a signed copy of each closeout worksheet to our office.

If you have any questions, please call me at (608) 242-3222 or Roxanne Gray at (608) 242-3211.

Sincerely,

Katie Sommers, CFM

State Hazard Mitigation Officer

Enclosures

- Disaster Closeout Worksheets (2)
- SF-425 and closeout submission letter for DR-XXXX-WI

Cc: WEM Financial Specialist



WISCONSIN EMERGENCY MANAGEMENT PROJECT CLOSE-OUT WORKSHEET



DECLARATION: FEMA-XXXX-DR-WI	DECLARED:
COUNTIES:	
POINT OF CONTACT: Katie Sommers, State Hazard Mitigation Officer	PHONE: (608) 242-3222

HMGP ADMINISTRATIVE PLAN APPROVED YES _____ NO _____

STANDARD STATE ALL-HAZARDS MITIGATION PLAN YES _____ NO _____

ENHANCED STATE ALL-HAZARDS MITIGATION PLAN YES _____ NO _____

DISASTER AWARD FEMA-DR-XXXX-WI

Subrecipient	Award Number	Federal	State	Local	Subrecipient Admin
State Management Costs					
Projects					
Plans					

DISASTER GRANT FEMA-DR-XXXX-WI

Item #	Completed:	Criteria:	Status/Date Completed:	
1		Federal/State Agreement	State: Date	Federal: Date
2		State Management Plan	Date	
3		Project Application	State Management Costs	Date
			Subrecipients	Date
4		FEMA Obligation of Funds	State Management Costs	Date
			Subrecipients	Date
5		Quarterly Programmatic and Financial Reports	Dates	

6		State Notifies FEMA of Closeout	Date
7		Other Issues	N/A
COMMENTS:			

STATE MANAGEMENT COSTS (1944.1-M)

Item #	Completed:	Criteria:	Status / Date Completed:
1		Deobligation Request	
2		State Notifies FEMA of Closeout	
COMMENTS:			

All projects under FEMA-XXXX-DR-WI are completed, and closeout reports have been submitted to FEMA. WEM requests closeout of the mitigation component of this disaster.

REVIEWERS

SIGNATURE _____ **DATE** _____
State Hazard Mitigation Officer

SIGNATURE _____ **DATE** _____
FEMA Hazard Mitigation Specialist

September 30, 2016

«MRs» «First» «Last»
«Address_1»
«Address_2»
«City», WI «Zip»

Dear «MRs» «Last»,

The «Jurisdiction» received hazard mitigation assistance to acquire properties susceptible to recurring flood damage. 44 CFR (Code of Federal Regulations) Part 80.19 *Land Use and Oversight* applies as of December 3, 2007 to all property acquisitions funded through mitigation programs, regardless of the date they were acquired. These regulations require such properties to be maintained for open space, recreational, or wetlands practices in perpetuity. The «Jurisdiction» is responsible for the continued maintenance of these properties and for certifying that they are maintained in accordance with federal regulations.

Per 80.19(d), a report certifying that the properties continue to be maintained for uses compatible with the warranty deed restrictions must be submitted to our office every three years. This letter is to inform you that we are once again completing our three-year compliance certification for properties acquired with Federal mitigation dollars.

Please find attached a listing of properties in your jurisdiction that were acquired with FEMA mitigation funds. These properties are bound by the State-Local Grant Assistance Agreement and by the warranty deed restrictions enacted as part of the acquisition, and must comply with 44 CFR Part 80.19. After verifying that the listed properties are compliant, **please sign and return the certification form to this office no later than July 1, 2019**. Feel free to note any outdated, incorrect, or missing information so that we may update our records. For further information on FEMA's open space land use requirements, please see the attached excerpts from 44 CFR and the 2015 Hazard Mitigation Assistance Guidance.

If you have any questions, please contact Caitlin Shanahan at (608) 242-3214.

Sincerely,

Katie Sommers, CFM
State Hazard Mitigation Officer

Enclosures

[illegible]

Date

Mitigation Division Director
Federal Emergency Management Agency
Region V
536 S. Clark Street, 6th Floor
Chicago, IL 60605

**SUBJECT: Hazard Mitigation State Management Costs
FEMA-____-DR-WI**

Dear Mr./Ms. _____:

Pursuant to 44 CFR 207.7(d), the State of Wisconsin hereby requests the approval and obligation of State Management Costs for administration and management of the Hazard Mitigation Grant Program (HMGP), under the following conditions:

1. The HMGP will be operated by the State for the above disaster in accordance with the State Administrative Plan dated _____ and approved _____.
2. State Management Costs will be funded by 100% Federal funds committed through the Division of Emergency Management.
3. Actual approved Management Costs are requested for administering the HMGP in the amount of \$_____ (100%) in accordance with the enclosed State Management Cost Plan for FEMA-____-DR-WI.

Please advise _____, State Hazard Mitigation Officer, at (608) 242-3222 upon approval and obligation of these funds.

Sincerely,

State Coordinating Officer
Wisconsin Emergency Management

Enclosures

cc: _____, State Hazard Mitigation Officer
_____, WEM Administrative Officer
_____, Mitigation Specialist, FEMA Region V

**HAZARD MITIGATION GRANT PROGRAM
STATE MANAGEMENT COST PLAN NARRATIVE
FEMA-____-DR-WI**

The purpose of this narrative is to document the State of Wisconsin's request for a State Management Cost Grant allowed under 44 CFR 207 for the Hazard Mitigation Grant Program for the ____ disaster, FEMA-____-DR. This request is designed to meet the documentation requirements of 44 CFR 207.7(d), Request Documentation.

This narrative describes the disaster event; the activities, personnel requirements, and other costs for which the State (recipient) will use management cost funding; and the State's plan for monitoring HMGP management expenditures.

THE DISASTER

Description of the disaster is provided here.

The FEMA 30-day estimate for the federal HMGP award for this disaster is _____. Based on these figures, the current estimate of the HMGP Management Grant for this disaster is \$_____.

HMGP RECIPIENT MANAGEMENT ACTIVITIES

The State's Management of the ____-DR Hazard Mitigation Grant Program is fully described in the *State of Wisconsin Administrative Plan for the Hazard Mitigation Grant Program*, dated _____.

The State's Hazard Mitigation staff consists of the following positions at Wisconsin Emergency Management: Mitigation Section Supervisor, State Hazard Mitigation Officer, and two Disaster Response and Recovery Planners. Additional Hazard Mitigation Specialists will be hired as needed to administer the declaration. Position descriptions for the various positions are attached.

The State Hazard Mitigation Officer (SHMO) serves as the Alternate Governor's Authorized Representative (GAR), and is responsible for the management and administration of the HMGP for this declaration. In addition, the SHMO leads the Wisconsin Hazard Mitigation Team (WHMT). The Mitigation staff will assist the SHMO in the management and administration of the HMGP.

The ____-DR HMGP is managed simultaneously with the HMGP for the following open disasters: _____. The State anticipates the HMGP for the open disasters will run concurrently through _____.

The SHMO has the overall responsibility for managing and administering the HMGP for the various disasters. In the event of multiple disasters, other staff may be reassigned to assist in administering the program, or temporary hires may be used.

Mitigation staff document time spent working on a given disaster using timesheets. When multiple disasters are involved, Mitigation staff identify hours worked on each disaster by separating them according to declaration number on the timesheets. The time is then charged to State Management Costs for the appropriate declaration.

The narrative that follows provides a synopsis of the recipient activities for the [REDACTED]-DR HMGP to be funded by the management grant.

PROJECT AND APPLICATION DEVELOPMENT AND REVIEW PROCESS

The state received [REDACTED] pre-applications from potential subrecipients for project activities totaling \$[REDACTED]. Upon completion of review, scoring, and ranking of the pre-applications, and based on State priorities and funding availability, formal applications were sent to [REDACTED] potential subrecipients to be completed for further funding consideration. The application deadline for the formal applications is [REDACTED].

Planning grant applications were made available with a [REDACTED] deadline. The State received [REDACTED] planning grant applications.

In addition, State Mitigation staff will coordinate with members of the WHMT to identify potential funding projects as well as to "package" funding where possible.

State staff will provide individual technical assistance upon request by potential applicants, including visits to potential mitigation project sites. The goal of these activities is to help potential applicants improve the quality of their projects and grant applications, thereby increasing their chance of obtaining funding.

The State will provide training as needed. This could include Project Development, Planning, Buyout, and Benefit-Costs Analysis, or other workshops as required. This training will assist the subrecipients in developing viable project applications that will meet state and Federal criteria.

APPLICATION REVIEW

State staff will review submitted applications to determine whether they are complete, and whether the projects are cost-effective and environmentally sound. Application reviews may include site visits and completion of benefit-cost analyses. State staff will forward consultation letters to state and Federal agencies to meet National Environmental Protection Act (NEPA) requirements, and prepare the Record of Environmental Consideration (REC).

Based on funding availability and State priorities, recommendations for funding will be shared with the WHMT and the Wisconsin Emergency Management (WEM) Administrator. State mitigation staff will assemble the required documentation and submit project and planning grant subapplications to FEMA for environmental and historic preservation reviews and final approval. Throughout this process, State staff will communicate with applicants regarding the status of their applications.

PROJECT IMPLEMENTATION AND CLOSEOUT

Project implementation begins at grant award with the development of the State-Local HMGP Assistance Agreement with subrecipients. State staff monitors progress on each project by reviewing quarterly reports, processing requests for reimbursements as work is completed, maintaining regular communications, and conducting site visits. Staff provides technical assistance on an as-needed basis to subrecipients. Mitigation staff prepare State quarterly reports to be submitted to FEMA, and provide other documentation as required by grant award documents and program requirements.

Upon completion of a project, Mitigation staff will conduct a final inspection on the project and prepare grant closeout documents per the State Administrative Plan. Upon completion and closeout of all projects, Mitigation staff will prepare a HMGP declaration closeout report. The Financial Management Officer (FMO) prepares the required financial closeout reports. Final inspections are completed to ensure that the project is implemented according to the scope of work as described in the approved project applications and per the grant agreement. For local mitigation planning grants, staff provide technical assistance, review and comment on draft plans, and submit final plans to FEMA for review and approval. In addition, Mitigation staff conduct a planning workshop once a year.

MONITORING MANAGEMENT COST EXPENDITURES

The State will monitor management cost expenditures as outlined in the following sections of the *State of Wisconsin Administrative Plan for the HMGP*: Section IX – Program Administration, G – Project Management. The State will track its management cost expenditures for each subrecipient.

MANAGEMENT COSTS

The State is Requesting Management Costs in the amount of \$_____. Attached is a State Management Cost budget worksheet with supporting documentation to support the costs requested.

AUDITS

The Financial Management Officer reviews local government audits for program compliance and reports any problems to the SHMO and FEMA. The FMO will take appropriate action within six months if there is non-compliance.

APPLICATION ON BEHALF OF STATE:

WEM Administrator
State Coordinating Officer

Date

HAZARD MITIGATION – STATE MANAGEMENT COSTS**FEMA-____-DR-WI**

Project Costs through XXXX

Mitigation Section Supervisor

	Year	Year	Year	Year
Salary	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
Total	\$	\$	\$	\$

(Assumes XXX, XXX, XXX hours respectively, and X% and X% increases in XXXX and XXXX)

State Hazard Mitigation Officer

	Year	Year	Year	Year
Salary	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
Total	\$	\$	\$	\$

(Assumes XXX, XXX, XXX hours respectively, and X% and X% increases in XXXX and XXXX)

Response and Recovery Planner

	Year	Year	Year	Year
Salary	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
Total	\$	\$	\$	\$

(Assumes XXX, XXX, XXX hours respectively, and X% and X% increases in XXXX and XXXX)

Response and Recovery Planner

	Year	Year	Year	Year
Salary	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
Total	\$	\$	\$	\$

(Assumes XXX, XXX, XXX hours respectively, and X% and X% increases in XXXX and XXXX)

Mitigation Specialist

	Year	Year	Year	Year
Salary	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
Total	\$	\$	\$	\$

REVIEW APPRAISER

	Year	Year	Year	Year
Private Sector	\$	\$	\$	\$

(Assume XXX appraisals at \$XXX per appraisal)

EQUIPMENT & SUPPLIES

	Year	Year	Year	Year
	\$	\$	\$	\$

TRAVEL AND PER DIEM

	Year	Year	Year	Year
	\$	\$	\$	\$

ESTIMATED SUBRECIPIENT MANAGEMENT COSTS

	Year	Year	Year	Year
	\$	\$	\$	\$

TOTAL STATE MANAGEMENT COSTS

	Year	Year	Year	Year
	\$	\$	\$	\$

TOTAL STATE MANAGEMENT COSTS**\$**

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
STATE HAZARD MITIGATION OFFICER

This position is responsible for the day-to-day management and administration of the Section 404-Hazard Mitigation Grant Program (HMGP) made available as a result of Presidential Disaster Declaration FEMA-____-DR-WI

Duties will include the following:

1. Work with FEMA Mitigation staff in the Joint Field Office following the disaster declaration.
2. Assist FEMA in the development of the hazard mitigation early implementation strategy report, and update as required.
3. Attend the applicants' briefing for the Public Assistance Program and provide information on Section 404-HMGP.
4. Conduct briefings and meetings with potential HMGP applicants.
5. Solicit, accept, and review pre-applications from counties and municipalities interested in applying for hazard mitigation assistance.
6. Assist communities in completing formal HMGP applications and provide technical assistance as needed.
7. Prepare and submit the State's application for Section 404-HMGP funding for submission to FEMA through NEMIS.
8. Assist communities in implementing approved projects and monitor subrecipient compliance with Section 404-HMGP requirements.
9. Monitor subrecipient progress in meeting project goals.
10. Coordinate with the Federal and State Public Assistance Officers on hazard mitigation projects that interface with the Public Assistance Program under Section 406.
11. Answer written and oral inquiries regarding the 404-HMGP, attend and conduct meetings pertaining to HMGP, and coordinate with FEMA Region V staff.
12. Update the 404-HMGP Administrative Plan as required.
13. Develop state guidance in administering the 404-HMGP, and issue to subrecipients.

14. Responsible for providing technical assistance and support to the Wisconsin Hazard Mitigation Team (WHMT).
15. Develop agendas and conduct the WHMT meetings.
16. Coordinate with members of the WHMT to facilitate their processing of applications and providing of assistance to municipalities.
17. Identify and coordinate with other Federal and state agencies for funding of mitigation projects.
18. Coordinate with Public Information staff on the development of press releases regarding mitigation activities.
19. Other disaster related assignments as directed by the State Coordinating Officer.

TASK ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
 DISASTER RESPONSE AND RECOVERY PLANNER

This position will function under the supervision of the State Hazard Mitigation Officer (SHMO) and the Mitigation Section Supervisor, and will assist in implementing the Section 404-Hazard Mitigation Grant Program (HMGP) made available as a result of Presidential Declaration FEMA-
 -DR-WI.

Duties will include assisting the SHMO in the following:

1. Attend and participate in briefings and workshops for potential HMGP applicants.
2. Solicit and accept pre-applications from counties and municipalities interested in applying for HMGP assistance.
3. Review pre-applications and at direction of the SHMO, send formal applications to municipalities eligible for HMGP funding.
4. Assist communities as required in completing formal applications in funding.
5. Assist in preparing the state's application for HMGP funding for submission to FEMA including the environmental and historic preservation review for CATEX projects.
6. After funding is approved, assist communities as required in implementing approved projects. Monitor subrecipient compliance with Section 404-HMGP requirements, including time extensions and closeouts after projects are completed.
7. Issue payments to subrecipients based on completed work and monitor subrecipients progress in meeting project goals.
8. Coordinate with the Public Assistance Officer on hazard mitigation projects that interface with the Public Assistance Program under Section 406.
9. Answer oral and written inquiries relating to the HMGP.
10. Attend meetings as required.
11. Compose correspondence to FEMA Region V to obtain clarification of issues relating to 404 funding.
12. Assist in the development of state guidance in administering the 404-HMGP.

13. Assist the SHMO in conducting WHMT meetings by developing agendas, handout materials, and other information.
14. Attend and participate in WHMT meetings.
15. Coordinate with other Federal and state agency WHMT members to facilitate their processing of applications and providing assistance to municipalities.

TASK ASSIGNMENT AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
MITIGATION SPECIALIST (Permanent and Temporary Hires)

This position will provide support to Mitigation staff administering the Hazard Mitigation Grant Program made available as a result of Presidential Disaster Declaration FEMA-____-DR-WI.

Duties will include the following:

1. Solicit and accept pre-applications from municipalities interested in applying for HMGP assistance.
1. Review pre-applications and at direction of SHMO, send formal applications to municipalities eligible for HMGP funding.
2. Assist communities as required in completing formal applications in funding.
3. Perform benefit-cost analysis and environmental reviews on potential projects.
4. Assist in preparing the state's application for HMGP funding for submission to FEMA.
5. Answer oral and written inquiries relating to the HMGP.
6. Attend meetings as required.
7. Compose correspondence to FEMA Region V to obtain clarification of issues relating to 404 funding.
8. Assist the SHMO in conducting WHMT meetings by developing agendas, handouts, and other materials.
9. Attend and participate in WHMT meetings.
10. Coordinate with other Federal and state agency WHMT members to facilitate their processing of applications and providing assistance to municipalities.