

APPENDIX F: STATE ADMINISTRATIVE PLAN FOR HMGP

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

May 2, 2011

**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, the President signed the Hazard Mitigation and Relocation Assistance Act that amends Section 404 to increase federal funding of HMGP projects to 75 percent 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 HMGP funding base to 20% if the State has an approved Enhanced State Mitigation Plan. The objectives of the HMGP are as follows:

- To prevent future losses of lives and property damage due to disasters;
- To implement the 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 All Hazards Mitigation Plan required in 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 Flood Mitigation Assistance (FMA), Pre-Disaster Mitigation (PDM), Repetitive Flood Claims (RFC) and Severe Repetitive Loss (SRL) 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, both pre- and post-disaster, further defined in the State of Wisconsin Hazard Mitigation Plan approved December 9, 2008.

II. AUTHORITIES AND REFERENCES

- A. Public Law 93-288, as amended by PL 100-707
- B. FEMA Regulations, 44 CFR, Part 206, Subparts M and N
- C. FEMA Regulations, 44 CFR Part 207
- D. FEMA Regulations, 44 CFR Part 80
- E. FEMA Regulations, 44 CFR, Part 10.8 Determination of Requirement for Environmental Review
- F. FEMA Regulations, 44 CFR, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- G. FEMA Regulations, 44 CFR, Part 14, Administration of Grants, Audits of State and Local Governments
- H. HMGP and FMA Financial Grants Management Resource Guide
- I. Hazard Mitigation Assistance Unified Guidance, June 1, 2010
- J. OMB Circular A-21 Cost Principles for Educational Institutions
- K. OMB Circular A-87 Cost Principles for State and Local Governments
- L. OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements
- M. OMB Circular A-122 Cost Principles for Non-Profit Organizations
- N. OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations
- O. Executive Order 11988, Floodplain Management
- P. Executive Order 11990, Protection of Wetlands
- Q. Executive Order 12612, Federalism
- R. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Families
- S. Wisconsin Statutes, Chapter 323
- T. Wisconsin Statutes, Chapter 87.30
- U. Wisconsin Administrative Code NR116
- V. State of Wisconsin Administrative Plan for the Public Assistance Program
- W. Wisconsin Emergency Operations Plan
- X. Wisconsin State Statute, Chapter 32; Administrative Code 202-Wisconsin Relocation Law

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.

“Applicant” means a State agency, local government, Indian tribal government, or eligible private nonprofit organization, as defined in Subpart N of 44 CFR, Part 206, submitting an application to the grantee for assistance under the Hazard Mitigation Grant Program.

“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 walled and roofed structure, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site as well as a manufactured home on a permanent foundation.

“Categorical Exclusion” 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.

“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) recognizes community efforts beyond the minimum NFIP standards by reducing flood insurance premiums for property owners.

“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.

“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 the center that is strategically located in a disaster area and that is opened after a Presidential Disaster Declaration. Federal, State and local agencies with disaster assistance programs temporarily locate in the

DRC's to assist individuals in completing their applications and answer questions of individual disaster victims. Mitigation information is also made available at the DRC's.

"Disaster Mitigation Act of 2000 (DMAK2)" is the Act that created All Hazards planning requirements for the 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 under 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 Impact Statement" (EIS) is a report prepared for all actions significantly affecting the environment.

"Estimated Ceiling" is the maximum amount of HMGP funds available in a particular disaster (15% of other FEMA assistance programs or 20% of other FEMA assistance programs if the State has an approved Enhanced State Mitigation Plan).

"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 Mitigation Assistance" (FMA) is a pre-disaster grant program that provides assistance to state and local governments for developing flood hazard mitigation

plans, implementation of mitigation projects, and technical assistance in reducing or eliminating flood hazards for insurable structures under the NFIP and to address repetitive loss claims.

“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 percent (20 percent with an approved Enhanced State Hazard Mitigation Plan) of the estimated total eligible federal share of assistance provided under the Stafford Act.

“Grantee” means the government to which a grant is awarded and which is accountable for the use of the funds provided. The Grantee 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 grantee.

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

“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 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 WI Department of Natural Resources (DNR) after a Presidential Disaster is declared. This report will identify mitigation opportunities and issues to be addressed for the declaration.

“Human Services Officer” is the federal/state person designated to administer the Individuals and Households Program for a particular disaster declaration.

“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) functions as the focal point for directing and coordinating disaster operations after a declaration.

“Local Government” means any county, city, village, town, district or other political subdivision of any state; any Indian tribe or authorized tribal organization; and includes any rural community, unincorporated town, or other public entity for which an application for assistance is made by the State or a political subdivision thereof.

“Lock-In Ceiling” is the guaranteed level of hazard mitigation funding in a particular disaster. It is the estimated ceiling at an established date after which point the amount of HMGP funds can only increase, not decrease.

“Major Disaster” is any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, 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 grantee or subgrantee in administering and managing the HMGP grant award.

“Market Value” is generally defined as the amount of cash, or on 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.

“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.

“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 to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures while also reducing reliance on funding from actual disaster declarations.

“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, and whose figures are then utilized to substantiate any such request.

“Private Nonprofit Facility” means any private nonprofit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. Further definition can be found in the State of Wisconsin Public Assistance Program Administrative Plan and 44 CFR 206.220.

“Program Income” means gross income received by the grantee or subgrantee 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” is used interchangeably with the term “measure” in the federal hazard mitigation regulations.

“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 are 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” means a person within the meaning of the term as defined at 8 U.S.C. 1641.

"Qualified conservation organization" means a qualified organization with conservation purpose pursuant to 26 CFR 1.170A-14 and applicable implementing regulations, that is such as organization at the time it acquires the property interest and that was such an organization at the time of the major disaster declaration, of at least 2 years prior to the opening of the grant application period.

"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.

"Repetitive Flood Claims" (RFC) grant program was authorized by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004 (P.O. 108-264). Up to \$10 million is available annually for FEMA to provide RFC funds to assist States and communities reduce flood damages to insured properties that have had one or more claims to the National Flood Insurance Program (NFIP).

"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 grants 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.

"Severe Repetitive Loss (SRL)" Program was authorized by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004 to provide funding to reduce or eliminate the long-term risk of flood damage to severe repetitive loss (SRL) structures insured under the National Flood Insurance Program (NFIP)/

"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" means an area having special flood, mudslide, and/or flood-related erosion hazards, as shown on the hazard identification maps published by the National Flood Insurance Program (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 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 All Hazards 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 hazards. The Plan further delineates State agency responsibilities both pre- and post-disaster in implementing the State All Hazards 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 three 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 Federal Coordinating Officer (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 GAR’s.

“State Hazard Mitigation Plan Update” refers to the review and revision of the State Hazard Mitigation Plan that is completed every three years. This plan may also be reviewed and revised after a federal disaster declaration but this revision is not required.

“State Management Costs” are the indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by the grantee or subgrantee in administering and managing a HMGP Grant.

“Subgrant” means an award of financial assistance under a grant by a grantee to an eligible subgrantee.

“Subgrantee” means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. Subgrantees can be a State agency, local government, private nonprofit organization, or Indian tribe as outlined in 206.433 of 44 CFR.

“Supplement” means an amendment to a Hazard Mitigation Grant.

“Wisconsin Hazard Mitigation Team” (WHMT) (formally the Interagency Disaster Recovery Group and State 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 Team, 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), Division of Wisconsin Emergency Management (WEM), as the State agency responsible for management and administration of the HMGP, PDM, FMA, RFC, and SRL 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 Roxanne K. Gray, 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 State Hazard Mitigation Officer (SHMO), an Assistant State Hazard Mitigation Officer, Disaster Response and Recovery Planner, the Financial Management Officer, and appropriate members of the Wisconsin Hazard Mitigation Team (WHMT).

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 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 Administrator of the Division of Emergency Management, the Bureau Director of Response and Recovery, or the Recovery Section Supervisor serves as the GAR/SCO and as such 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 GAR/SCO will monitor the activities of the SHMO and the WHMT. The 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 among 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 applicants and/or eligible subgrantees.
- f. Ensure that adequate procedures are developed for the timely distribution of financial assistance to eligible subgrantees.
- 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 subgrantee accounting systems to ensure compliance with 44 CFR parts 13 and 14.
- i. Ensure that appropriate State agencies are on the WHMT and assist in the development or updating of the State All Hazards Mitigation Plan.
- j. Ensure that DMA2K requirements, including development or updating of the State All Hazards 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 Governor's Authorized Representative (GAR).

The State Hazard Mitigation Officer 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 subgrantees and to meet the planning requirements of DMA2K. The SHMO or the Assistant SHMO 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 estimating the amount of FEMA money available for the HMGP, and in administering the program, including submitting required reports to FEMA.
- d. Coordinate with State/Federal Public Assistance Officers (PAO) Officer to ensure that all eligible mitigation opportunities are explored and funded through the program.
- e. Coordinate with the FCO/SCO, FHMO, Human Services staff and local officials in establishing mitigation requirements at the DRC's.
- f. Submit to FEMA Regional Administrator a request for State Management Costs along with a Management Cost Project Narrative.
- g. Notify potential applicants 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 applicants and/or eligible subgrantees in developing and submitting applications.
- j. Conduct the required benefit cost analyses using FEMA's BCA computer model on 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 the project development process to address environmental issues; Complete formal consultation required specifically of Federal agencies under Federal environmental laws other than NEPA including, but not limited to, formal endangered species consultation or historic preservation Memorandums 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 other Federal agencies; recommend level of

review under the National Environmental Policy Act (NEPA); Complete and submit the Record of Environmental Consideration (REC) and all supporting documentation at the same time, or prior to, the submission of the project application. Ensure that the required public notices are completed and that the Environmental Closeout Declaration is completed and signed by the Subgrantee.

- l. Prepare and submit the initial Hazard Mitigation Grant Program application and any supplemental applications per federal requirements.
 - m. 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.
 - n. Coordinate with the State Financial Management Officer (FMO) in monitoring subgrantee accounting systems to meet requirements of 44 CFR Parts 13 and 14.
 - o. Review and revise the State Hazard Mitigation Plan according to planning requirements ensuring coordination as required and appropriate with administration of the HMGP.
 - p. Involve and coordinate with appropriate State agencies through the WHMT in meeting HMGP and planning requirements. In a Presidential Disaster Declaration, this includes identifying potential projects and providing technical assistance to subgrantees.
 - q. Involve the appropriate local agencies and the County Emergency Government Director in the administration of the HMGP and planning requirements. This includes development of county/local hazard mitigation plans, participation in developing the Hazard Mitigation Plan or plan amendment, and monitoring the status of projects.
 - r. 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.
 - s. 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. Financial Management Officer (FMO)

The State Financial Management Officer 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 the Single Audit Act.
 - d. Receive subgrantee single audits and review for compliance.
 - e. Maintain financial records of all disbursements to subgrantees 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 Hazard Mitigation Grant Program.
4. Wisconsin Hazard Mitigation Team (WHMT)

The WHMT functions on both a day-to-day and disaster basis. Its members include representatives of the following State agencies: The Departments of Military Affairs, Administration, Commerce, State Historical Society, Natural Resources, Transportation, Human Services, Agriculture, Trade and Consumer Protection, the Public Service Commission, Office of Commissioner of Insurance, University of Wisconsin Extension 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 in the Group: U.S. Department of Agriculture, Economic Development Administration, Federal Emergency Management Agency, U.S. Geological Survey, U. S. Army Corps of Engineers, and the Department of Housing and Urban Development. Different personnel from the agencies may be involved depending upon whether the activity is pre- or post-disaster and upon the nature of the disaster and the type of damage it has generated. The purpose and goal of the WHMT 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 Hazard Mitigation Plan per planning requirements.

When a disaster occurs, the SHMO will convene the WHMT 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 WHMT will assist the

SHMO in implementing the HMGP and in fulfilling Hazard Mitigation planning requirements. The WHMT will assist the SHMO in identifying potential hazard mitigation projects and providing technical assistance to eligible subgrantees. The WHMT 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 WHMT will review pre-applications to identify funding sources and establish funding priority as well as prevent any duplication of programs. The WHMT will work to package funding where possible to ensure implementation of mitigation projects.

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 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 determined eligible for HMGP funding and will provide information and reports to the SHMO as requested. The LHMO will coordinate with HMGP subgrantees in administration of the HMGP. In addition, the LHMO will coordinate with the SHMO in supporting the efforts of reviewing and revising the 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 Hazard Mitigation Grant Program or under 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/communities will be evaluated, based upon the extent of the damages and their repeated occurrence. Every effort will be made to survey each of the counties included in the declaration. If an actual on-site survey cannot be done, then a phone survey will be done with the County Emergency Management Director to identify specific mitigation problems or concerns.

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 of how the State will 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 of implementing, monitoring, evaluating, and updating the mitigation plan. At a minimum, this will occur every three 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. The State WEM is responsible for monitoring and evaluating implementation of the Hazard Mitigation Plan and for updating and resubmitting the Plan to FEMA for approval every 3 years.

VII. SECTION 404 HMGP ELIGIBILITY

- A. Applicant Eligibility - The following are eligible to apply for the Hazard Mitigation Grant Program.
 1. State and local governments (For project grants, they must have an approved All Hazards Mitigation Plan with the proposed measure listed 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. (To be eligible, they must have participated in a local hazard mitigation plan and the proposed measure listed in the plan.)
 3. Indian tribes or authorized tribal organizations (For project grants, they must have an approved All Hazards Mitigation Plan with the proposed measure listed 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 Hazard Mitigation Grant Program, 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 applicant's compliance with NFIP, State, and local floodplain regulations and participation in the Community Rating System. (It should be noted that the HMGP cannot retroactively fund projects.)
 1. Be in conformance with the State and Local 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 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 grant, must demonstrate this by documenting that the project does the following: (Note, the cost-effective assessment must include both a numerical evaluation of benefits and costs and an accompanying narrative statement.)
 - 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. Will not cost 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. Both costs and benefits will be computed on a net present value basis (*i.e.* obtaining expected damage estimates as a function of hazard intensity).
 - 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 and/or relocation of structures from hazard-prone areas.
 2. Retrofitting of facilities, such as elevation or floodproofing to protect structures from future damage.
 3. Development of State or local mitigation standards to protect new and substantially improved structures from disaster damage.
 4. Structural hazard control or protection projects, such as debris basins or small floodwalls.
 5. Construction activities that will result in protection from hazards.

6. Development of comprehensive Hazard Mitigation programs with implementation as an essential component.
7. Development or improvement of warning systems such as the purchase and distribution of NOAA weather radios.
8. Development or update of an All Hazards Mitigation Plan (7% set aside)

D. Funding

1. Federal - FEMA will make Hazard Mitigation Grant Program funds available to the State of Wisconsin in accordance with the following federal regulations:
 - a. The total federal funds provided shall not exceed 15 percent (twenty percent 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 as a substitute or replacement to fund projects or programs that are available under other federal authorities, nor can they be used as a match for other federal funds. (Regulations explaining the cost-share requirements can be found at 44 CFR 13 Subpart C.)
 - 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. 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 cost-benefit analysis, WEM will include a narrative that identifies the mitigation benefits and indicates that there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented. Set-aside projects still have to be reviewed for compliance with environmental laws.
 - e. A set-aside of up to 7% of the total HMGP funds for each disaster is available to the State for State, local and or tribal planning efforts.

2. State - State funding for HMGP projects is authorized under Chapter 323, Wis. Statutes and will be made available when a Presidential declaration is received. The non-federal share will be split evenly between the State and the subgrantee.
3. Subgrantee – The non-federal share is split evenly between the State and the subgrantee and can come from any funding source (state, local, or private) provided it is not federal funds. The non-federal share does not need to be cash; in-kind services or materials may be used. Funds in excess of the cost-share requirement may be provided from a combination of other federal, state, local or private funding sources.
4. Lock-in Ceiling The lock-in ceiling is the guaranteed level of HMGP funding for a particular disaster. Within 30-35 days of the disaster declaration an HMGP a preliminary lock-in is established. The estimated ceiling is maintained at that same amount for the first six months at which point the first ceiling review is completed and a revised lock-in ceiling is established. The estimate is reevaluated based upon 15% (20%) of other grants under the declaration. If it results in an increase in the estimate, the lock-in ceiling will reflect the increase and vice versus for a decrease. Only at the time of the first HMGP ceiling review shall a decrease in available funds be incorporated into the lock-in. Therefore, the first lock-in ceiling represents the minimum amount of HMGP funds available for a given disaster. The first review for the lock-in ceiling will remain at that amount until 12 months after the disaster declaration at which point the final review will take place. If the resulting estimate amount has increased, the final lock-in ceiling amount will reflect the increase. The HMGP ceiling timeline is:

30-35 days:	Initial establishment of the HMGP estimated ceiling.
6 months:	Ceiling is reviewed and the lock-in ceiling is adjusted upward or downward if necessary.
12 months:	Final lock-in ceiling is established.

VIII. IDENTIFICATION AND NOTIFICATION OF APPLICANTS

- A. Identification - It is the GAR/SCO's responsibility to ensure that potential applicants 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. Information acquired during the Preliminary Damage Assessment (PDA), and through the community visits conducted after the declaration is granted.
 3. A review of the State Hazard Mitigation Plan, especially that portion of the plan that contains an inventory of projects previously identified for funding should it become available.
 4. Consultation between the SHMO and FHMO.
 5. Through the activities of the WHMT.
 6. Information provided by the Public Assistance Officer on possible projects based on information from approved Project Worksheets or through contacts with applicants for the Public Assistance Program.
- B. Notification - The GAR/SCO is also responsible for ensuring that potential applicants are notified of the availability of HMGP funding and of program requirements. This will be accomplished by the SHMO as follows:
1. At the Applicants Briefing for the Public Assistance Program, the SHMO and the SPAO will coordinate as to the nature of the HMGP Program information and presentation to be made at the briefing. An overview of the program, to include the eligibility requirements, will be presented at the briefing(s). The intent will be to create an early awareness of the existence of the program and to indicate that more detailed information will be provided, as necessary, at a later date.
 2. A letter will be mailed to all potential applicants within the declaration area, at a minimum, advising of the availability of the HMGP funds. Accompanying the letter will be a HMGP Pre-Application Form that interested applicants 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 contacts as well as the County Emergency 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 prior to the subgrantee completing a formal application package. A Ranking and Scoring Pre-Application worksheet is completed by the SHMO and the results are presented to the WHMT. The full project application package will be sent to those applicants with the highest priority ranking and whose proposed projects are most viable

and have the greatest potential for funding. (See Section IX.D. on reviewing, ranking and selecting projects.) Letters will be mailed to applicants whose projects are denied.

4. The SHMO may meet with communities completing the full application package to assist them in the application process. County 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 Hazard Mitigation Grant Program. 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 that the State intends to participate in the Hazard Mitigation Grant Program. 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 Application Packages are distributed to all potential applicants. Potential applicants are those who have already gone through the pre-application process and whose projects have been selected for further funding consideration.
3. Applicants for HMGP funding must submit a completed application package within the timeframe specified by the SHMO. Submittal of applications 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 Disaster Application form, Assurances, Statement of Assurances for Property Acquisitions Projects with warranty deed restrictions attached, budget worksheet, BCA Property Data Worksheet, Damage Assessment Worksheet, Notice of Voluntary Interest, Model Acknowledgements of Conditions for Mitigation of Property in a SFHA for elevation projects, appropriate maps and any other

documents to support the project. The SHMO will use the information provided to run the Benefit Cost Analysis (BCA) and to assess the environmental effects of the proposed project.

4. The subgrantee is required to have a FEMA approved All Hazards Mitigation Plan to be eligible for project funds. A subgrantee who does not meet this requirement can apply for Hazard Mitigation Grant Program 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 grant.

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. Subgrantees 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 existing structures 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 the 100-year floodplain, 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); and
- The property will not be subdivided prior to acquisition, except for portions outside the identified hazard area, such as the Special Flood Hazard Area or any risk zone identified by FEMA.

As part of the project application, subgrantees must attach the Statement of Assurances for Property Acquisition Projects along with the attached Model Statement of Voluntary Participation and Warranty Deed Restrictions. In addition, the subgrantee must include with the application, the completed and signed Notice of Voluntary Interest, either Sample 1 or 2 for each property owner that will participate in the project. The project application will also include the Benefit-Coast Analysis Property Data Worksheet for each property, and a Budget Cost Worksheet. (See Attachment D.)

Every three years the State will contact the communities that have purchased land with HMGP monies and have them verify in writing that the land requirements (open space, public ownership, etc.) are being adhered to.

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

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 a SFHA mitigated with FEMA grant funds must be provided to the Grantee and FEMA prior to award. The acknowledgement addresses the information identified on the Model Acknowledgement of Conditions for Mitigation of Property in a SFHA with FEMA Grant Funds (Attachment D), and have equivalent effect.

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 applicants 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 the State's criteria and based on information provided in the pre-application and gathered from site visits or community meetings.
2. The SHMO will convene the WHMT 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 WHMT and the State's priority, the SHMO will make a formal recommendation to the GAR/SCO as to which projects should be selected for further HMGP funding consideration.
4. The GAR/SCO will make the final decision regarding the selection of projects for potential funding. Formal HMGP application packages will be sent to those communities selected for further grant consideration.

5. It should be noted that since 1993, FEMA has placed the acquisition of floodplain property as the first priority for HMGP funding; and since 1998 FEMA has further designated the acquisition of repetitive loss structures as their top priority. The following has been adopted as the State's priority 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 structures that meet FEMA's BCA;
 - c. Acquisition and demolition of damaged floodplain properties that meet FEMA's BCA;
 - d. Acquisition and demolition of floodplain properties that meet FEMA's BCA;
 - e. Acquisition and demolition of flood damaged properties not in the floodplain that meet FEMA's BCA;
 - f. Elevation or floodproofing or retrofitting flood damaged structures in the floodplain that meet FEMA's BCA;
 - g. Elevation or Floodproofing or retrofitting flood damaged structures not in the floodplain that meet FEMA's BCA;
 - h. Other hazard reduction projects (such as community storm shelters, detention ponds, storm sewer improvements, protection of utilities, drainage, etc.) that meet FEMA's BCA.

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, historical preservation, recreational opportunities, and economic recovery.
 - 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 all the minimum eligibility requirements. The SHMO will contact the community to obtain any necessary additional information and for involving appropriate members of the WHMT in the review process.

E. Submission of State Application for HMGP Funding

1. Following completion of the applications and as soon as possible after the Presidential Disaster Declaration, the SHMO will submit them to 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 application package that will contain the following:
 - a. DMA Form 139 (Section 404-HMGP Disaster Application) that includes:
 - Name of the subgrantee and its assigned FIPS and DUNS number
 - Primary and secondary contact person for the project
 - Project cost estimate
 - Project title and description
 - Project location (including maps)
 - Detailed description of the project
 - Pictures of project
 - Work schedule and estimated completion dates
 - Cost breakdown for the project
 - Considered alternatives
 - b. DMA Form 1017A (Assurances)
 - c. Statement of Assurances for Property Acquisition Projects (if applicable) with attached warranty deed restrictions.
 - d. Signed Notice of Voluntary Interest Forms (if applicable)
 - e. Summary of the completed BCA along with documentation and a narrative consistent with HMGP regulations.
 - f. Environmental review (Record of Environmental Consideration-REC) consistent with 44 CFR Part 10.)
3. The SHMO will enter into NEMIS all appropriate information for each application
4. E-mail will be sent to FEMA informing them that an application package has been forwarded to their office.

F. Project Approval

1. After FEMA's mitigation staff approves an application 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.

2. If the project has been approved, the SHMO will initiate a State/Local Hazard Mitigation Grant Program Assistance Agreement that will be signed by WEM and the subgrantee before the project can commence.
3. After the State/Local Hazard Mitigation Grant Program Assistance Agreement has been signed, the applicants will be directed to commence work on the project. The SHMO will provide the applicant with appropriate information on HMGP requirements, including how to request reimbursement of funds, the requirement to submit quarterly progress reports, requests for extensions of time, etc.

G. Project Management

1. WEM will be the grantee for project management and accountability of funds in accordance with 44 CFR Parts 13. Approved applicants for HMGP funding are considered subgrantees and as such are accountable to WEM (the grantee) for funds awarded to them.
2. The WEM Financial Management Officer (FMO) will manage the accounts funded by FEMA for approved projects under HMGP. The FMO will not draw federal funds from the account until advised by the SHMO and FEMA has obligated funds for this purpose. The FMO and SHMO will be jointly responsible for ensuring that all procurements using HMGP funds will follow the policies and procedures outlined in 44 CFR 13.36. By signing the Assurances that are part of the grant application, the subgrantee is so agreeing.
3. The SHMO and the subgrantee will implement a record keeping and financial system for each project based upon the approved work schedule.
4. Subgrantees 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 indicating the status and completion date for projects in all open disaster declarations. Any problems or circumstances affecting completion dates, scope of work, or project costs which are expected to result in noncompliance with the approved grant conditions will also be described in the report. The FMO is responsible for submitting the financial quarterly report to FEMA.

5. Upon completion of the grant, 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 FMO is responsible for submitting the final financial report to FEMA.
6. Subgrantees 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, and any other necessary documentation that would be required for an audit. A sample spreadsheet will be provided to each subgrantee.
7. The SHMO will monitor and evaluate project accomplishments, and adherence to the work schedule. Problems will be reported immediately to the GAR/SCO and Region V. If a subgrantee 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 and as outlined in 44 CFR 13.43. Except as provided for in 44 CFR 13.43, awards may also be terminated for convenience by the SHMO as per procedures outlined in 44 CFR 13.44.
8. 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 and 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 subgrantee will be advised to deposit any advance HMGP funds into a separate non-interest bearing bank account. If any interest is generated, the subgrantee will be instructed that those funds shall be expended for project administrative purposes before any additional project funds are drawn down. Subgrantees 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.

- 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 (44 CFR 13.24). The retention period begins at the time the subgrantee's closing report has been accepted by the State. (44 CFR 13.42)
- 4) When the request is approved, disbursement documentation will be prepared and forwarded to the FMO for processing. When the reimbursement check is received, the SHMO will forward it, along with a cover letter, to the applicant.
- 5) If the request is denied, the applicant 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 grant approval and be completed per the approved work schedule (no later than 3 years from the date funds were obligated for their project). The specific time schedule for each project will be detailed in the approved project application. Exceptions may be granted for certain types of projects and/or special circumstances.
- 2) Time Extensions - If an applicant is unable to complete a project by the time specified in the project application, he/she must immediately notify the SHMO in writing and request a time extension. The request should explain why the completion deadline will not be met, what project work remains, and a probable date for project completion. After reviewing the time extension request, the SHMO will notify the applicant 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 period of performance extension. The SHMO will make this request to Region V 60 days prior to the close of the disaster. If at the end of the 1-year extension another extension is requested by the subgrantee, the SHMO again will submit the request to Region V 60 days prior to the "new" disaster close date. The disaster period of performance cannot exceed 7 years.

c. Cost Overruns

- 1) Subapplicants 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, and if HMGP funds are available for a supplement to the grant, the SHMO will submit a request, along with supporting documentation, to the FHMO for approval.
- 3) The subgrantee 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 in writing to the SHMO and contain new or additional information that justifies reconsideration.
- 3) The applicant appeal must be submitted to the SHMO within 60 days of the date of the letter notifying the applicant of the action being appealed.
- 4) Upon receipt of an appeal from a subgrantee, the SHMO will review the material submitted and forward the appeal with a written recommendation to the 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 subgrantee 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 within

60 days of the Regional Administrator's denial. The Assistant Administrator for the Mitigation Directorate's appeal determination within 90 days will be the Agency's final administrative decision on the matter.

9. Program Income

Certain types of hazard mitigation projects will allow the subgrantee to earn income in the course of implementing the project (i.e. through salvage of property prior to demolition, etc.) Program income shall be applied to the project or deducted, in accordance with 44 CFR 13.25, from outlays which may be both federal and non-federal, as outlined in 44 CFR 13.25 (g), unless the federal agency regulations or the grant agreement specify another alternative

If any interest is generated on advancement of funds (they will be advised to use non-interest bearing accounts), the subgrantee will be instructed that the interest funds shall be expended for project administrative purposes before any additional project funds are drawn down. They will also be instructed to reconcile earned interest each calendar quarter. If earned-and-expended interest exceeds \$100 at any time during the calendar year, they will be told to return the excess of \$100 to the U.S. Treasury.

10. Project Completion and Closeout

- a. Within 30 days of project completion, the applicant will notify the SHMO in writing. The written closeout letter and notification will include a final report along with documentation for final reimbursement and a signed copy of the environmental closeout declaration if appropriate.
- 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 project application.
- c. The SHMO will authorize final payment of the federal and state shares of the grant. In addition, the SHMO will also authorize payment of allowable subgrantee 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 to do a final inspection.
- 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 FEMA to 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 the declaration for HMGP be closed. The FMO will close out the HMGP Program financially by submitting a FFR 425, certifying project completion. All valid expenditures made in the performance period will be liquidated within 90 days following the expiration of the period of performance.

11. Audits

- a. The Division of Emergency Management and each subgrantee expending \$500,000 or more in federal financial assistance shall ensure that audits are conducted in accordance with 44 CFR Part 14.
- b. The FMO will review audits for the grantee and subgrantee and report any problems to the SHMO and FEMA. The SHMO or FMO will take appropriate or required action.
- c. If there is evidence of noncompliance, the FMO will take appropriate corrective action within six months.
- d. If FEMA elects to conduct a federal audit of the HMGP, the grantee and subgrantee will cooperate as necessary.

12. Technical Assistance

If an applicant 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 WHMT or coordinate with other state or federal agencies, in addition to the regional planning commissions to provide such assistance.

13. Management Costs

In accordance with 44 CFR Part 207, the State can request FEMA provide a grant equal to 4.89% of the federal share of the estimated eligible program costs for the HMGP for the declaration. The grant 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 grantee or subgrantee in administering and managing the HMGP program and grant awards.

- a. State Management Costs cover the cost to support activities and administer the HMGP. State Management Costs 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 Emergency Management agency. 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, subscription to the State's Historical Society database to conduct historical and archaeological reviews also are components of the State's management costs.
- b. In addition, the State may pass through to subgrantees management costs for their costs associated with the administration of their approved HMGP grant. Costs can include those incurred for requesting, obtaining, and administering the grant. This includes the costs for submitting quarterly reports, preparing requests for reimbursements, conducting inspections, completing closeout documents, and any required audits. Subgrantee management costs up to 1% (one percent) of the final net eligible costs in the FEMA approved HMGP grant.

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

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

The State will track funds expended for subgrantee management costs for each subgrantee on its disbursement spreadsheet as well as cumulatively for all subgrantees for the disaster.

- c. Determination of Management Cost Funding
 - 1) Between 30 and 35 days after the declaration date, FEMA will provide the State with the preliminary lock-in amount for management costs

based on projections at the time of the federal share for the disaster. If requested by the State, FEMA will obligate up to 25% of the estimated state management cost lock-in amount at this time.

- 2) At 6 months after the date of declaration, FEMA will revise the preliminary lock-in amount for management costs based on the projections at that time of the federal share for the disaster. FEMA may obligate interim amounts to the state.
- 3) At 12 months after the date of the declaration, FEMA will determine the final lock-in amount for management costs 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 Management Cost Funding

Following notification from FEMA of the preliminary lock-in amount and within 120 days from the declaration date, the Division will submit a HMGP project narrative that describes the activities, projected personnel requirements, subgrantee management costs, 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 to submit the project narrative. Documentation to support the management cost request will include:

- 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 fund that the State will make available to subgrantees.

FEMA will approve or reject the HMGP project narrative on management costs within 30 days of its 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.

At 6 months after the declaration date, the State may request an additional obligation of 10% of the management cost funds if needed, based on the revised 6 month preliminary lock-in amount. This request for additional funds will include documentation to support the request.

At 12 months after the declaration date, FEMA will notify the State of the final lock-in amount. The State will submit a final funding request, based upon the final lock-in amount, to the FEMA Regional Administrator. The

final 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 grantee and subgrantee management cost expenses.

The performance period for HMGP management costs will be 8 years from the date of the declaration, or 6 months following the latest performance period date of a subgrantee project, whichever is sooner.

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. Subgrantees must comply with the special considerations, 44 CFR 206.434(e); Part 80, Property Acquisition and Relocation for Open Space; and Hazard Mitigation Assistance Unified Guidance, Part IX.A., any other related guidance.

A. State Roles and Responsibilities

1. Serve as the point of contact by coordinating with the subgrantees and with FEMA to ensure that the project is implemented per regulations.
2. Provide technical assistance to the subgrantees
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 subgrantee and property owners 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 of property interest and obtaining FEMA approval and ensure that uses are compatible with open space requirements.

7. Review any proposals for leases or easements on property interest and obtaining FEMA approval and ensure the uses are compatible with open space requirements.
8. Make no applications for or 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 and use in perpetuity.
10. Report on property compliance with the open space requirements after grant award every three years. This will be done every three years by sending a letter on May 1st to all past subgrantees and requesting signed certification that will be due July 1st.

B. Subgrantee Roles and Responsibilities

1. Coordinate with the State and with property owners to ensure that the project is implemented in compliance with federal regulations
2. Submit subapplications 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 owners to ensure that they understand the benefits and responsibilities of the project and that participation in the program is voluntary.
5. Develop the project application and implement the project in accordance with federal regulations ensuring that all terms of the required deed restrictions and grant award are enforced.
6. Consult with the U. S. 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 properties.
7. Ensure that there are fair procedures and processes to compensate property owners and tenants such as determining property values and/or the amount of the mitigation offer, and reviewing property owner disputes regarding such offers.

8. Make no application for federal disaster assistance, flood insurance, or other FEMA benefits for the property or any open-space related improvements after the property is acquired.
9. Take and retain full ownership or if transferring or leasing the property, obtaining 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 after the grant is awarded.

C. Pre-Award Requirements

1. FEMA may fund eligible pre-award project costs at its discretion and as funds are available. Grantees and subgrantees 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 grant award that are associated with actual implementation of the project are not eligible.

D. Post-Award Requirements

1. Project Implementation

- a. The subgrantee 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. Grant funds cannot be used for clean-up or remediation of contaminated properties.
- b. The subgrantee will obtain a title insurance policy to ensure that it acquires property with clear title. The property interest generally must transfer by a general 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 subgrantee 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. Subgrantees 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, Comm Code 202.
- f. If an offer to purchase for a residential property is less than the cost of the home-owner occupant to purchase a comparable replacement dwelling outside of the floodplain in the same community, the subgrantee may make available a supplemental payment to the property owner in accordance with criteria determined by the Administrator.
- g. The subgrantee 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 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 requested 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. Structures on the acquired property must be demolished or relocated within 90 days of acquisition by the community. 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.
- i. The subgrantee, upon settlement of the property, shall record the required warranty deed restrictions.

2. Land Use and Oversight

- a. Acquired property shall be dedicated and maintained in perpetuity as open space for the conservation of natural and floodplain functions. These may include parks for outdoor recreational activities, wetlands management, nature reserves, 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 uses.
- b. Allowable uses generally do not include walled building levees, dikes, or 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) Public restroom.
 - 3) A structure that is compatible with open space and conserves the natural function of the floodplain which the Administrator approves in writing before the 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 subgrantee 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 that it acknowledges and agrees to be bound by terms of the federal regulations, and documents its status as a qualified conservation organization if applicable.
 - 2) Subgrantee may convey the property only to another public entity or a qualified conservation organization.
 - 3) Subgrantee 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 to revert to the subgrantee 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 3 years the subgrantee will provide a report to 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 grant award.
- j. The subgrantee, 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 subgrantee and any holder of the property in writing and advise them that they have 60 days to correct the violation.
 - 2) If the subgrantee 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 grant 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 subgrantee; requiring transfer of title, bringing an action at law or inequity in a court of competent jurisdiction against the State, subgrantee and/or respective successors.

E. Close-out Requirements

Upon closeout of the grant, the subgrantee, 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. Identification of each property as a repetitive loss property, if applicable.
5. Other information as deemed appropriate by the Administrator and the State.

XI. 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 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 within 30 days of the declaration. The plan will be submitted to FEMA Region V for approval.

XII. ATTACHMENTS

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

Section 404-HMGP Disaster Application (DMA Form 139A) for
Acquisition/Relocation/Floodproofing
Assurances (DMA Form 1017A)
Statement of Assurances for Property Acquisition Projects

- Exhibit A – Model Warranty Deed Restrictions

Budget Cost Worksheet for Acquisition/Relocation Projects
Property Data Worksheets for Acquisition/Relocation/Elevation Projects
FEMA Form 90-69B, Declaration and Release
Notice of Voluntary Interest – Sample 1
Notice of Voluntary Interest – Sample 2
Model Statement of Voluntary Participation
Budget Cost Worksheet for Elevation Projects
Model Acknowledgement of Conditions for Mitigation of Property in SFHA
with FEMA Grant Funds
Cover Letter Structural Projects
Section 404-HMGP Disaster Application (DMA Form 139) for Structural or
Other Types of Projects
Damage Assessment Worksheet
HMGP Planning Application
HMGP Planning Application Instructions

E. National Environmental Policy Act

Request Letter for Categorical Exclusion Information
Concurrence Form
Record of Environmental Consideration
Public Notice Procedures
Final Public Notice
Environmental Closeout Declaration

F. Notification Letter of Grant Approval

G. State/Local HMGP Assistance Agreement (Acquisition)
State/Local HMGP Assistance Agreement (Elevation)
State/Local HMGP Assistance Agreement (Non-Acquisition)
State/Local HMGP Assistance Agreement (Planning)

H. Request for Reimbursement of Funds (DMA Form 167)

I. Sample Spreadsheet for Documenting Expenses

J. Subgrantee Quarterly Status Report

K. Grantee Quarterly Report

- L. Sample Project Closeout Letter
WEM Project Closeout Worksheet
WEM Planning Closeout Worksheet
WEM State Management Closeout Worksheet
- M. Sample Declaration Closeout Letter
WEM Declaration Closeout Worksheet (DMA Form 142)
- N. Land Use Requirements Letter
Land Use Requirements Form
Warranty Deed Restrictions
- O. State Management Cost Project Narrative

Date

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-____-DR-WI.

Pre-applications for the Hazard Mitigation Grant Program will be sent to the communities in the designated disaster area in the near future as well as other areas throughout the state. My staff has also started coordination with the WI Department of Natural Resources.

If you have any questions, please call the State Hazard Mitigation Officer, at (608) 242-3211.

Sincerely,

State Coordinating Officer
Wisconsin Emergency Management

cc: Director of Mitigation Division, Region V

DATE:

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

FROM: Diane Kleiboer, State Coordinating Officer/Deputy Administrator

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

As a result of Presidential Disaster Declaration FEMA- -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), 12.5% state funded through Wisconsin Emergency Management (WEM) and 12.5% is the required local match. The local match can be provided by other funding sources as long as it is not federal dollars. It can be a soft or in-kind match. In addition, the local match can be greater than 12.5%. The funds available for the HMGP 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 safe rooms and storm shelters. Other fundable projects include the development of mitigation standards to protect structures from disaster damages and small structural control projects such as detention ponds, stormwater improvements are also fundable. In addition, funds are available for developing local all hazard mitigation plans as well as updating existing plans. A project can be considered for funding even if damages did not occur during this event if 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 program criteria can be met. The program cannot fund costs to make disaster repairs, purchase equipment, pay for plans and studies that merely analyzes a situation, or pay for 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 be in good standing in the National Flood

Insurance Program if a special flood hazard area 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 the most difficult requirement for project approval.
3. The project must be environmentally sound and will require environmental documentation prior to funding.
4. The applicant will have to show that other alternatives (2 at a minimum) were considered and that the alternative selected is the most feasible and will solve the problem. The applicant will have to demonstrate that the proposed project will eliminate or substantially reduce future disaster damages.
5. The applicant must have a FEMA approved all hazard 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 attaching any pertinent information that will support the project. Submit it to this office no later than (date).

WEM staff will review, score, rank and prioritize for funding consideration. Projects that will have the greatest impact for preventing or reducing future disaster damages and meet the program requirements will receive HMGP grant approval based on grant dollars available. Those applicants whose proposed projects have the greatest potential for funding approval will be asked to submit a detailed formal application.

Both the FEMA's and the State's priority for HMGP projects focus on the acquisition, demolition, relocation, and floodproofing or elevation of floodplain properties. Pre-applications that match these priorities 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 on the group.

Mitigation projects not funded through the HMGP under this declaration may be considered under

other FEMA mitigation programs such as the Pre-Disaster Mitigation, Flood Mitigation Assistance, Repetitive Flood Claims or the Severe Repetitive Loss Programs. These programs have annual funding cycles. The application period for these programs is from June 19, 2008 until December 19, 2008. The Hazard Mitigation Assistance (HMA) Unified Program Guidance can be found at: www.fema.gov/government/grant/hma/index.shtm and [http://emergencymanagement.wi.gov/wemftp/WEM/Documents/PDF/FY%202011%20Hazard%20Mitigation%20Assistance%20\(HMA\)%20Unified%20Guidance.pdf](http://emergencymanagement.wi.gov/wemftp/WEM/Documents/PDF/FY%202011%20Hazard%20Mitigation%20Assistance%20(HMA)%20Unified%20Guidance.pdf).

If you have any questions, please feel free to call Roxanne Gray, State Hazard Mitigation Officer, at 608-242-3211, Susan Boldt, Assistant State Hazard Mitigation Officer, at 608-242-3214, or Lynsey Kawski, Disaster Response and Recovery Planner, at 608-242-3222.

Enclosures:

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

cc: Wisconsin Regional Emergency Management Directors
Wisconsin Hazard Mitigation Team

**STATE OF WISCONSIN
WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
Pre-Application Form
Section 404-Hazard Mitigation Grant Program
FEMA- DR-WI**

1. NAME OF APPLICANT: _____ COUNTY: _____

2. PRIMARY CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____ CITY: _____

ZIP: _____ TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS _____

3. ALTERNATE CONTACT PERSON: _____

TITLE: _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS _____

4. TYPE OF PROJECT

- | | |
|--|--|
| <input type="checkbox"/> Acquisition and Demolition | <input type="checkbox"/> Floodproofing/Elevation |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Wind resistant retrofit or construction |
| <input type="checkbox"/> Structural Hazard Control (detention ponds, stormwater, etc.) | <input type="checkbox"/> Community Storm Shelters |
| <input type="checkbox"/> Education | <input type="checkbox"/> Education |
| <input type="checkbox"/> Development or update of All Hazard Mitigation Plan | <input type="checkbox"/> Other |

5. MITIGATION PLANNING

Name of All Hazard Mitigation plan: _____

Date Plan Approved: _____

Location of project/mitigation action in Plan (attach copy): Page Number _____

6. LOCATION OF PROJECT (Road or street address, geographic landmarks, legal description, etc. Include legible maps/drawings of the location. Provide a map showing the range and section for the project area.)

7. IS PROJECT LOCATED IN A 100-YEAR FLOODPLAIN? (If yes, attach a FIRM map with the location)

Yes No Floodway Floodfringe

8. BRIEF DESCRIPTION OF PROJECT (If acquisition, what are the plans for the "open land"):

9. BRIEF DESCRIPTION OF THE PROBLEM:

10. BRIEF DESCRIPTION OF DAMAGES AND THE REDUCTION IN FUTURE DAMAGES (include damages to improved property, infrastructure, public safety costs, economic impact, etc.):

11. FREQUENCY THAT DAMAGES OCCUR (Number of times or the years that the event has occurred causing damages, etc.)

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

13. OTHER ALTERNATIVES CONSIDERED FOR SOLVING THE PROBLEM: (List at least 2. One alternative can be "do nothing.")

14. TOTAL ESTIMATED COST OF THE PROJECT (Attach any supporting documentation available such as preliminary designs, estimated costs from contractors, studies or reports, pictures, etc.):

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

ATTACH ANY ADDITIONAL INFORMATION THAT IS PERTINENT TO THE PROPOSED PROJECT AND WILL SUPPORT THE APPLICATION.

RETURN COMPLETED PRE-APPLICATION FORM NO LATER THAN OCTOBER 15, 2010 TO:

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN DIVISION OF EMERGENCY MANAGEMENT
2400 WRIGHT STREET
P.O. BOX 7865
MADISON, WI 53707

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

RANKING AND SCORING PRE-APPLICATIONS

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, Human Services, Agriculture, Trade and Consumer Protection, the Public Service Commission, Office of Commissioner of Insurance and other agencies as deemed appropriate. In addition, a representative from the Regional Planning Commissions, the WI Association of Floodplain, Stormwater and Coastal Managers, Wisconsin Emergency Management Association, Volunteer Organizations Active in Disasters and the University of WI 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. This criteria includes:

1. The proposed project must conform 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 in conformance with the community's comprehensive land use plan, or capital improvements program where such plans and programs exist and listed in their All-Hazard Mitigation plan.

Procedures: The WEM Mitigation staff will review HMGP pre-applications and ensure that the proposed projects are eligible, meet the minimum above criteria, and rank the pre-applications. After discussion with the Wisconsin Hazard Mitigation Team a list of recommended projects based on ranking and funding availability will be submitted to 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. Those proposed projects with the highest priority and based on funding availability would be invited to complete the 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 will receive top priority for funding and include projects that involve acquisition, relocation, and elevation. All projects of this type will receive the highest ranking and the greatest consideration for funding.

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

PRE-APPLICATION RANKING

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

PROJECT TYPE	POINTS
<u>Non-Structural Mitigation:</u>	
Acquisition	
Residential	35
Critical Facility	35
Commercial	25
Relocation	
Residential	30
Critical Facility	30
Commercial	20
Elevation	
Residential	25
Critical Facility	25
Commercial	15
Planning (with implementation)	10
Development and implementation of zoning and building code ordinances, etc.	15
Educational Programs for public officials and citizens	15
<u>Structural Mitigation:</u>	
Storm Water Drainage Improvements	10
Detention/Retention Ponds	
Storm Sewer Improvements	
Other	
Storm Wind/Tornado Protection	
Retrofitting Existing Facility	10
Residential Safe Rooms	15
Community Storm Shelter	20
Bluff Stabilization	5
Channelization	5

Construction of small levees/berms for critical facilities	5
Erosion and sediment control	5
Other	5
Ineligible Activities: Warning Systems, Purchase of Equipment, dams, levees, large floodwalls/berms, planning without Implementation	0
Project Type Section Sub-Total (35 points possible)	
SITE VULNERABILITY	
Flood Event Frequency	
5+	25
4	20
3	15
2	10
1	5
0	0
Does the Project involve removing structures from: Floodway	10
Flood Fringe	5
Does the project involve mitigating repetitive loss or severe repetitive loss properties?	15 20
Does the project mitigate substantially damaged properties?	20
Does the project address multiple hazards?	10
Site Vulnerability Section Sub-Total (85 points possible)	
PROJECT BENEFITS	
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?	0-10
Does the project reduce the cost of repairing repetitive damages?	0-10
Does the project restore floodplains and/or wetlands?	5

Date

Authorized Representative
Subgrantee
Address
City, State Zip

Dear _____:

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

The amount of federal funds available for the HMGP is based on 15% (20% if State has an approved Enhanced State Mitigation Plan) of the federal funds spent on the Individuals and Households Program and the Public Assistance Program for the declaration. It is estimated that there will be approximately \$_____ in HMGP funds available for this declaration. This office received ___ pre-applications for the program exceeding \$_____. As you can see, the demand for mitigation dollars far outweighs the amount of funding available.

The Wisconsin Division of Emergency Management 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 still 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 grant approval are requested to participate in the formal application process for further grant consideration.

_____ submitted a pre-application for the acquisition and demolition of ___ properties located along _____ in the amount of \$_____. Based on WEM's review of this proposal and program criteria, _____ is invited to participate in the formal application process for further grant consideration.

Enclosed is the HMGP application packet that includes the application (DMA Form 139A), Assurances for Non-Construction (DMA Form 1017A), Statement of Assurances for Property Acquisition Projects, general instructions and environmental assessment requirements, as well as 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 answers to questions 4 and 5 of the application should be documented as thoroughly as possible. **This information is critical in determining the cost effectiveness for the proposed project.**

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, and be in good standing with the National Flood Insurance Program. The 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 the benefits of the project outweigh the cost. **In order to demonstrate this, the application must contain the necessary detail.** Only those projects that meet the cost/benefit requirement 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 applicant will have to demonstrate that the proposed 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. WEM will be preparing the required documents, although applicants will be required to provide the basic information required. FEMA has the 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 (the "do nothing" and one other) were considered, and that the proposed project is the most feasible and will actually solve a 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 floodplain.

- Property will be purchased based on the fair market value 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 arrive at an estimated FMV based on tax assessments, recent sales in the area, etc.)
- Projects involving more than one property 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 <http://www.fema.gov/government/grant/hmgrp/index.shtm>.

For information and guidance regarding acquisition project requirements review the Hazard Mitigation Assistance (HMA) Unified Guidance, Section IX.A., **Property Acquisition and Structure Demolition or Relocation for Open Space**, www.fema.gov/government/grant/hma.

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. Formal applications will be considered on __ projects totaling \$_____. 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 grant funding. Therefore, it is imperative that all the questions in the applications be answered completely and accurately.

If you have any questions or need additional information or would like to schedule a meeting, please do not hesitate to contact me at 608-242-3211; Susan Boldt, Assistant Hazard Mitigation Officer, at 608-242-3214; or Lynsey Kawski, Disaster Response and Recovery Planner, at 608-242-3222.

Sincerely,

ROXANNE K. GRAY
State Hazard Mitigation Coordinator
Wisconsin Emergency Management

cc Regional Emergency Management Director
County Emergency Management Director
Department of Natural Resources

STATE OF WISCONSIN
Department of Military Affairs
Division of Emergency Management
2400 Wright Street
P.O. Box 7865
Madison, WI 53707
608-242-3232, 608-242-3248 fax

HAZARD MITIGATION GRANT PROGRAM (HMGP)
INSTRUCTIONS FOR APPLICANTS

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 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.*

Minimum Project Criteria

To be eligible for HMGP funding, a project must meet the following minimum criteria:

1. Conform with the State and Local Hazard Mitigation Plan.
2. Have a beneficial impact upon the designated disaster area, whether or not located in the disaster area.
3. 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.)
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 are not eligible.
5. The project must be cost-effective and substantially reduce the risk of further damages, hardship, loss, or suffering resulting from a major disaster. Wisconsin Emergency Management, using data and information supplied by the applicant, will have to demonstrate this to 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. Cost-benefit analyses will be conducted on applications 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. In conformance with the goals and objectives of the community's all hazard mitigation plan.

Additional Criteria

In addition to the above federal criteria, must have a FEMA approved hazard mitigation plan to be eligible for project funds. Subgrantees that do not have an All 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 Application for HMGP

Eligible applicants must apply for the HMGP through the Wisconsin Emergency Management (WEM). The HMGP application will be reviewed and evaluated by WEM and the Federal Emergency Management Agency (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 Application 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 application.
3. Sign and date the Assurances (DMA 1017A).
4. For acquisition and demolition projects, sign and date the Statement of Assurances for Property Acquisition Projects.
5. Send two copies of the signed and completed application and any supporting documentation along with the assurances to the address provided on the application.

6. Along with the hard copy, submit the application and supporting documentation on disk in Word, Excel, PDF or Access format, if possible.

Applicants 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 application process or program administration should be directed to Roxanne Gray, State Hazard Mitigation Officer, at 608-242-3211, (Roxanne.gray@wisconsin.gov); Susan Boldt, Assistant Hazard Mitigation Officer, at 608-242-3214 (susan.boldt@wisconsin.gov); or Lynsey Kowski, Disaster Response and Recovery Planner at 608-242-3222 (lynsey.kowski@wisconsin.gov)

**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 applicant 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 assessment 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 assessment. 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 a blanket exclusion. The applicant 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 requirements. This includes compliance with 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 Assessment requirements that must be met for a particular (potential) HMGP project will be forwarded by WEM to the applicant, as appropriate.

**SECTION 404-HAZARD MITIGATION GRANT PROGRAM
DISASTER APPLICATION FOR
ACQUISITION/RELOCATION/FLOODPROOFING**

Disaster Declaration #: FEMA-_____-DR-WI **Declaration Date:** _____

Applicant: _____
(Political Subdivision, Quasi-Government, Non-Profit Organization)

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

Street/PO Box: _____

City: _____ **Zip Code:** _____ **County:** _____

Primary Contact Person: _____

Title: _____

E-Mail Address: _____

Phone: _____ **Fax #:** _____

Secondary Contact Person: _____

Title: _____

Phone: _____ **Fax #:** _____

E-Mail Address: _____

The undersigned hereby submits this application for financial assistance under the Hazard Mitigation Grant Program and hereby certifies that the applicant 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 information in this application and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the applicant.

Typed Name and Title: _____

Applicant's Signature: _____

Date Signed: _____

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT
P.O. BOX 7865
MADISON, WI 53707-7865
608-242-3232

ATTACHMENT D
DMA FORM 139A (05/11)

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%)	\$ _____
Applicant Share (12.5%)	\$ _____
Other Funding Sources:	\$ _____

2. PROJECT TITLE AND DESCRIPTON

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. For more information about FIRMs and Flood Insurance Studies, contact your local agencies or visit the FEMA Map Service Center at <http://msc.fema.gov>.

4. DETAILED DESCRIPTION OF PROPOSED PROJECT

For a proposed **Non-Structural Project** (i.e., acquisition, relocation, demolition, elevation, floodproofing) complete the enclosed **Property Data Worksheet** for each structure in the project. In addition, you should complete and attach with supporting documentation the Data Documentation Template (DDT.) NOTE: Property owners must be willing to participate voluntarily. Interested property owners must sign a "Notice of Voluntary Interest." Attached are two samples that may be utilized to fulfill this requirement.

5. INDIRECT DAMAGES AND OTHER IMPACTS

- A. For the project area, list government response costs incurred in this event as well as all past events (including Presidentially declared disasters and non-declared events) and when they occurred (i.e. fire, police, public works, social services, infrastructure etc.) which would potentially be reduced or eliminated by the proposed project.
- B. Other negative impacts on the community from events such as interruption to local business, persons unemployed due to the event, losses of public services, etc.

NOTE: Information provided in questions 4 and 5 are critical to the calculation of a benefit-cost analysis and must be provided.

6. 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 whether the project as a whole will be completed.

7. POSITIVE IMPACTS

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

8. 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. Phases of a project for acquiring property would consist of the following activities: Survey property owners for interest in the program and extent of damages incurred; prioritizing structures to be acquired based on funding availability; development of program procedures/policies; development of relocation assistance plan; title searches; appraisals; closings; demolition; site clean-up; and project close-out. Phases for a project involving elevation would include: Survey property owners for interest in the program and extent of damages incurred; prioritizing structures to be elevated based on funding availability; development of program procedures/policies; development of relocation assistance plan, if required; preliminary design and cost estimates; final design; construction; inspection; and project close-out.

9. COST BREAKDOWN

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

10. CONSIDERED ALTERNATIVES

Describe other options or alternatives that have been considered to deal with the problem, the estimated cost, and explain why they were 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 alternatives. The reason may be monetary, environmental, physical, degree of effectiveness, maintenance costs, other reasonable cause or a combination of these factors.

11. 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. Describe the type of land use (rural, residential, commercial, urban, etc.) Identify all of the following that may apply to the proposed project:

- _____ Threatened or endangered species in the area
- _____ Location is on or within 100 feet of wetlands
- _____ Obtaining permits
- _____ Building/site is a historical landmark
- _____ Area contains known archeological artifacts
- _____ Toxic or hazardous materials located in the area

- _____ Area contains a wildlife or habitat refuge
- _____ Located in a designated floodplain
- _____ Involves incorporating unproven technology with unknown risks
- _____ Project does not impact environment at all

12. 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.]

13. 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.

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. 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:

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

ASSURANCES 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 award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. 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).
6. 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 on any other non-discrimination Statute(s) which may apply to the application.
7. 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.
8. Will comply, as applicable, 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.
9. 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)], the Contract Work Hours and Safety Standards Act [40 U.S.C. (327-333)] regarding labor standards for federally assisted construction subagreements (construction projects).
10. 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.

11. Will comply with environmental standards which may be prescribed pursuant to the following:
 - (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 176c 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).
12. 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.
13. 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.)].
14. Will comply with PL 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 USC 2131 et seq.) pertaining to the care, handling, treatment of warm blooded animals held research, teaching, or other activities supported by this award of assistance.
16. 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 residence structures.

17. Will cause to be performed required financial and compliance audits in accordance with the Single Audit Act of 1996 and OMB Circular No. A-133 Audits of States and Local Governments, and Nonprofit Organizations.
18. In accordance with the provisions of Section 319 of P.L. 101-121, and implementing regulations at 44 CFR Part 18, the subgrantee shall 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 subgrantee 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, subgrants, and contracts under grants) and that all subgrantees shall certify and disclose accordingly. "Certifications Regarding Lobbying" and Forms SF-LLL must be submitted to the Department of Military Affairs with the subgrantee's request for final reimbursement.
19. Project will be implemented in accordance with 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
20. Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.
21. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC Section 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

ASSURANCES CONSTRUCTION PROJECTS

In addition to the assurances for non-construction projects, the following assurances apply to construction projects.

1. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
2. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with 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.

3. It will obtain approval by the appropriate Federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout, that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
4. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.
5. It will require the facility to be designed to comply with the "American Standard Specification for Making Buildings and Facilities Accessible to, and usable by, the Physically Handicapped." Number A117.-1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
6. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transfer, for the period during which real property, or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
7. In making subgrants with nonprofit institutions under the Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Nonprofit Organizations" included in Vol. 49, Federal Register, pages 18260 through 18277 (April 27, 1984.)

FEDERAL AUDIT REQUIREMENTS

For subgrantees who are state (includes Indian tribes) or local governments:

If the subgrantee expends total direct and indirect federal assistance of:

** \$500,000 or more per year, the subgrantee agrees to obtain a financial and compliance audit made in accordance with the Single Audit Act of 1996 (P.L. 104-156) and the federal Office of Management and Budget (OMB) Circular A-128. The law and circular provide that the audit shall cover the entire operations of the subgrantee government or, at the option of the subgrantee government, it may cover departments, agencies or establishments that received, expended, or otherwise administered federal financial assistance during the year.

Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only for fiscal years beginning before January 1, 1987.

For subgrantees who are institutions of higher education, hospitals, or other nonprofit organizations:

If the subgrantee receives total direct and indirect federal assistance of \$300,000 or more per fiscal year, the subgrantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-133 (or a federal law or OMB Circular that supersedes Circular A-133). The audit shall cover either the entire organization or all federal funds of the organization. The audit must determine whether the subgrantee spent federal assistance funds in accordance with applicable laws and regulations.

Audits shall usually be made annually, but not less frequently than every two years.

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 OMB Circular A-128 (or A-133 as applicable.)

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accountant's (AICPA) audit guide, "Audits of State and Local Governmental Units" issued in 1986. The federal government has approved the use of the audit guide.

In addition to the audit report, the subgrantee 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 subgrantee agrees that the grantor, the Legislative Auditor, the State Auditor and any independent auditor designated by the grantor shall have such access to subgrantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act the OMB Circular A-128.

Grantees of federal financial assistance from subgrantees are also required to comply with the Single Audit Act and the OMB Circular A-128.

The subgrantee agrees to retain documentation to support the schedule of federal assistance.

Required audit reports must be filed with the State Legislative Audit Bureau and with the Department of Military Affairs within six months of the subgrantee's fiscal year end. If a federal cognizant audit agency has been assigned for the subgrantee, copies of the required audit reports will be filed with that agency also.

The Department of Military Affairs' audit report should be addressed to:

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

STATE ASSURANCES OF DISASTER APPLICATION SUBGRANTEES

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

1. Subgrantee's Duties

The subgrantee 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 dated _____.

2. Terms for Reimbursement

- a. The Department of Military Affairs, Wisconsin Division of Emergency Management, shall reimburse the subgrantee their eligible costs incurred by the subgrantee 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 subgrantee 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 subgrantee in accordance with the requirements specified in the Federal/State Agreement.
- c. All claims for reimbursement shall be supported by written documentation including receipts, invoices.

- d. Reimbursement for costs will not be paid on any encumbrance made by the subgrantee prior to the dates as specified in an approved grant unless approved in the grant.

3. Records and Documentation

- a. The subgrantee 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 subgrantee 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 subgrantee 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. Subgrantee 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 Office of Management and Budget Circular A-128, (or Circular A-133), as applicable. See assurance 17.
- d. All accounts and records shall be retained by the subgrantee for a period of three years after completion of the final audit or until all litigation, claims, or audit findings involving the records have been resolved, whichever is later.
- e. The subgrantee 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.

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

SEND THIS STATEMENT OF ASSURANCES ATTACHED WITH THE PROJECT APPLICATION, OR SEND OT 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.

Name of Project Sub-Applicant: _____
State: _____

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

1. The Sub-applicant 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.
2. 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.
3. Will ensure each property owner will be informed, in writing, of what the sub-applicant considers to be the fair market value of the property. The sub-applicant will use the Statement of Voluntary Transaction to document this and will provide a copy for each property after grant award.
4. 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.
5. 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 sub-applicant 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.

6. Will ensure that the land will be unavailable for the construction of flood damage reduction levees and other incompatible purposes, and it not part of an intended, planned, or designated project area for which the land is to be acquired by a certain date.
7. 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.
8. Will demonstrate that it has coordinated with the State Department of Transportation to ensure that no future, planned improvements or enhancements to the federal aid systems are under consideration that will affect the subject property.
9. Will remove existing structures within 90 days of settlement.
10. Post grant 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.
11. Will submit every three years to the grantee, 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 consistent with the provisions of the grant. If the subject property is not maintained according to the terms of the grant, the grantee and FEMA, its representatives, and designated authorities, and assigns are responsible for taking measures to bring the property back into compliance.
12. Will not seek or accept the provision, after settlement, 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 duly authorized representative of the sub-applicant, I hereby certify that the subgrantee will comply with the identified assurances and certifications.

SIGNATURE OF SUB-APPLICANT'S AUTHORIZED AGENT:

Date Signed

Name Typed _____ Title _____

Sub-applicant 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 its 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 _____

**ACQUISITION/RELOCATION/ELEVATION PROJECTS
BENEFIT-COST ANALYSIS PROPERTY DATA WORKSHEET**

PROPERTY OWNER (List all Property Owners): _____

PROPERTY ADDRESS: _____

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

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

LATITUDE _____ **LONGITUDE** _____ (needs to be 6 digits)

***LOCATED IN FLOODPLAIN:** Floodway _____ Floodfringe _____ Regional Flood Elevation _____
First Floor Elevation _____ Lowest Finished Floor Elevation _____ Ground Elevation _____
Vertical Datum: _____ NGVD29 or _____ NAVD88

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

SUBSTANTIALLY DAMAGED _____ If yes, attach substantial damage determination from local floodplain manager or building inspector.

***BUILDING TYPE:** 1-story w/o basement _____ 2-story w/o basement _____ Split-level w/o basement _____
Split level with basement _____ 1-story with basement _____ 2-story with basement _____ Manufactured home _____

***BASEMENT:** Total square footage of basement _____ Square footage of finished portion of basement _____ Elevation of finished basement _____

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

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

RENTAL PROPERTY: Provide the following information:

Number of renters per unit _____
Current rental Payments _____
Cost of Eligible Relocation (URA/State) _____

***APPROXIMATE YEAR OF CONSTRUCTION** _____ **SQUARE FOOTAGE OF LIVING SPACE** _____

***AVERAGE SQ FT PER MONTH RENTAL HOUSING FOR PROJECT AREA** _____

***AVERAGE SQ FT REPLACEMENT COST FOR HOUSING IN THE PROJECT AREA** _____

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

*Please attach as much documentation as possible for these starred items. (i.e. tax records, appraisals, letters from homeowners, photographs, elevation certificate, surveys, letter from construction or contracting firm, letter from local building inspection department, photocopy of page or pages from standard cost reference manuals, rental costs from realtors, leasing agents or newspapers etc).

DAMAGES (list for each occurrence)

DATE (month/year): _____ Presidential Disaster Declaration (if applicable) _____
 FLOOD DEPTH: Feet in basement _____ Feet over first floor _____ For how long _____
 STRUCTURAL DAMAGES:\$ _____ DAMAGE TO CONTENTS: \$ _____
 WAS THE STRUCTURE UNINHABITABLE: _____ For how long _____
 FREQUENCY OF EVENT (if known): _____ 5 _____ 10 _____ 25 _____ 50 _____ 100 year
 _____ other
 OTHER INFORMATION:

DATE (month/year): _____ Presidential Disaster Declaration (if applicable) _____
 FLOOD DEPTH: Feet in basement _____ Feet over first floor _____ For how long _____
 STRUCTURAL DAMAGES:\$ _____ DAMAGE TO CONTENTS: \$ _____
 WAS THE STRUCTURE UNINHABITABLE: _____ For how long _____
 FREQUENCY OF EVENT (if known): _____ 5 _____ 10 _____ 25 _____ 50 _____ 100 year
 _____ other
 OTHER INFORMATION:

DATE (month/year): _____ Presidential Disaster Declaration (if applicable) _____
 FLOOD DEPTH: Feet in basement _____ Feet over first floor _____ For how long _____
 STRUCTURAL DAMAGES:\$ _____ DAMAGE TO CONTENTS: \$ _____
 WAS THE STRUCTURE UNINHABITABLE: _____ For how long _____
 FREQUENCY OF EVENT (if known): _____ 5 _____ 10 _____ 25 _____ 50 _____ 100 year
 _____ other
 OTHER INFORMATION:

For floodplain properties, the following information must be provided and needs to be as accurate as possible as it is critical for the FEMA cost/benefit analysis which is very sensitive to this data.

FLOOD HAZARD DATA (FROM THE COMMUNITY'S FLOOD INSURANCE STUDY)

FLOOD FREQUENCY (YEARS)	DISCHARGE (CFS)	ELEVATION (FEET)
10		
50		
100		
500		

STREAMBED ELEVATION: _____ NGVD29 _____ or NAVD88 _____

FIRM MAP NUMBER: _____

FLOOD SOURCE: Riverine ___ Closed Basin _____ Stormwater Runoff ___ Coastal Basin ___ Other _____

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.

FEMA Form 90-69B: The property owner/s sign and attach form.

Estimated Costs for Acquisition/Demolition/Relocation Projects:

Fair Market Value: **Relocation Assistance (tenants):** **Appraisal:**
Title Work/Insurance: **Legal Fees:** **Surveys:** **Closing Costs:**
Demolition: **Comparable Housing (if applicable):** **Other Costs (list):**

TOTAL ESTIMATE \$

Estimated Costs for Floodproofing Projects:

Design Fees: Permit/Inspection Fees: Construction: Other Costs (list):

TOTAL ESTIMATE \$

If Elevating – How many feet is the FFE being raised?

Describe the Floodproofing Method to be Used: _____

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 DECLARATION AND RELEASE

O.M.B. No. 1660-0002
Expires August 31, 2013

DECLARATON 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.
- Print full name and age of minor child: 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 Custom 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 NO.	FEMA APPLICATION NO.	DISASTER NO.	
ADDRESS OF DAMAGED PROPERTY	CITY	STATE	ZIP CODE

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 administrating financial assistance under a Presidentially-declared disaster. Additionally, information may be reviewed internally within FEMA for quality control purposes.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files System of Records (September 24, 2009, 74 FR 48763) 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.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form 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 the form. This collection of information is required to obtain or retain benefits. You are not required to complete this collection of information unless a valid O.M.B. control number is displayed on this form. Send comments regarding the accuracy of the burden and estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0002). **NOTE: Do not send your completed form to this address.**

SAMPLE 1

NOTICE OF VOLUNTARY INTEREST

(Name of Community), WISCONISN
Floodprone Property Acquisition Project
(Town, Village, City, County) Hall Meeting, (Date)

Homeowner Interest Sign-Up Sheet and Voluntary Notice

FEMA requires the local government to inform all prospective participants of the following:

NOTICE: 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. Signing this does not commit you to any action.

Property Address	Owner(s) Mailing Address	Owner(s) Name and Phone #	Owner(s) Signature	Interested Yes or No

SAMPLE 2

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 exploring further 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 Assistance Programs**

THIS AGREEMENT is made and entered into this on _____ (date), by and between _____ (name of Subgrantee), hereinafter referred to as "Subgrantee," 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. Subgrantee has notified Seller that the Subgrantee may wish to purchase the referenced property, and, if Seller agrees to sell, Seller must permanently relocate from property.
3. Subgrantee has identified that the purchase offer valuation on the property as of _____ (date) is \$_____ as determined by appropriate valuation procedures implemented by Subgrantee and based on FEMA acquisition requirements provided in 44 CFR Part 80, and relevant program guidance as documented below (e.g., Pre-Disaster Mitigation Program, Hazard Mitigation Grant Program, Flood Mitigation Assistance Program.)

4. Subgrantee has notified the Seller that **neither the State nor the local government will use its eminent domain authority to acquire the property for open space purpose if the Seller chooses not to participate or if negotiations fail.**
5. Subgrantee has notified Seller that if Seller agrees to sell property to Subgrantee, 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. Subgrantee 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 Subgrantee by that date.

_____ Date _____
Property Owner Signature

_____ Date _____
Property Owner Signature

_____ Date _____
Subgrantee's Authorized Agent Signature

**MODEL ACKNOWLEDGEMENT OF CONDITIONS FOR
MITIGATION OF PROPERTY IN A
SPECIAL FLOOD HAZARD AREA (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 _____ fee (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, 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; and

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

ATTACHMENT A

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

Applicant
Address
City, State Zip

Dear _____:

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

The amount of federal funds available for the HMGP is based on 15% (20%) of the federal funds spent on the Individuals and Households and Public Assistance Programs for the declaration. It is estimated that there will be approximately \$_____ in HMGP funds available for this declaration. This office received ___ pre-applications exceeding \$_____. As you can see, the demand for mitigation dollars far outweighs the amount of funding available.

The Wisconsin Division of Emergency Management 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 still 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 grant approval are requested to participate in the formal application process for further grant consideration.

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

Enclosed is the HMGP application packet that includes the application (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, 5, and 6 of the application should be documented as thoroughly as possible. **This information is critical in determining the cost effectiveness for the proposed project.**

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. **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 applicants in order to be eligible for funding:

1. The community must be participating, and be in good standing with the National Flood Insurance Program. The 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 the benefits of the project outweigh the cost. **In order to demonstrate this, the application must contain the necessary detail.** Only those projects that meet the cost/benefit requirement 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 applicant will have to demonstrate that the proposed 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. WEM will be preparing the required documents, although applicants will be required to provide the basic information required. FEMA has the 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 (the "do nothing" and one other) were considered, and that the proposed project is the most feasible and will actually solve a problem.

A thorough review will be completed on all formal applications received for HMGP funding. There will be (number) formal applications totaling \$_____ 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 grant funding. Therefore, it is imperative that all the questions in the applications be answered completely and accurately.

For additional information regarding the Hazard Mitigation Grant Program visit <http://www.fema.gov/government/grant/hmgrp/index.shtm>.

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.

If you have any questions or need additional information or would like to schedule a meeting, please do not hesitate to contact me at 608-242-3211; Susan Boldt, Assistant Hazard Mitigation Officer, at 608-242-3214; or Lynsey Kawski, Disaster Response and Recovery Planner, at 608-242-3222.

Sincerely,

ROXANNE K. GRAY
State Hazard Mitigation Officer
Wisconsin Emergency Management

cc Regional Emergency Management Director
County Emergency Manager
Department of Natural Resources

**DISASTER APPLICATION FOR SECTION 404
HAZARD MITIGATION GRANT PROGRAM**

Disaster Declaration #: FEMA-____-DR-WI **Declaration Date:** _____

Applicant: _____
(Political Subdivision, Quasi-Government, Non-Profit Organization)

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

Street/PO Box: _____

City: _____ **Zip Code:** _____ **County:** _____

Primary Contact Person: _____

Title: _____

Phone: _____ **Fax #** _____

E-Mail Address _____

Secondary Contact Person: _____

Title: _____

Phone: _____ **Fax #:** _____

E-Mail Address: _____

The undersigned hereby submits this application for financial assistance under the Hazard Mitigation Grant Program and hereby certifies that the applicant 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 information in this application and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the applicant.

Typed Name and Title: _____

Applicant's Signature: _____

Date Signed: _____

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%)	\$ _____
Applicant Share	(12.5%)	\$ _____
Other Funding Sources:		\$ _____

2. PROJECT TITLE AND DESCRIPTION

3. PROJECT LOCATION (Include maps and photographs)

Road or street address, geographic landmarks, 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. For more information about FIRMs and Flood Insurance Studies, contact your local agencies for visit the FEMA Map Service Center at <http://msc.fema.gov>. Include several photographs of the location for the proposed project site.

4. DETAILED DESCRIPTION OF PROPOSED PROJECT

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. You should 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, social services). 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. HAZARDS TO BE MITIGATED/LEVEL OF PROTECTION

a. Select the type of hazards 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%] flood). List data in flood levels (10, 25, 50, 100) and/or mph winds.

_____ structures protected against the _____
_____ structures protected against the _____
_____ structures protected against the _____
_____ structures protected against the _____

6. 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. **The information provided is critical to the calculation of a benefit-cost analysis and must be provided. Where actual data is not available, use your most accurate estimates.**

- a. What is the project life in years (permanent or long-term as opposed to temporary or short-term)?
- 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 (10, 20, 50 year, etc.), a description of the event and damage/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), 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 to calculate the benefit-cost analysis.

Also include other negative impacts on the community from the events such as economic, persons unemployed due to the event, essential services disrupted including interruption to local businesses, threats to public safety, etc.

- c. Indicate the frequency at which damages begin if the proposed project is not implemented, as well as the frequency to which the project would provide protection, i.e., 5, 10, 15, 50 or 100 year storm, etc.
- d. Describe any other positive impacts besides reducing damages that the proposed project will provide.

7. 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.

8. 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. (i.e., engineering, design, permit process, project management, construction, etc.)

9. COST BREAKDOWN

Provide a breakdown of cost elements such as engineering and design, project management, construction, etc.

10. ROUTINE MAINTENANCE

If the project will require routine maintenance, include who will provide that maintenance following completion of the project and a maintenance schedule through the life of the project including yearly costs.

Applicants are responsible for any and all future maintenance costs on an approved project.

11. CONSIDERED ALTERNATIVES

Describe in detail other options or alternatives that have been considered to deal with the problem, the estimated cost, and explain why they were 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 alternatives. Factors may be monetary, environmental, physical, degree of effectiveness, maintenance costs, other reasonable cause or a combination of these factors.

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. Describe the type of land use (rural, residential, commercial, urban, etc.) Identify all of the following which may apply to the proposed project:

- Threatened or endangered species in the area
- Location is on or within 100 feet of wetlands
- Obtaining permits
- Building/site is a historical landmark
- Area contains known archeological artifacts
- There are toxic or hazardous materials located in the area
- Area contains a wildlife or habitat refuge
- Located in a designated floodplain
- Involves incorporating unproven technology with unknown risks
- Project does not impact environment at all

13. 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.

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. 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:

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

DAMAGE ASSESSMENT WORKSHEET

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

ATTACH SUPPORTING DOCUMENTATION

**STATE OF WISCONSIN
Department of Military Affairs
Division of Emergency Management
2400 Wright Street
P.O. Box 7865
Madison, WI 53707
608-242-3232, 608-242-3248 fax**

**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 hazard 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 a HMGP planning grant is to assist communities develop and update comprehensive All-Hazard Mitigation Plans. The funds may be used to develop and update 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 an approved All-Hazard Mitigation Plan to receive HMGP project grant funds after November 1, 2004. 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 the 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:

- Planning process that involves the public
- Coordination with other communities, agencies and organizations
- Identification of all hazards within the community
- Risk assessment based on the identified hazards
- Development of a mitigation Strategy
- Setting goals
- Review of possible mitigation actions

- Drafting an action plan
- Adopting the plan
- Implementing, evaluating and revising the plan

Attached is a sample Scope of Work. Applications that do not include adequate description of the planning activities will be less competitive.

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

HMGP funds may be used to develop tribal and local all-hazard mitigation plans which meet the planning criteria outlined in 44 CFR Part 201. See attached Summary of Section 201.6 or 201.7 regulations, for local and tribal mitigation plan requirements.

Instructions for Completing the Application for HMGP

Applicants must apply for the 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. Also, submit the application and supporting documentation on disk in Word, Excel, Access or PDF format, if possible.
4. Send the completed application and assurances **by** _____, to: Wisconsin Emergency Management, 2400 Wright Street, P.O. Box 53707-7865, Madison, WI.53707-7865. Attention: Roxanne Gray

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 Roxanne Gray, State Hazard Mitigation Officer, at 608-242-3211 or by e-mail at Roxanne.gray@wisconsin.gov, Susan Streich-Boldt, at 608-242-3214 or susan.boldt@wisconsin.gov, or Lynsey Kawski, Disaster Response and Recovery Planner, at 608-242-3222 or Lynsey.kawski@wisconsin.gov.

HAZARD MITIGATION GRANT PROGRAM PLANNING GRANT APPLICATION

Disaster Declaration: FEMA- -DR-WI

Application Date: _____

Applicant: _____ **FIPS Code:** _____
(Political Subdivision, Quasi-Government, Non-Profit Organization) **DUNS Number:** _____

Street/PO Box: _____

City: _____ **Zip Code:** _____ **County:** _____

Primary Contact Person: _____

Title: _____ **Phone:** _____ **Fax:** _____

E-mail Address: _____

Secondary Contact Person: _____

Title: _____ **Phone:** _____ **Fax:** _____

E-mail Address: _____

I certify, to the best of my knowledge and belief, that information in this application and supporting documentation is true and correct, and that it has been duly authorized by the governing body of the applicant. It is also understood that no billable work will begin until the grant is approved and a subgrantee agreement is executed with the grantee.

Typed Name and Title: _____

Applicant's Signature: _____

Date Signed: _____

All questions must be answered completely and accurately. If necessary, attach additional pages and reference the question number. Type (or print clearly) your response.

1A. ALL-HAZARDS MITIGATION PLAN COST ESTIMATE

Type of Plan: ____ New Plan ____ Update of Existing Plan

HMGP funds requested:	Total:	\$ _____
	Federal Share (75%):	\$ _____
	State Share (12.5%):	\$ _____
	Applicant Share (12.5%):	\$ _____
	Other Funding Sources:	\$ _____

Has the applicant (local) share been committed or secured through resolution, as a budget item, or from another funding source? If yes, attach the supporting documentation. If not, describe the actions that will be taken to secure the local share.

1B. Estimated Budget

Salaries (who, hourly salary, estimated number of hours, etc.)	\$ _____
Fringe Benefits (describe what's included in rate)	\$ _____
Contractual (i.e., consultant, attach bid proposal)	\$ _____
Supplies (describe)	\$ _____
Printing	\$ _____
Postage	\$ _____
Equipment (describe)	\$ _____
Travel (estimated trips, miles per trip, rate per mile-roundtrip)	\$ _____
Public Meetings	\$ _____
(Number of meetings, cost per meeting i.e. room rental)	
In-Kind (describe)	\$ _____
(Number of local officials x estimated hours x estimated cost)	
Other	\$ _____

2. AREAS TO BE COVERED BY THE ALL-HAZARDS MITIGATION PLAN

- County/Multi-jurisdictional City, Village or Town Indian Tribe or Authorized Tribal Organization

Describe the **geographic and political areas** that will be addressed in the All-Hazards Mitigation Plan and include appropriate reference maps for these areas. Please provide the populations of the communities that will participate in the plan development.

3A. DESCRIPTION OF THE LOCAL HAZARDS

Provide a brief description of the hazards (Section 201.6 c (2) or Section 201.7 c (2)).

3B. DESCRIPTION OF THE PROBLEM

Provide a brief description of the damages incurred during storm events. Factor in damage to public and private property, threats to public health and safety, to infrastructure, and government response costs (fire, police, public works, social services).

4A. DESCRIPTION OF PLANNING PROCESS / APPROACH

Describe the basic planning process that will be used (201.6 (3)(b) or 201.7 c (1)). (See sample Scope of Work)

4B. COMMUNITY PLANNING INITIATIVES

Is the jurisdiction participating in planning initiatives such as Flood Mitigation Plan, stormwater plan, Smart Growth Comprehensive Planning Grants or other plan development processes? Please identify the initiative and how it would relate to and/or support the All-Hazards Mitigation Plan.

4C. PUBLIC PARTICIPATION

Outline the strategy to include the public in both plan formation and review (for example team formation, committees, etc.)—Outreach methods, targeted audience, geographic representation and estimated number of meetings needed to accomplish this task.

4D. EXPECTED BENEFITS AND OUTCOMES OF THE PLANNING PROCESS

Describe how the planning grant and planning process will benefit the community.

5. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

Provide a work schedule for developing the All-Hazards Mitigation Plan, including major milestones (see below) for the planning process and the anticipated completion date. (Note: A draft plan must be submitted within 18 months and with the final plan approved by FEMA within 36 months.)

Develop Planning Team	_____
Kickoff Meeting	_____
Public Participation	_____
Develop Community Profiles	_____
Identify and Describe Hazards	_____
Risk and Vulnerability Assessments	_____
Development of Goals and Objectives	_____
Development of Mitigation Actions	_____
Development of Plan Maintenance Process	_____
Submit Draft Plan	_____
Revise Plan based on State Review	_____
Submit to FEMA for review	_____
Formal Adoption	_____
Submit Adoptions to FEMA for Final Plan for Approval	_____

6. ADDITIONAL COMMENTS / INFORMATION

Provide any additional information that will support your proposed project and would be helpful when reviewing this application.

Date

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

Subject: Categorical Exclusion
Project

Dear Mr. :

The Wisconsin Division of Emergency Management is in the process of evaluating a Hazard Mitigation Project Grant application for **the project and location**. This application is the result of the presidential disaster declaration for flooding which occurred on **date**, in _____ Counties. The structures are in the Fox River floodway and floodplain. These properties are located on the National Flood Insurance Rate Maps FIRM B and are located at _____.

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, wilderness area, or a wild and scenic river. Also, 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 608-242-3214 or Roxanne Gray at 608-242-3211.

Sincerely,

SUSAN STREICH-BOLDT
Assistant State Hazard Mitigation Officer
Wisconsin Emergency Management

Enclosure (**use general concurrence form**)

LOCATION
FEMA-____-DR-WI
HAZARD MITIGATION GRANT PROGRAM

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

CONCURRENCE

DESCRIPTION: Project and location. This residence is in the floodplain of _____.(Sec. Town & Range).

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.

Name	Title	Date
------	-------	------

Agency

I have reviewed the above description for the proposed project pursuant to the regulations and authority 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):

Name	Title	Date
------	-------	------

Agency

Please fax to:
Susan Streich-Boldt, Assistant SHMO
Wisconsin Division of Emergency Management
608-242-3248, 3247
or
Mail to:
2400 Wright Street, P.O. Box 7865
Madison, WI 53707-7865

PLEASE RESPOND ASAP BUT NO LATER THAN *DATE*

Record of Environmental Consideration

See 44 Code of Federal Regulation Part 10.

Project Name/Number:

Project Location:

Project Description:

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 _____ Type 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:

Reviewer and Approvals

Environmental Review prepared by:
Name:

Signature _____ . Date _____ .

FEMA Regional Environmental Officer or delegated approving official.
Name:

Signature _____ . Date _____ .

I. Compliance Review for Environmental Laws (other than NEPA)

A. National Historic Preservation Act

- Not 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.
 - Determination of No Historic Properties Affected (FEMA finding/SHPO/THPO concurrence on file)
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Determination of Historic Properties Affected (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)**

ARCHEOLOGICAL 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 or consultation on file). **(Review Concluded)**
 - Project area has potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence on file)
Are project conditions required Yes (see section V) No **(Review Concluded)**
 - Determination of historic properties affected
 - 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:

Correspondence/Consultation/References:

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)**

Comments:
Correspondence/Consultation/References:

C. Coastal Barrier Resources Act

- Project is not located in Coastal Barriers Resource 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:
Correspondence/Consultation/References:

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 404/401/10 permit, including qualification under Nationwide Permits.
Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:
Correspondence/Consultation/References:

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)**

Comments:
Correspondence/Consultation/References:

F. Fish and Wildlife Coordination Act

- Project is not located in or affects 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:
Correspondence/Consultation/References:

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:

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:

Correspondence/Consultation/References:

I. Migratory Bird Treaty Act

- Project not located within a flyway zone. **(Review Concluded)**
- Project located within a flyway zone.
 - Project does not have potential to take migratory birds. **(Review Concluded)**
 - Project has potential to take migratory birds.
 - Contact made with USFWS
 - Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:

Correspondence/Consultation/References:

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:

Correspondence/Consultation/References:

K. Wild and Scenic Rivers Act

- Project is not along and does not affect Wild or Scenic River - **(Review Concluded)**
- Project is along or affects Wild or Scenic River

- 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:
Correspondence/Consultation/References:

L. Other Relevant Laws and Environmental Regulations

Identify relevant law or regulations, resolution and any consultation/references

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 or can be 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:
Correspondence/Consultation/References:

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:
Correspondence/Consultation/References:

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 in or near project area
 - No disproportionately high and adverse impact on low income or minority population- **(Review Concluded)**
 - Disproportionately high or adverse effects on low income or minority population
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:
Correspondence/Consultation/References:

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 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 or local regulations or standards requiring action or attention;
- (vii) Actions with the potential to affect special status areas adversely or other critical resources such as wetlands, coastal zones, wildlife refuge and wilderness areas, wild and scenic rivers, sole or principal drinking water aquifers;
- (viii) Potential for adverse effects on health or safety; and
- (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:

Monitoring Requirements:

PUBLIC NOTICE PROCEDURES
for
FEMA Region V Environmental Assessments
August 31, 2007

NEPA is a planning and disclosure process. Therefore both NEPA and EOs 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:

1. FEMA's *General Notice for a Presidential Declaration* that is published at the beginning of each disaster. This issues notification that funds will be provided under the Stafford Act to undertake projects or;
2. FEMA or the applicant (usually the applicant) 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, or;
3. FEMA or the applicant holding one or more public meetings on the project to solicit public comments.

Exactly which of the above vehicles 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:

1. Publishing a **FINAL NOTICE** in a local newspaper and then giving the public 15 days to respond.
2. If no comments are received, then 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, then the project should be put on hold until the issues are resolved.

SPECIAL NOTE

The above requirements are to also be applied to a project that will be categorically excluded (CATEXed) 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
OF A
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) pending intent to provide Hazard Mitigation Funding for the (name community) to (short description of project). 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.

The (Community, County and State) proposes to (detailed description of project, its location and its 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 would 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 Amanda Ratliff, Regional Environmental Officer at (312) 408-5540 or Amanda.Ratliff@dhs.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) responsibility to comply and verify that environmental laws and executive orders are met prior to approval of FEMA-funded grants. In order to comply with this responsibility it is necessary to ensure that the requirements of the environmental documents have been met prior to grant 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 are available if requested by FEMA at time of closeout.

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

List project conditions

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

Program Grant _____

Disaster Related _____

Project Number _____

Project Title _____

I attest that all conditions listed in the environmental documentation were followed and the appropriate permit 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

Dear

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for the applicant's name Hazard Mitigation Grant application submitted under Disaster Declaration FEMA- -DR-WI declared _____. The grant is approved in the amount of \$_____ for the type of project.

The Federal Emergency Management Agency provides 75% of the funding or \$_____, Wisconsin Emergency Management (WEM) provides 12.5% or \$_____, and the remaining \$_____ is the community's required 12.5% local match. The community may also receive management costs up to 1% (one percent) of the grant or \$_____. The management cost is provided to cover the costs you will incur for administering the grant including costs for audits if required.

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

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

In order 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 copies 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 30 days after completion of the project.

Management costs of up to \$_____ may be reimbursed as requested on DMA Form 167. All documentation for management costs must be kept at the local level for three years commencing on the date of the closeout for the grant.

You should refer to the signed **Assurances for Construction and Non-Construction Projects**, DMA Form 1017A, and the **State-Local Hazard Mitigation Grant Program State of Assurances for Property Acquisition Projects**, which was signed and submitted with the

application for other state and federal laws and program requirements relating to the grant which are to be adhered to.

Under HMGP, acquisition projects must meet the following criteria:

- Property owner must voluntarily elect to participate in the program. The Village 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 that no future disaster assistance will be made available at those sites. The deed conveying the property to the community must reference and incorporate **Exhibit A, Model Deed Restrictions**, attached to the signed State-Local HMGP Statement of Assurances for Property Acquisition Projects.
- Replacement housing for those whose properties are acquired cannot be in another 100-year floodplain.
- The properties will be purchased based on the fair market value 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 (DOB.)
- 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 32.19-32.27, Commerce Code 202) for tenants only. If you have any questions regarding the State Relocation Law, please contact Jack Sanderson, State Relocation Specialist at the Department of Commerce, 608-267-0317.

FEMA and this office provide grant funds and program guidance; however, the community is responsible for administering the grant 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. Duplication of benefits (DOB) that may apply and that will have to be deducted from the offering price.

Substantially damaged properties that have a standard flood insurance policy at the time of flooding may be entitled to Increased Cost of Compliance (ICC) 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

_____.

After you have had time to review this letter and the attachments, please contact me so that we can schedule a meeting to further discuss program policies and procedures for grant administration and project implementation.

If you have any questions, please do not hesitate to call me at 608-242-3211; Susan Boldt, Assistant Hazard Mitigation Officer, at 608-242-3214; or Linda McDermott, Hazard Mitigation Specialist, at 608-242-3219.

Sincerely,

ROXANNE K. GRAY
State Hazard Mitigation Officer
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 _____
- FEMA NEPA approval letter dated _____
- Record of Environmental Consideration signed _____

cc Regional Emergency Management Director
County Emergency Management Director

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

This Grant Agreement between the Wisconsin Division of Emergency Management (the WEM/Grantee) and the _____ (the Subgrantee) shall be effective on the date signed by the WEM and the Subgrantee. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the Subgrantee as a result of the Presidentially declared disaster occurring in Wisconsin (FEMA-DR-____-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 the DMA Form 1017A, Assurances 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 Subgrantee and submitted with the HMGP application.

Be it resolved by the Subgrantee, 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 Subgrantee. The individual and this designation is to be the authorized representative for obtaining HMGP funds.

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

1. This Grant Agreement in the amount of \$_____ will serve as the contract between WEM and the Subgrantee for the purpose of acquisition and demolition of _____ properties located in the floodplain of the _____. Seventy-five percent or \$_____ represents the Federal share funded through FEMA, and 12.5 percent or \$_____ represents the State share funded through WEM. The remaining 12.5 percent or \$_____ is a local program match (Can not be match dollars for any other federal grants i.e. EMPG, EPCRA). The Subgrantee will be reimbursed for management costs applied to the total amount of the project up to 1% (one percent) or \$_____. If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs and management costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the Subgrantee is responsible for the costs in excess of the approved grant.

2. The Subgrantee will adhere to the special conditions as identified in the approval letter for the REC (Record of Environmental Consideration) dated _____, in completing the project.
- The subgrantee must follow all applicable local, state and federal laws, regulations, and requirements for the abatements 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 subgrantee must also contact the relevant agency with authority for regulation of the material.
 - If ground-disturbing activities occur during implementation, the subgrantee will monitor excavation activity, and if any artifacts or human remains are found during excavation process all work is to cease, and the subgrantee 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 Wisconsin Department of Commerce requirement. Information is available at <http://www.commerce.state.wi.us/ER/ER-BST-Closure.html> and <http://commerce.state.wi.us?SB/SB-DivPlanReview.html#priv>.
 - If private water supply wells are present, they should be properly abandoned per NR812.26. 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 NR812.26. Submit Well Abandonment Report Forms (DNR Form #3300-5) to DNR.
 - A Notification of Demolition and/or Renovation and Application for Permit Exemption (NR 406, 410, and 447 Wis.Adm.Code) 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/org/water/fhp/waterway/grading.html>. 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.
 - Best management practices will be applied to the property.
 - Erosion control measures as defined by the WDNR must be used prior to and after any demolition activities are implemented.
 - Secure erosion control permit under NR 216 if the property will impact more than one acre.
 - Private septic tanks must be abandoned according to NR 812 and per Wisconsin Department of Commerce codes.
 - If deviations from the proposed scope of work result in substantial design changes, the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subgrantee 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 Statement", that participation in the program is voluntary and that the subgrant will not use its eminent domain authority to acquire the property should negotiations fail.
 4. The subgrantee will provide the **Statement of Voluntary Participation** signed by the property owner and the subgrantee based on the fair market value of the property as determined by the approved appraisal for the property.
 5. The subgrantee has consulted with the U.S. Corps of Engineers and that no plans exist for the property for the construction of flood damage reduction levees, 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 subgrantee has coordinated with the State Department of Transportation to ensure that no future, planned improvements or enhancements are under consideration that will affect the property proposed for acquisition.
 7. Provided 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 market value for their property.
 8. Existing structure will be removed within 90 days of acquisition. The 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 Grant Agreement is signed and returned to WEM, the subgrantee may begin the project and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved application. The Subgrantee will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive grant funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the Grantee.

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

Management costs are calculated on a formula identified in the State of Wisconsin Administrative Plan. Requests for additional management costs above the allowed amount may be considered if funds are available. The purpose of the management costs is to reimburse the Subgrantee for costs to prepare the applications, quarterly reports, audits, related field inspections, record keeping, and the filing of reimbursement claims to the Grantee. The Subgrantee shall maintain proper documentation of management costs (separate from documentation for Project expenditures) in order to be eligible for reimbursement. The management cost documentation does not have to be forwarded to the State but must be kept at the local level for three years after the grant close-out report has been accepted. Request for reimbursement of Administrative Costs may be included on DMA Form 167, Request for Reimbursement of Expenses.

The Grantee may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the Grantee 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 Migration Officer (SHMO) within fifteen days following the end of the quarter (January 15, April 15, July 15 and October 15). Said report will include the status of the project, anticipated completion date, and financial information.

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

Start Date No later than (date)

Completion Date Date

If the Subgrantee 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 grant performance period for the HMGP Project Grant will be date to date.

13. Final request for reimbursement and a final report covering all aspects of the project will be due 30 days after project completion. Project is considered complete after demolition of structures and restoration of all properties to open space uses. The final report will need to include:
 - Copies of signed Offer Agreement or Offer Decline
 - Signed Statement of Voluntary Participation by the property owner
 - Copies of Title Opinion or Title Insurance
 - Closing Settlement Statement
 - Transfer of Sale
 - A copy of the recorded warranty deed with the required FEMA deed restrictions.
 - A photo of the property site after project completion.
 - Copy of relocation plan approval letter and relocation assistance documents
 - Copies of permits and forms as identified in the approval letter for the Record of Environmental Considerations and in number 2 of this document.
 - Signed Environmental Closeout Declaration.
 - Other information as required.
14. 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 Wisconsin Administrative Code, ch. Comm 202 for tenants of rental property.
15. 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. Will comply with 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 to conduct 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 grant amount.
19. Property acquired through the HMGP program 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. Any structure must be constructed in compliance with the state and local

floodplain management ordinances, meet NFIP minimum requirements, and are 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 subgrantee 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 subgrantee on date.
21. The subgrantee must submit to the grantee 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 grant. If the subject property is not maintained according to the terms of the grant, the grantee and FEMA, its representatives, and assignees will take measures to bring the property back into compliance.
22. The subgrantee 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 grantee agency and the FEMA Regional Administrator before entering into a lease or easement, or conveying ownership of the property to any other party. The subgrantee 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 grant period 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 Subgrantee will use HMGP funds solely for the purpose for which these funds are provided.
26. Subgrantee shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
27. The Subgrantee will update their floodplain ordinance to meet the current WI Department of Natural Resources requirements.
28. The Subgrantee will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP Program.
29. The Subgrantee will comply with all applicable federal, state and local codes and standards as pertain to this project.

30. The Subgrantee will follow Emergency Management and Assistance Regulations found in Title 44 CFR Code of Federal Regulations (CFR) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- Follow requirements for budget revisions found in 44 CFR 13.30. 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.
 - Follow cost-sharing requirements mandated by program statute or regulations in compliance with 44 CFR 13.24.
 - Comply with 44 CFR 13.32 Equipment, 13.33 Supplies and 13.36 Procurement, and be in compliance with state and local laws and procedures.
31. The Subgrantee will follow the following OMB Circulars in administering the subgrant:
- OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
 - OMB Circular A-87 Cost Principles for State and Local Governments.
 - OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations.
32. 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 views. The Grantee and FEMA are free to copyright any original work developed under this agreement, and reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work for Government purposes.
33. The Subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.
34. The Subgrantee will not enter into any contract with any party that is debarred or suspended from participating in Federal Assistance programs.

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

This Grant Agreement between the Wisconsin Division of Emergency Management (the WEM/Grantee) and the _____ (the Subgrantee) shall be effective on the date signed by the WEM and the Subgrantee. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the Subgrantee as a result of the Presidentially declared disaster occurring in Wisconsin (FEMA-DR-____-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 the DMA Form 1017A, Assurances Construction and Non-Construction Projects was signed by the above mentioned Subgrantee and submitted with the HMGP application.

Be it resolved by the Subgrantee, 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 Subgrantee. The individual and this designation is to be the authorized representative for obtaining HMGP funds.

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

1. This Grant Agreement in the amount of \$_____ will serve as the contract between WEM and the Subgrantee for the purpose of elevation of _____ properties located in the floodplain of the _____. Seventy-five percent or \$_____ represents the Federal share funded through FEMA, and 12.5 percent or \$_____ represents the State share funded through WEM. The remaining 12.5 percent or \$_____ is a local program match (Can not be match dollars for any other federal grants i.e. EMPG, EPCRA). The Subgrantee will be reimbursed for management costs applied to the total amount of the project up to 1% (one percent) or \$_____. If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs and management costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the Subgrantee is responsible for the costs in excess of the approved grant.

2. The Subgrantee will adhere to the special conditions as identified in the approval letter for the REC (Record of Environmental Consideration) dated _____, in completing the project.
 - Securing all permits per Wisconsin statutes and comply with regulatory standards.
 - If ground-disturbing activities occur during implementation, the subgrantee will monitor excavation activity, and if any artifacts or human remains are found during excavation process all work is to cease, and the subgrantee will notify WEM, FEMA and the State Historic Preservation Officer (SHPO.)
 - Steel, concrete, and other demolition materials should be recycled to the extent possible. Waste that cannot be recycled must be characterized and managed properly.
 - Best management practices will be applied to the property.
 - If deviations from the proposed scope of work result in the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subgrantee must contact WEM immediately for a re-evaluation by FEMA for NEPA and other applicable environmental laws.
3. Property owners elevating their structures must voluntarily elect to participate in the program.
4. Property owners elevating their structures must sign the Model Acknowledgement of Conditions for Mitigation Property in a Special Flood Hazard Area **before** work begins.
5. Property owners elevating their structures must agree to maintain flood insurance on the structure to an amount at least equal to the project cost or to the maximum limit of coverage available for their particular property, whichever is less.
6. Property owners elevating their structures 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.
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 grant will only cover eligible costs associated with the actual elevation of the structure.
9. Once this Grant Agreement is signed and returned to WEM, the subgrantee may begin the project and the authorized representative may request reimbursement of

expenses as identified in the budget included in the approved application. The Subgrantee will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive grant funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the Grantee.

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

Management costs are calculated on a formula identified in the State of Wisconsin Administrative Plan. The purpose of the management costs is to reimburse the Subgrantee for costs to prepare the applications, quarterly reports, audits, related field inspections, record keeping, and the filing of reimbursement claims to the Grantee. The Subgrantee shall maintain proper documentation of management costs (separate from documentation for Project expenditures) in order to be eligible for reimbursement. The management cost documentation does not have to be forwarded to the State but must be kept at the local level for three years after the grant close-out report has been accepted. Request for reimbursement of Administrative Costs may be included on DMA Form 167, Request for Reimbursement of Expenses.

The Grantee may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the Grantee 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 Migration Officer (SHMO) within fifteen days following the end of the quarter (January 15, April 15, July 15 and October 15). Said report will include the status of the project, anticipated completion date, and financial information.

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

Start Date No later than (date)

Completion Date Date

If the Subgrantee 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 grant performance period for the HMGP Project Grant will be date to date.

13. Request for final reimbursement and a final report covering all aspects of the project will be due 30 days after project completion. Project is considered complete after elevation of structures. The final report will need to include:

- Copies of permits and forms as identified in the approval letter for the Record of Environmental Considerations and in number 2 of this document.
 - A copy of the elevation certificate.
 - Proof that the property owner has purchased the required flood insurance coverage.
 - A copy of the required notice of flood insurance has been filed with the County Register of Deeds Office for each property that was elevated.
 - A photo of each property site after project completion.
 - The latitude and longitude coordinates for each property in the project.
 - Identification of repetitive loss properties in the project.
 - Other information as required.
14. 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 Wisconsin Administrative Code, ch. Comm 202, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA.)
15. The HMGP funds requested for the project shall not duplicate benefits received from any other disaster assistance program.
16. Will comply with 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 to conduct outreach, canvassing, referral or other similar programs. Information should not be provided to agencies not directly concerned with the project.
17. The Subgrantee will use HMGP funds solely for the purpose for which these funds are provided.
18. Subgrantee shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
19. The Subgrantee will update their floodplain ordinance to meet the current WI Department of Natural Resources requirements.
20. The Subgrantee will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP Program.
21. The Subgrantee will comply with all applicable federal, state and local codes and standards as pertain to this project.
22. The Subgrantee will follow Emergency Management and Assistance Regulations found in Title 44 CFR Code of Federal Regulations (CFR) Part 13, Uniform

Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- Follow requirements for budget revisions found in 44 CFR 13.30. 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.
- Follow cost-sharing requirements mandated by program statute or regulations in compliance with 44 CFR 13.24.
- Comply with 44 CFR 13.32 Equipment, 13.33 Supplies and 13.36 Procurement, and be in compliance with state and local laws and procedures.

23. The Subgrantee will follow the following OMB Circulars in administering the subgrant:

- OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
- OMB Circular A-87 Cost Principles for State and Local Governments.
- OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations.

24. 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 views. The Grantee and FEMA are free to copyright any original work developed under this agreement, and reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work for Government purposes.

25. The Subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.

26. The Subgrantee will not enter into any contract with any party that is debarred or suspended from participating in Federal Assistance programs.

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

This Grant Agreement between the Wisconsin Division of Emergency Management (the WEM/Grantee) and the _____ (the Subgrantee) shall be effective on the date signed by the WEM and the Subgrantee. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the Subgrantee as a result of the Presidentially declared disaster occurring in Wisconsin (FEMA-DR-____-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 the DMA Form 1017A, Assurances Construction and Non-Construction Projects, which was signed by the above mentioned Subgrantee and submitted with the HMGP application.

Be it resolved by the Subgrantee, 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 Subgrantee. The individual and this designation is to be the authorized representative for obtaining HMGP funds.

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

1. This Grant Agreement in the amount of \$_____ will serve as the contract between WEM and the Subgrantee for the purpose of _____. Seventy-five percent or \$_____ represents the Federal share funded through FEMA, and 12.5 percent or \$_____ represents the State share funded through WEM. The remaining 12.5 percent or \$_____ is a local program match (Can not be match dollars for any other federal grants i.e. EMPG, EPCRA). The Subgrantee will be reimbursed for management costs applied to the total amount of the project up to 1% (one-percent) or \$_____. If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs and management costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the Subgrantee is responsible for the costs in excess of the approved grant.

2. The Subgrantee will adhere to the special conditions as identified in the approval letter for the Environmental Assessment (EA) dated _____, in completing the project.
 - Securing all permits per Wisconsin statutes and comply with regulatory standards.
 - Follow all applicable local, state and federal laws (Clean Air Act, Clean Water Act, etc.), 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 subgrantee must contact the grantee and the relevant agency with authority for regulation of the material.
 - Secure erosion control permit under NR 216 if the property will impact more than one acre.
 - If deviations from the proposed scope of work result in the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subgrantee must contact WEM immediately for a re-evaluation by FEMA for NEPA and other applicable environmental laws.
 - If any archaeological features, artifacts or human remains are encountered during implementation of this project, it will be necessary to stop and contact the grantee and the State Historic Preservation Officer (SHPO's) office to consult regarding the appropriate data recovery plan.

3. Once this Grant Agreement is signed and returned to WEM, the subgrantee may begin the project and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved application. The Subgrantee will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive grant funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the Grantee.

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

Management costs are calculated on a formula identified in the State of Wisconsin Administrative Plan. The purpose of the management costs is to reimburse the Subgrantee for costs to prepare the applications, quarterly reports, audits, related field inspections, record keeping, and the filing of reimbursement claims to the Grantee. The Subgrantee shall maintain proper documentation of management costs (separate from documentation for Project expenditures) in order to be eligible for reimbursement. The management costs documentation does not have to be forwarded to the State but must be kept at the local level for three years after the grant close-out report has been accepted. Request for reimbursement of

management costs may be included on DMA Form 167, Request for Reimbursement of Expenses.

The Grantee may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the Grantee 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 Migration Officer (SHMO) within fifteen days following the end of the quarter (January 15, April 15, July 15 and October 15). Said report will include the status of the project, anticipated completion date, and financial information.
5. The Subgrantee will meet the following timeline for completing this project:

Start Date No later than (date)

Completion Date Date

If the Subgrantee 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 grant performance period for the HMGP Project Grant will be date to date.
7. 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 will need to include copies of all permits and forms as identified in the approval letter for the Environmental Assessment (EA) and pictures 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 Subgrantee will use HMGP funds solely for the purpose for which these funds are provided.
10. Subgrantee shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
11. The Subgrantee will update their floodplain ordinance to meet the current WI Department of Natural Resources requirements.
12. The Subgrantee will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP Program.

13. The Subgrantee will comply with all applicable federal, state and local codes and standards as pertain to this project.
14. The Subgrantee will follow Emergency Management and Assistance Regulations found in Title 44 CFR Code of Federal Regulations (CFR) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
 - Follow requirements for budget revisions found in 44 CFR 13.30. 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.
 - Follow cost-sharing requirements mandated by program statute or regulations in compliance with 44 CFR 13.24.
 - Comply with 44 CFR 13.32 Equipment, 13.33 Supplies and 13.36 Procurement, and be in compliance with state and local laws and procedures.
15. The Subgrantee will follow the following OMB Circulars in administering the subgrant:
 - OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
 - OMB Circular A-87 Cost Principles for State and Local Governments.
 - OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations.
 -
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 views. The Grantee and FEMA are free to copyright any original work developed under this agreement, and reserves 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 Subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.
18. The Subgrantee will not enter into any contract with any party that is debarred or suspended from participating in Federal Assistance programs.

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

This Grant Agreement between the Wisconsin Division of Emergency Management (the WEM/Grantee) and the _____ (the Subgrantee) shall be effective on the date signed by the WEM and the Subgrantee. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the Subgrantee as a result of the Presidentially declared disaster occurring in Wisconsin (FEMA-DR-____-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 the DMA Form 1017A, Assurances Construction and Non-Construction Projects, which was signed by the above mentioned Subgrantee and submitted with the HMGP application.

Be it resolved by the Subgrantee, 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 Subgrantee. The individual and this designation is to be the authorized representative for obtaining HMGP funds.

The Subgrantee hereby assures and certifies that the planning will comply with the applicable State of Wisconsin and FEMA regulations. Also, the Subgrantee gives assurance and certifies with respect to and as a condition for the grant that as a minimum:

1. This Grant Agreement in the amount of \$_____ will serve as the contract between WEM and the Subgrantee for the purpose of developing (or update) an All-Hazards Mitigation Plan. Seventy-five percent or \$_____ represents the Federal share funded through FEMA, and 12.5 percent or \$_____ represents the State share funded through WEM. The remaining 12.5 percent or \$_____ is a local program match (Can not be match dollars for any other federal grants i.e. EMPG, EPCRA). The Subgrantee will be reimbursed for management costs applied to the total amount of the project up to 1% (one percent) or \$_____. If there is a cost under-run for the project, final reimbursement for the federal and state share of the project costs and management costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the Subgrantee is responsible for the costs in excess of the approved grant.

2. Once this Grant Agreement is signed and returned to WEM, the subgrantee may begin the planning process and the authorized representative may request reimbursement of expenses. The Subgrantee will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive grant funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the Grantee.

The management costs are calculated on a formula identified in the State of Wisconsin Administrative Plan. The purpose of the management costs is to reimburse the Subgrantee for costs to prepare the applications, quarterly reports, audits, related field inspections, record keeping, and the filing of reimbursement claims to the Grantee. The Subgrantee shall maintain proper documentation of management costs (separate from documentation for Project expenditures) in order to be eligible for reimbursement. The management costs documentation does not have to be forwarded to the State but must be kept at the local level for three years after the grant close-out report has been accepted. Request for reimbursement of management costs may be included on DMA Form 167, Request for Reimbursement of Expenses.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE GRANT, UNLESS SPECIFICALLY AUTHORIZED BY THE GRANTEE, ARE NOT ALLOWABLE COSTS FOR THE GRANT.

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

The Subgrantee may request reimbursements of planning expenses up to 90% of the federal share of the grant or \$_____ as work progresses on the development of the updated plan. The remaining funds will not be paid until the plan update is completed and approved, and adequate documentation for the total costs incurred for the grant has been submitted.

FEMA will recoup mitigation planning grant funds for grants that do not meet the deliverable criteria of an adopted, FEMA-approved mitigation plan by the end of the performance period. 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 percent of the grant award;
- Jurisdictions with plans that have been reviewed by FEMA, but require changes in order to meet the minimum requirements, must return a minimum of 25 percent of the grant award if the required changes have not been made by the end of the period of performance; and

- Jurisdictions with plans that have not been submitted to FEMA for review by the end of the period of performance must return 100 percent of the grant award.
3. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Migration Officer (SHMO) within fifteen days following the end of the quarter (January 15, April 15, July 15 and October 15). Said report will include the status of the project, anticipated completion date, and financial information.
 4. The subgrantee will submit a copy of their draft plan that meets the planning criteria as found in 44CFR Part 201.6 (or 201.7 for tribal plans) along with a completed Local Hazard Mitigation Review Crosswalk to WEM by date, for review. The final plan must be completed and approved by FEMA prior to date.
 5. The grant performance period for the HMGP Planning Grant will be date to date. If the Subgrantee 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 subgrantee will complete and submit the final request for reimbursement and a final report 30 days prior to expiration of the grant, or within 30 days after completion of the plan whichever is sooner.
 7. The Subgrantee will use HMGP funds solely for the purpose for which these funds are provided.
 8. Subgrantee shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
 9. The Subgrantee will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP Program.
 10. The Subgrantee will comply with all applicable federal, state and local codes and standards as pertain to this project.
 11. The Subgrantee will follow Emergency Management and Assistance Regulations found in Title 44 CFR Code of Federal Regulations (CFR) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
 - Follow requirements for budget revisions found in 44 CFR 13.30. 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.
 - Follow cost-sharing requirements mandated by program statute or regulations in compliance with 44 CFR 13.24.

- Comply with 44 CFR 13.32 Equipment, 13.33 Supplies and 13.36 Procurement, and be in compliance with state and local laws and procedures.

12. The Subgrantee will follow the following OMB Circulars in administering the subgrant:

- OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
- OMB Circular A-87 Cost Principles for State and Local Governments.
- OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations.

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 views. The Grantee and FEMA are free to copyright any original work developed under this agreement, and reserves a royalty-free non exclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work for Government purposes.

14. The Subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP All Hazards Plan.

15. The Subgrantee will not enter into any contract with any party that is debarred or suspended from participating in Federal Assistance programs.

GRANT CERTIFICATION

The undersigned do hereby certify that the subgrantee will fulfill all the requirements of the Hazard Mitigation Grant Program contained in Federal and/or State program guidelines including the submission of all appropriate forms. The governing body of the subgrantee has duly authorized this document.

SIGNATURE OF SUBGRANTEE’S AUTHORIZED REPRESENTATIVE:

Name Typed _____ Date Signed _____
 Title _____

Subgrantee Jurisdiction _____

SIGNATURES OF THE GRANTEE (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):

State Hazard Mitigation Officer _____ Date Signed _____

**STATE OF WISCONSIN
 DEPARTMENT OF MILITARY AFFAIRS
 DIVISION OF EMERGENCY MANAGEMENT**

2400 Wright Street, P.O. Box 7865
 Madison, WI 53707
 608-242-3232

**Section 404 Hazard Mitigation Grant Program
 REQUEST FOR REIMBURSEMENT OF EXPENSES**

DISASTER #FEMA-_____-DR-WI
 SUBGRANTEE_____

DATE OF REQUEST_____
 COUNTY_____

<p>Total of Approved Grant (Federal+State+Local)</p> <p><small>Local match can not be time charged to any other federal grants i.e. EMPG, EPCRA</small></p>	<p>Project or Plan\$ _____</p> <p>Man Costs \$ _____</p>
<p>Amount Spent to Date (100%)</p>	<p>Project or Plan\$ _____</p> <p>Man Costs \$ _____</p>
<p>Total Reimbursement to Date</p>	<p>Project or Plan\$ _____</p> <p>Man Costs \$ _____</p>
<p>Amount Spent Since Last Request</p> <p><small>(Attach supporting documentation for project/plan costs.) (Do not attach documentation for management costs but keep it at your office for three years after close of grant.)</small></p>	<p>Project or Plan\$ _____</p> <p>Man Costs \$ _____</p>
<p>Advance (Prior Approval Required)</p> <p>Please see instructions on back of form.</p>	<p>Project or Plan\$ _____</p>
<p>Requested Project Reimbursement (87.5% of amount spent since last request)</p>	<p>Project or Plan\$ _____</p>
<p>Requested Management Costs Reimbursement</p> <p><small>(Keep documentation for 3 years after close of grant.)</small></p>	<p>Man Costs \$ _____</p>

Signature - Subgrantee's Authorized Representative

REIMBURSEMENT APPROVED Project \$_____ Admin Allow \$_____

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 days.
2. Deposit any advance HMGP funds into a separate **non-interest** bearing bank account.
3. If any interest is generated, those interest funds shall be reported to the State and must be spent for project administrative purposes before any additional project funds are drawn down.
4. Subgrantees 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 SUBGRANTEE ACQUISITION PROJECT FEMA-____-DR-WI

	FMV	APPRAISALS	TITLE SEARCHES	ABSTRACTS/ TITLE INS.	LEGAL FEES	SURVEYS	CLOSING COSTS	RELOCATION ASSISTANCE	DEMOLITION SITE RESTORATION	OTHER COSTS	TOTAL	MGMT. COSTS
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
 608-242-3232

PROJECT QUARTERLY STATUS REPORT

**Project / Plan
 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) If no, provide an explanation why and a new estimated completion date below.	
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. Value of appraisals to date:	
4. Number of offers accepted to date:	
5. Number of closings to date:	
6. Estimated closings to be completed in the next quarter:	
7. Approximate Acquisition costs to date: (Include title insurance, legal fees, taxes, etc.)	
8. Approximate Relocation Benefits to date:	
9. Number of structures demolished to date:	
10. Estimated structures to be demolished in the next quarter:	
11. Total Acquisition Costs: (Total 7 and 8)	
12. Federal, State, or Local Permits required this past quarter:	Yes ___ Number ___ None ___ (Attach copies of permits that were obtained this past quarter.)

FLOODPROOFING

1. Number of structures to be floodproofed:	
2. Number of structures floodproofed to date:	
3. Approximate Cost of floodproofing to date:	
4. Approximate Relocation Benefits to Date:	
5. Estimated # of structures to be floodproofed next quarter:	
6. Estimated floodproofing costs for next quarter:	
7. Federal, State, or Local Permits required this past quarter:	Yes ___ Number ___ None ___ (Attach copies of permits that were obtained this past quarter.)

ADDITIONAL QUESTIONS OR COMMENTS

1. Other costs incurred to date:

Item	Amount

3. Narrative Summary of Progress on Project or Plan: (Attach additional sheets if necessary)

4. Problems Encountered and Assistance Needed:

5. Other Information Pertinent to the Overall Project or Plan:

SIGNATURES

SUBGRANTEE'S AUTHORIZED REPRESENTATIVE

DATE

STATE HAZARD MITIGATION OFFICER

DATE

WISCONSIN STATE HMGP QUARTERLY REPORT
QUARTER END DATE JULY 31, 2010

GRANT NO.	COMMUNITY	GRANT APPROVE	APPROVED COMP DATE	SUBGRANTEE COMP DATE	STATUS CODE	COST CODE	FEDERAL SHARE	STATE SHARE	LOCAL SHARE	TOTAL GRANT	AMOUNT DISPERSED	FEDERAL AMOUNT	AMOUNT REMAINING	AVAILABLE ADMIN	ADMIN DISPERSED	ADMIN REMAINING
PROJECTS																
1719.8-R	Chaseburg (Res Acq)	7/24/2008	7/24/2011	10/1/2010	On Schedule	Unchanged	\$ 638,081.00	\$ 106,347.00	\$ 106,347.00	\$ 850,775.00	\$ 418,812.70	\$ 314,109.53	\$ 431,962.30	\$ 18,074.00	\$ 8,000.00	\$ 10,074.00
1719.13-R	Chaseburg (Com Acq)	9/12/2008	9/12/2011	10/1/2010	On Schedule	Unchanged	\$ 641,925.00	\$ 106,988.00	\$ 106,987.00	\$ 855,900.00	\$ 474,571.22	\$ 355,928.42	\$ 381,328.78	\$ 9,993.00	\$ 6,300.00	\$ 3,693.00
1719.7-R	Gays Mills (Acq)	5/20/2008	5/20/2011	10/1/2010	On Schedule	Overrun	\$ 903,236.00	\$ 150,539.00	\$ 150,539.00	\$ 1,204,314.00	\$ 663,051.02	\$ 497,288.27	\$ 541,262.98	\$ 20,788.00	\$ 4,750.00	\$ 16,038.00
1719.6-R	Gays Mills (Elevation)	9/16/2008	9/16/2011	10/1/2010	On Schedule	Underrun	\$ 169,164.00	\$ 28,194.00	\$ 28,194.00	\$ 225,552.00	\$ 199,890.05	\$ 149,917.54	\$ 25,661.95	\$ 4,511.00	\$ 2,500.00	\$ 2,011.00
1719.12-R	Kenosha County	9/25/2008	9/25/2011	4/1/2011	On Schedule	Unchanged	\$ 1,119,311.00	\$ 186,552.00	\$ 186,551.00	\$ 1,492,414.00	\$ 964,376.43	\$ 723,282.32	\$ 528,037.57	\$ 25,924.00	\$ 6,231.00	\$ 19,693.00
1719.9-R	Mount Pleasant	5/21/2008	5/21/2011	8/21/2009	Completed	Unchanged	\$ 181,121.00	\$ 30,187.00	\$ 30,186.00	\$ 241,494.00	\$ 241,494.46	\$ 181,120.85	\$ (0.46)	\$ 5,800.00	\$ 5,800.00	\$ -
1719.5-R	Oregon	4/10/2008	4/10/2011	7/10/2009	Completed	Unchanged	\$ 79,440.00	\$ 13,240.00	\$ 13,240.00	\$ 105,920.00	\$ 105,064.31	\$ 78,798.23	\$ 855.69	\$ 3,118.00	\$ 3,101.28	\$ 16.72
1719.11-F	Vernon County	11/6/2008	11/6/2011	9/31/2010	Delayed	Unchanged	\$ 85,500.00	\$ 14,250.00	\$ 14,250.00	\$ 114,000.00	\$ 114,000.00	\$ 85,500.00	\$ -	\$ 2,880.00	\$ 2,880.00	\$ -
1719.10-R	Soldiers Grove	7/25/2008	7/25/2011	10/1/2010	Completed	Unchanged	\$ 130,336.00	\$ 21,723.00	\$ 21,722.00	\$ 173,781.00	\$ 173,781.71	\$ 130,336.28	\$ (0.71)	\$ 4,476.00	\$ 4,476.00	\$ -
PLANNING																
1719.3-P	Crawford County	3/14/2008	3/14/2011	8/1/2010	On Schedule	Unchanged	\$ 30,000.00	\$ 5,000.00	\$ 5,000.00	\$ 40,000.00	\$ 30,393.05	\$ 22,794.79	\$ 9,606.95	\$ 1,200.00		\$ 1,200.00
1719.1-P	Richland County	2/22/2008	2/22/2011	6/30/2010	Completed	Unchanged	\$ 27,000.00	\$ 4,500.00	\$ 4,500.00	\$ 36,000.00	\$ 27,637.10	\$ 20,727.83	\$ 8,362.90	\$ 1,080.00		\$ 1,080.00
1719.4-P	Vernon County	3/14/2008	3/14/2011	9/14/2010	On Schedule	Unchanged	\$ 30,000.00	\$ 5,000.00	\$ 5,000.00	\$ 40,000.00	\$ 25,650.78	\$ 19,238.09	\$ 14,349.22	\$ 1,200.00		\$ 1,200.00
LOCAL TOTALS							\$ 4,035,114.00	\$ 672,520.00	\$ 672,516.00	\$ 5,380,150.00	\$ 3,438,722.83	\$ 2,579,042.12	\$ 1,941,427.17	\$ 99,044.00	\$ 44,038.28	\$ 55,005.72
State Management		3/27/2008					\$ 128,267.00	\$ 42,756.00		\$ 171,023.00	\$ 121,647.68	\$ 91,235.76	\$ 49,375.32			
1719	GRAND TOTALS						\$ 4,163,381.00	\$ 715,276.00	\$ 672,516.00	\$ 5,551,173.00	\$ 3,560,370.51	\$ 2,670,277.88	\$ 1,990,802.49	\$ 99,044.00	\$ 44,038.28	\$ 55,005.72
PROJECTS																
1768.18-R	Elroy, City	10/16/2009	10/16/2012	10/16/2012	On Schedule	Unchanged	\$ 429,000.00	\$ 71,500.00	\$ 71,500.00	\$ 572,000.00	\$ 261,351.60	\$ 196,013.70	\$ 310,648.40	\$ 5,720.00	\$ 2,613.52	\$ 3,106.48
1768.10-R	Excelsior, Town	5/29/2009	5/29/2012	5/29/2011	On Schedule	Unchanged	\$ 91,350.00	\$ 15,225.00	\$ 15,225.00	\$ 121,800.00	\$ 96,921.68	\$ 72,691.26	\$ 24,878.32	\$ 1,218.00	\$ 969.22	\$ 248.78
1768.16-R	Fond du Lac, City	9/24/2009	9/24/2012	9/24/2012	On Schedule	Unchanged	\$ 1,231,808.00	\$ 205,301.00	\$ 205,301.00	\$ 1,642,410.00	\$ 706,829.55	\$ 530,122.16	\$ 935,580.45	\$ 16,424.00	\$ 6,932.37	\$ 9,491.63
1768.22-R	Gays Mills	11/5/2009	11/5/2012	11/5/2012	On Schedule	Underrun	\$ 823,505.00	\$ 137,251.00	\$ 137,250.00	\$ 1,098,006.00	\$ 494,875.00	\$ 371,156.25	\$ 603,131.00	\$ 10,980.06	\$ 5,000.00	\$ 5,980.06
1768.17-R	Grant County	11/10/2009	11/10/2012	11/10/2012	On Schedule	Unchanged	\$ 350,475.00	\$ 58,413.00	\$ 58,412.00	\$ 467,300.00		\$ -	\$ 467,300.00	\$ 4,673.00		\$ 4,673.00
1768.13-R	Janesville, City	6/30/2009	6/30/2012	6/30/2012	On Schedule	Unchanged	\$ 933,563.00	\$ 155,594.00	\$ 155,593.00	\$ 1,244,750.00	\$ 545,044.68	\$ 408,783.51	\$ 699,705.32	\$ 12,447.00	\$ 5,450.00	\$ 6,997.00
1768.14-R	Jefferson, City	8/13/2009	8/13/2012	8/13/2012	On Schedule	Unchanged	\$ 374,873.00	\$ 62,479.00	\$ 62,478.00	\$ 499,830.00	\$ 293,060.57	\$ 219,795.43	\$ 206,769.43	\$ 4,998.00		\$ 4,998.00
1768.23-R	Jefferson County	11/13/2009	11/13/2012	11/13/2012	On Schedule	Unchanged	\$ 6,065,755.00	\$ 1,010,959.00	\$ 1,010,959.00	\$ 8,087,673.00	\$ 1,095,216.26	\$ 821,412.20	\$ 6,992,456.74	\$ 59,779.00	\$ 21,750.00	\$ 38,029.00
1768.21-R	Kenosha County	12/4/2009	12/4/2012	12/4/2012	On Schedule	Unchanged	\$ 1,866,089.00	\$ 311,015.00	\$ 311,014.00	\$ 2,488,118.00		\$ -	\$ 2,488,118.00	\$ 24,881.00		\$ 24,881.00
1768.9-R	LaFarge, Village	6/16/2009	6/16/2012	6/16/2012	On Schedule	Unchanged	\$ 896,756.00	\$ 149,460.00	\$ 149,459.00	\$ 1,195,675.00	\$ 625,930.48	\$ 469,447.86	\$ 569,744.52	\$ 11,956.00	\$ 8,000.00	\$ 3,956.00
1768.19-R	Paddock Lake	9/3/2009	9/3/2012	9/3/2012	On Schedule	Unchanged	\$ 516,458.00	\$ 86,076.00	\$ 86,076.00	\$ 688,610.00		\$ -	\$ 688,610.00	\$ 6,886.00		\$ 6,886.00
1768.12-R	Reedsburg, City	7/14/2009	7/14/2012	7/14/2012	On Schedule	Unchanged	\$ 1,952,078.00	\$ 325,346.00	\$ 325,346.00	\$ 2,602,770.00	\$ 1,804,232.70	\$ 1,353,174.52	\$ 798,537.30	\$ 26,027.00		\$ 26,027.00
1768.26-R	Richland Center	11/4/2009	11/4/2012	11/4/2012	On Schedule	Unchanged	\$ 85,125.00	\$ 14,188.00	\$ 14,187.00	\$ 113,500.00	\$ 77,000.00	\$ 57,750.00	\$ 36,500.00	\$ 1,135.00		\$ 1,135.00
1768.15-R	Rock County	8/19/2009	8/19/2012	8/19/2012	On Schedule	Unchanged	\$ 879,532.00	\$ 146,589.00	\$ 146,588.00	\$ 1,172,709.00	\$ 657,713.50	\$ 493,285.13	\$ 514,995.50	\$ 11,726.00	\$ 6,572.00	\$ 5,154.00
1768.11-R	Rock Springs	8/24/2009	8/24/2012	8/24/2012	On Schedule	Unchanged	\$ 1,884,590.00	\$ 314,098.00	\$ 314,098.00	\$ 2,512,786.00	\$ 1,026,068.49	\$ 769,551.57	\$ 1,486,717.51	\$ 23,109.00	\$ 6,408.00	\$ 16,701.00
1768.8-R	Spring Green, Town	5/29/2009	5/29/2012	5/29/2011	On Schedule	Unchanged	\$ 4,033,218.00	\$ 672,203.00	\$ 672,203.00	\$ 5,377,624.00	\$ 4,802,335.41	\$ 3,601,751.56	\$ 575,288.59	\$ 53,776.00	\$ 47,839.60	\$ 5,936.40
1768.24-R	Sugar Creek, Town	10/26/2009	10/26/2012	10/26/2012	On Schedule	Unchanged	\$ 541,885.00	\$ 90,314.00	\$ 90,314.00	\$ 722,513.00	\$ 456,412.54	\$ 342,309.41	\$ 266,100.46	\$ 7,225.00		\$ 7,225.00
PLANNING																
1768.27-P	Avoca, City	12/23/2009	12/23/2012	11-1-10 (draft)	On Schedule	Unchanged	\$ 21,420.00	\$ 3,570.00	\$ 3,570.00	\$ 28,560.00		\$ -	\$ 28,560.00	\$ 286.00		\$ 286.00
1768.6-P	Burnett County	5/7/2009	5/7/2012	07-01-10 (draft)	On Schedule	Unchanged	\$ 22,500.00	\$ 3,750.00	\$ 3,750.00	\$ 30,000.00	\$ 16,166.67	\$ 12,125.00	\$ 13,833.33	\$ 300.00	\$ 200.00	\$ 100.00
1768.5-P	Green County	5/7/2009	5/7/2012	09-01-10 (draft)	On Schedule	Unchanged	\$ 6,953.00	\$ 1,159.00	\$ 1,159.00	\$ 9,271.00	\$ 4,966.29	\$ 3,724.72	\$ 4,304.71	\$ 93.00	\$ 51.31	\$ 41.69
1768.2-P	Green Lake County	3/24/2009	3/24/2012	9-24-10 (draft)	On Schedule	Unchanged	\$ 27,000.00	\$ 4,500.00	\$ 4,500.00	\$ 36,000.00		\$ -	\$ 36,000.00	\$ 270.00		\$ 360.00
1768.25-P	Iowa County	11/16/2009	11/16/2012	2-16-12 (draft)	On Schedule	Unchanged	\$ 36,270.00	\$ 6,045.00	\$ 6,045.00	\$ 48,360.00		\$ -	\$ 48,360.00	\$ 484.00		\$ 484.00
1768.3-P	Juneau County	4/14/2009	4/14/2012	7-1-10 (draft)	On Schedule	Unchanged	\$ 11,143.00	\$ 1,857.00	\$ 1,857.00	\$ 14,857.00	\$ 3,777.61	\$ 2,833.21	\$ 11,079.39	\$ 149.00		\$ 149.00
1768.1-P	Kenosha County	3/10/2009	3/10/2011	7-31-10 (draft)	On Schedule	Unchanged	\$ 30,000.00	\$ 5,000.00	\$ 5,000.00	\$ 40,000.00		\$ -	\$ 40,000.00	\$ 400.00		\$ 400.00
1768.28P	Milwaukee County	12/31/2009	12/31/2012	7-31-10 (draft)	On Schedule	Unchanged	\$ 8,633.00	\$ 1,439.00	\$ 1,438.00	\$ 11,510.00		\$ -	\$ 11,510.00	\$ 115.00		\$ 115.00
1768.4-P	Rock County	3/24/2009	3/24/2012	11/28/2010	On Schedule	Unchanged	\$ 22,500.00	\$ 3,750.00	\$ 3,750.00	\$ 30,000.00		\$ -	\$ 30,000.00	\$ 300.00		\$ 300.00
1768.20-P	Sauk County	9/14/2009	9/14/2012	5-31-10 (draft)	On Schedule	Unchanged	\$ 14,434.00	\$ 2,406.00	\$ 2,405.00	\$ 19,245.00	\$ 7,621.74	\$ 5,716.31	\$ 11,623.25	\$ 192.00	\$ 133.36	\$ 58.64
LOCAL TOTALS							\$ 23,156,913.00	\$ 3,859,487.00	\$ 3,859,477.00	\$ 30,875,877.00	\$ 12,975,524.77	\$ 9,731,643.78	\$ 17,900,352.22	\$ 285,549.06	\$ 111,919.38	\$ 173,719.68
1768.7-M	State Management	5/20/2009	5/20/2014		On Schedule	Unchanged	\$ 1,132,373.00		\$ -	\$ 1,132,373.00	\$ 474,270.83	\$ 474,270.83	\$ 658,102.17			
1768	GRAND TOTAL						\$ 24,289,286.00	\$ 3,859,487.00	\$ 3,859,477.00	\$ 32,008,250.00	\$ 13,449,795.60	\$ 10,205,914.61	\$ 18,558,454.39	\$ 285,549.06	\$ 111,919.38	\$ 173,719.68

SAMPLE LETTER FOR PROJECT CLOSEOUT

Date

Chief, Hazard Mitigation Assistance Branch
Mitigation Division
Federal Emergency Management Agency
536 S. Clark Street, 6th Floor
Chicago, IL 60605

ATTENTION: Federal Hazard Mitigation Officer

Dear _____:

This is to request closeout of the following Hazard Mitigation Grant Program project under federal disaster declaration FEMA- -DR-WI:

Project Number	Name of Project
----------------	-----------------

Our records indicate that \$ _____ (project funds plus management coss) in federal funds has been disbursed to the subgrantee. In addition, \$ _____ was provided by the State (12.5%) with the subgrantee providing the remaining 12.5% match. All grant activities have been completed and documentation has been submitted to this office supporting the costs claimed.

If you have any questions, please feel free to call me at _____.

Sincerely,

State Hazard Mitigation Officer
Wisconsin Division of Emergency Management

**WISCONSIN EMERGENCY MANAGEMENT
PROJECT CLOSE-OUT WORKSHEET**

SUBGRANTEE:	COUNTY:
DECLARATION, PDM, FMA, RFS, SRL FY:	PROJECT NO.:
POINT OF CONTACT:	PHONE:

TOTAL HMGP/PDM/FMA/RFC/SRL FUNDS APPROVED:	\$
FEDERAL:	\$
STATE:	\$
LOCAL:	\$
MANAGEMENT COSTS:	\$
OTHER:	\$

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		Project Application	
2		Benefit-Cost Ratio	
3		Environmental Review <i>(National Environmental Policy Act)</i> <i>Signed Environmental Closeout Declaration</i>	
4		FEMA Approval / Obligation	
5		State Approval Letter	
6		Signed Assurances	
7		Signed State / Local HMGP Agreement	
8		Quarterly Reports	
9		Subgrantee Notified WEM of Project Completion	
10		Project Completed Within Approved Scope of Work	
11		12.5% Local Match Verified	
12		Overrun Documentation	
13		On-Site Project Inspection	
14		Environmental Closeout Declaration Signed/copies of permits provided	
15		Mitigation Plan Completed, Approved, and Adopted	
16		Final Payment Authorized and Issued <i>(including Subgrantee Administrative Allowance)</i>	

17		Bill For Collection <i>(if applicable)</i>	
18		WEM Notifies FEMA of Close-Out	
19		Deobligation (FEMA) <i>(if applicable)</i>	
21		Subgrantee Audit	
22		OPTIONAL Community Assistance Visit or Contact: Pre-Project Post-Project	
23		Other Issues	
COMMENTS:			

ACQUISITION PROJECTS

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		Final List of Properties Acquired	
2		Approved Relocation Plan	
3		Approved Acquisition Procedures	
4		Demolition Contracts Awarded and Underway	
5		Demolition Completed	
6		Total Parcels Acquired Improved Parcels Residential Commercial Vacant Parcels Development Rights Purchased	
7		Total Funds Expended on Acquisition <i>(incl. Relocation)</i> Improved Parcels Residential Commercial Vacant Parcels Development Rights Purchased	
8		Warranty Deeds with required restrictions	
9		GPS Coordinates Provided	
10		Pictures of acquired properties	
11		Form AW-501 completed (Required for flood insured structures.)	
COMMENTS:			

ELEVATION

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		Final List of Properties Elevated	
2		Case Files Complete <i>(WEM Floodproofing File Checklist Verified including permits, photos, elevation certificate, signed Property Owner's Acknowledgement of Conditions, proof of flood insurance, GPS coordinates, notice of flood insurance requirement on warranty)</i>	
3		Total Structures Floodproofed Commercial Residential	
4		Verification of Expenditures	
5		Total Funds Expended on Floodproofing <i>(including Relocation for Tenants)</i> Commercial Residential	
6		Form AW-501 completed (Required for flood insured structures. Completed in Squanet.)	
COMMENTS:			

CONSTRUCTION / OTHER PROJECTS

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		Bid Specifications and Bid Tabulation	
2		Contract Award	
3		Verification of Expenditures	
4		Total Funds Expended	
COMMENTS:			

REVIEWERS

SIGNATURE _____
State Hazard Mitigation Officer

DATE _____

SIGNATURE _____
FEMA Hazard Mitigation Specialist

DATE _____

**WISCONSIN EMERGENCY MANAGEMENT
PLANNING CLOSE-OUT WORKSHEET**

SUBGRANTEE:	COUNTY:
DECLARATION or FISCAL YEAR:	GRANT NO.:
POINT OF CONTACT:	PHONE:

TOTAL HMGP, PDM, OR FMA FUNDS APPROVED:	\$
FEDERAL:	\$
STATE:	\$
LOCAL:	\$
MANAGEMENT COSTS:	\$
OTHER:	\$

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		Project Application	
2		Environmental Review	
3		FEMA Approval / Obligation	
4		State Approval Letter	
5		Signed Assurances	
6		Signed State / Local HMGP Agreement	
7		Quarterly Reports	
8		Adopted Plan Approved by FEMA	
9		Subgrantee Notified WEM of Project Completion	
10		25% Local Match Verified	
11		Overrun Documentation	
12		Final Payment Authorized and Issued <i>(including Subgrantee Administrative Allowance)</i>	
13		Bill For Collection <i>(if applicable)</i>	
14		WEM Notifies FEMA of Close-Out	
15		Deobligation (FEMA) <i>(if applicable)</i>	
16		Subgrantee Audit <i>(if applicable)</i>	
17		Other Issues	

SUBGRANTEE:	COUNTY:
DECLARATION or FISCAL YEAR:	GRANT NO.:

COMMENTS:
--

REVIEWERS

SIGNATURE _____ State Hazard Mitigation Officer	DATE _____
SIGNATURE _____ FEMA Hazard Mitigation Specialist	DATE _____

SAMPLE LETTER FOR DECLARATION CLOSEOUT

Date _____

Chief, Hazard Mitigation Assistance Branch
Mitigation Division
Federal Emergency Management Agency
536 S. Clark Street, 6th Floor
Chicago, IL 60605

ATTENTION: Federal Hazard Mitigation Officer

Dear _____:

This is to request closeout of the Hazard Mitigation Grant Program under federal disaster declaration FEMA- _____ -DR-WI.

(Number of projects) were approved for the (name municipalities), plus State Management Costs. All grant activities have been completed and documentation was submitted supporting the costs claimed.

Our records indicate the following funds were disbursed:

75% Federal Share	\$
12.5% State Share	\$
12.5% Local Share	\$
Sub-Total	\$
Grantee Management Costs	\$
Subgrantee Management Costs	\$
Sub-Total	\$
TOTAL	\$

Total federal funds disbursed for the declaration is \$ _____.

If you have any questions, please feel free to call me at _____.

Sincerely,

State Hazard Mitigation Officer
Wisconsin Division of Emergency Management

Cc: WEM Financial Specialist

**WISCONSIN EMERGENCY MANAGEMENT
DECLARATION CLOSE-OUT WORKSHEET
HAZARD MITIGATION GRANT PROGRAM**

DECLARATION FEMA	-DR-WI	DECLARED:
COUNTIES:		
POINT OF CONTACT:		PHONE:

HMGP ADMINISTRATIVE PLAN APPROVED YES _____ NO _____

STANDARD ALL HAZARDS MITIGATION PLAN YES _____ NO _____

ENHANCED ALL HAZARDS MITIGATION PLAN YES _____ NO _____

TOTAL HMGP FUNDS:	\$
FEDERAL:	\$
STATE:	\$
LOCAL:	\$
MANAGEMENT COSTS:	\$

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		Federal / State Agreement	
2		State Management Cost Narrative	
3		Project Application	
4		OMB Standard Form 424	
5		FEMA Obligation of Funds	
6		Quarterly Reports	
7		Quarterly Financial Status Reports	
8		State Notifies FEMA for Close-Out	
9		Final Financial Status Report FFR 425	
10		Other issues	
COMMENTS:			

STATE MANAGEMENT COSTS

Item #	Completed: (4)	Criteria:	Status / Date Completed:
1		State Management Cost Narrative	
2		Approval and Obligations along with Supplements: Dates Amounts	
COMMENTS:			

All projects under FEMA - _____ - DR - WI are completed and closed. WEM requests close-out of the Mitigation component of this disaster.

REVIEWERS

SIGNATURE _____ **DATE** _____
State Hazard Mitigation Officer

SIGNATURE _____ **DATE** _____
FEMA Hazard Mitigation Specialist

Date

Community

Dear :

The *Name of Community* received hazard mitigation assistance to acquire property that was susceptible to recurring damage. Per the State-Local Assistance Grant Agreement between the *Name of Community* and Wisconsin Emergency Management and per the warranty deed restrictions, property acquired must be maintained for open space, recreational, or wetlands practices in perpetuity. In addition to the open space land use restrictions, any new structure on the property other than a restroom must be open on all sides and functionally related to the open space use and be in compliance with federal and state floodplain management regulations and local floodplain ordinances.

The *Name of Community* is responsible for the continued maintenance of the acquired properties and for certifying that the property is maintained in accordance with the land use restrictions.

Applicable Regulations

44 CFR (Code of Federal Regulations) Part 80.19, Land Use and Oversight, apply as of December 3, 2007, to **all** property acquisitions funded through FEMA (Federal Emergency Management Agency) mitigation programs regardless of the date they were acquired (see attached.) Per 80.19(d), a report certifying that the properties continue to be maintained in perpetuity for uses compatible with open space practices consistent with the warranty deed restrictions needs to be submitted to this office every three years.

Certification Process

Properties have been acquired across the state by various communities and under different grants and at different times. In order to track the properties and to simplify the process, this office will send out a notice every three years to all communities that have completed property acquisitions. The notice will include a list of properties with the required certification. The certification will be required to be signed and returned to this office by July 1st. This office will send the required certification to FEMA, Region V.

Attached is a listing of properties in your jurisdiction that were acquired with FEMA mitigation funds. These properties are bound by the grant agreement and deed restrictions, and must comply with 44 CFR Part 80.19(d.) Please sign the certification form and return to this office no later than **July 1, 2010.**

If you have any questions, please contact me at 608-242-3211, or Joe Heinrich at 608-242-3216.

Sincerely,

ROXANNE K. GRAY
State Hazard Mitigation Officer
Wisconsin Emergency Management

Enclosures

cc Emergency Management Regional Director

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 its 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 _____

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 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.
4. The State Management Cost Plan Narrative provides for pass through management costs for the subgrantees at 1% of their total eligible project. If justified and funds area available, subgrantees may apply for additional management costs.

Please advise _____, State Hazard Mitigation Officer at (608) 242-3211 upon approval and obligation of these funds.

Sincerely,

State Coordinating Officer
Wisconsin Emergency Management

Enclosures

cc: SHMO
WEM Administrative Officer
Mitigation Specialist, FEMA Region V

**HAZARD MITIGATION GRANT PROGRAM
STATE MANAGEMENT COST PLAN NARRATIVE
FEMA-____DR-WI
WISCONSIN**

The purpose of this narrative is to document the State of Wisconsin's request for its 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 requirement and other costs for which the State (grantee) will use management cost funding; the pass-through funding the state will make available to subgrantees for their HMGP management costs; 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 GRANTEE 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 September 2010.

The State's Hazard Mitigation staff consists of the following positions at Wisconsin Emergency Management: State Hazard Mitigation Officer, Assistant State Hazard Mitigation Officer, Response and Recovery Planner, and Hazard Mitigation Specialist. Additional Hazard Mitigation Specialist will be hired as needed to administer the declaration. Position descriptions for the various positions are attached.

The State Hazard Mitigation Officer serves as the Alternate GAR and is responsible for management and administration of the HMGP for this declaration. In addition, the SHMO leads the Wisconsin Hazard Mitigation Team. 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 management 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 in working on disasters using time sheets. When multiple disasters are involved, Mitigation staff document hours worked on each disaster by identifying those hours by declaration number on the time sheets. The time is then charged to State Management Costs for the appropriate declaration.

The narrative that follows provides a synopsis of the grantee activities for the ____-DR HMGP to be funded by the management grant.

Project and Application Development and Review Process

The State received ____ pre-applications from subgrantees for project activities totaling \$_____. Upon completion of review, ranking and scoring of the pre-applications, and based on State priorities and funding availability, formal applications were sent to ____ subgrantees for further funding consideration. The application deadline for the formal applications is _____. Planning grant applications were made available with a _____ deadline. The State received ____ planning grant applications.

In addition, State Mitigation Staff coordinates with members of the Wisconsin Hazard Mitigation Team to identify potential funding projects as well as package funding where possible.

State staff is available to provide technical assistance on an individual basis upon request of potential applicants; this may include visits to sites of potential mitigation projects. 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 subgrantees in developing viable project applications that will meet state and federal criteria.

Application Review

State staff reviews applications after submission to determine whether they are complete and 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 the NEPA requirements and prepare the Record of Environmental Consideration. Based on funding availability and State priorities, recommendations for funding are shared with the Wisconsin Hazard Mitigation Team and the Wisconsin Emergency Management Administrator. State mitigation staff assembles the required documentation and submits project and planning grant subapplications to FEMA for environmental and historic

preservation reviews and final approval. Throughout this process, state staff communicates 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 subgrantees. Progress on projects is monitored by State staff through reviewing quarterly reports, processing requests for reimbursements for work completed, maintaining regular communications, and conducting site visits. Staff provides technical assistance on an as-needed basis to subgrantees. Mitigation staff prepares State quarterly reports to be submitted to FEMA, and provides other documentation as required by grant award documents and program requirements. Upon completion of the project, Mitigation Staff will conduct a final inspection on the project and prepares grant closeout documents per the State Administrative Plan. Upon completion and closeout of all projects, the staff prepares a HMGP declaration closeout report. The Financial Management Officer prepares the required financial closeout reports. Final inspections are completed to ensure that the project is implemented according to the scope of work 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.

SUBGRANTEE PASS-THROUGH

As described in the *State of Wisconsin Administrative Plan for the HMGP*, the state may pass-through to subgrantees management costs for costs associated with administration of the approved HMGP subgrant. Costs will include those incurred for requesting, obtaining, and administering the grant. This includes costs for submitting quarterly reports, preparing requests for reimbursements, conducting inspections, completing closeout documents, and any required audits. Subgrantee management costs are based on 1% (one percent) of the final net eligible costs in the FEMA approved HMGP grant. Additional funds may be requested in extraordinary situations with adequate documentation and if management cost funds are available. The Mitigation staff will track funds expended for subgrantee management costs for each subgrantee on its disbursement spreadsheet as well as cumulatively for all subgrantees for the disaster.

Based on the 30-day HMGP estimate, \$_____ will be reserved for subgrantee pass-through to reimburse them for grant management costs at project/plan closeout.

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 management cost expenditures of each subgrantee as well as its own. Subgrantee management

expenditures will be monitored through quarterly and final reports, as well as final request for reimbursement. Subgrantees will be required to maintain documentation on all subgrantee management costs, but are not required to provide the documentation to the State.

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:

Administrator
State Coordinating Officer

Date

**HAZARD MITIGATION-STATE MANAGEMENT COSTS
FEMA-____-DR-WI Project Cost Through XXXX**

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)

Assistant 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)

Mitigation Specialist

	Year	Year	Year	Year
Salary	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
Total	\$	\$	\$	\$

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 SUBGRANTEE 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 Disaster 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 mitigation and the 404-HMGP.
4. Conduct briefings and meetings with potential applicants on the HMGP.
5. Solicit, accept and review pre-applications from municipalities interested in applying for hazard mitigation assistance.
6. Assist communities in completing formal applications for HMGP and provide technical assistance that may be required.
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. Monitor subgrantee compliance with Section 404-HMGP requirements.
9. Monitor subgrantee 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.
11. Answer written and oral inquiries regarding the 404-HMGP, attend and conduct meetings pertaining to HMGP, and coordinate with FEMA Region V staff on 404 issues requiring clarification, etc.
12. Update the 404-HMGP Administrative Plan as required.
13. Develop state guidance in administering the 404-HMGP, and issue to subgrantees.

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
ASSISTANT STATE HAZARD MITIGATION OFFICER**

This position will function under the supervision of the State Hazard Mitigation Officer (SHMO), 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 municipalities interested in applying for HMGP assistance.
3. Review pre-applications and at direction of 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 review for CATEX projects.
6. After funding is approved, assist communities as required in implementing approved projects. Monitor subgrantee compliance with Section 404-HMGP requirements, including time extensions and closeouts after projects are completed.
7. Issue payments to subgrantees based on completed work and monitor subgrantees 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.

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 ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
RESPONSE AND RECOVERY PLANNER**

This position will function under the supervision of the State Hazard Mitigation Officer (SHMO), 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 municipalities interested in applying for HMGP assistance.
3. Review pre-applications and at direction of 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 review for CATEX projects.
6. After funding is approved, assist communities as required in implementing approved projects. Monitor subgrantee compliance with Section 404-HMGP requirements, including time extensions and closeouts after projects are completed.
7. Issue payments to subgrantees based on completed work and monitor subgrantees 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 Hire)**

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.
2. Review pre-applications and at direction of SHMO, send formal applications to municipalities eligible for HMGP funding.
3. Assist communities as required in completing formal applications in funding.
4. Perform benefit-cost analysis and environmental reviews on potential projects.
5. Assist in preparing the state's application for HMGP funding for submission to FEMA.
6. Answer oral and written inquiries relating to the HMGP.
7. Attend meetings as required.
8. Compose correspondence to FEMA Region V, to obtain clarification of issues relating to 404 funding.
9. Assist the SHMO in conducting WHMT meetings by developing agendas, handout materials, and other information.
10. Attend and participate in WHMT meetings.
11. Coordinate with other federal and state agency WHMT members to facilitate their processing of applications and providing assistance to municipalities.