



**State of Alaska**  
**Hazard Mitigation Planning Grant Application**  
 Local Mitigation Plans (single & multi-jurisdictional)  
 Administrative Plan Appendix 11.3  
**Alaska Department of Military and Veteran's Affairs**  
**Division of Homeland Security & Emergency Management**

SUB-APPLICANT NAME: \_\_\_\_\_

PLAN PROPOSAL NAME: \_\_\_\_\_

THIS SECTION FOR STATE USE ONLY		
FUNDING SOURCE:	COMMUNITY NFIP STATUS:	GENERAL STATUS:
<input type="checkbox"/> HMGP 7% Planning	<input type="checkbox"/> Participating Community	<input type="checkbox"/> Completeness Checklist
<input type="checkbox"/> HMGP 5% Initiative	ID #: _____	<input type="checkbox"/> Eligible Sub-Applicant
<input type="checkbox"/> Other _____	<input type="checkbox"/> In Good Standing	<input type="checkbox"/> Local 322 Plan Current
<input type="checkbox"/> Initial Submission	<input type="checkbox"/> Sanctioned	<input type="checkbox"/> State 322 Plan Compliant
<input type="checkbox"/> Resubmission	<input type="checkbox"/> CRS Participant (# _____)	
<b>State Reviewer:</b>	<b>Reviewer Phone #:</b>	
<b>Date Received:</b>	<b>Reviewer E-mail:</b>	
Federal Share: (generally 75%)	\$	\$
Additional Federal Share: (if any)	\$	\$
State Share: (generally 25%)	\$	\$
Sub-Applicant's Share: (if any)	\$	\$
Other Non-Federal Share: (if any)	\$	\$
<b>Total funds required to complete project:</b>	\$	\$

ALASKA DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
 P.O. Box 5750, Fort Richardson, Alaska 99505 (800) 478-2337

Local Plan Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

New Local Plan       Update Current Local Plan       Update Expired Local Plan

Communities Covered by This Application *(include name of Borough where the community is located):*

\_\_\_\_\_  
\_\_\_\_\_

If updating an existing multi-jurisdictional plan (or converting to a multi-jurisdictional format), are there any new communities participating in the plan update?

Yes     No

National Flood Insurance Program CID Number: *(List each participating community)*

\_\_\_\_\_

National Flood Insurance Program Status: *(List each participating community)*

\_\_\_\_\_  In Good Standing     Sanctioned

Sub-Applicant UEI Number \_\_\_\_\_ FIPS Code \_\_\_\_\_

AK House District # \_\_\_\_\_ AK Senate District # \_\_\_\_\_

U.S. Congressional District \_\_\_\_\_

**INSTRUCTIONS:**    **Complete Sections 1 through 5.** Please answer each question as fully as you can. Print or type your responses clearly. If you have questions about this application, please contact a representative of the State Hazard Mitigation Section at 1-800-478-2337. Attach additional pages if necessary. Please mail **ONE PAPER AND ONE ELECTRONIC COPY** of your application to:

AK Department of Military and Veteran's Affairs  
Division of Homeland Security and Emergency Management  
P.O. Box 5750  
JBER, Alaska, 99505-5750

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## Section 1: Sub-Applicant Assurances

*If the project is funded, the sub-applicant must adopt an ordinance or other policy that demonstrates the community shall comply with the following (sub-applicant, not sub-applicant preparer, **MUST** initial each item)*

\_\_\_\_\_ *The sub-applicant **MUST** designate an Authorized Agent for the Project*

\_\_\_\_\_ *The sub-applicant **MUST** comply with **ALL** stipulations outlined in Title 44 of the Code of Federal Regulation and the current FEMA HMA Guidance*

\_\_\_\_\_ *A public meeting **MUST** be conducted to explain project policy and procedures*

\_\_\_\_\_ *The community **WILL** submit to AK DHSEM copies of their Single Audit Act Report for the year in which the grant was received, and for each subsequent year that the community receives funding under this grant*

\_\_\_\_\_ *If the sub-applicant fails to expend or is over advanced Federal and / or State disaster funds in accordance with Federal or State disaster assistance laws or programs, the Governor's Authorized Representative reserves the right to recapture funds in accordance with Federal or State laws and requirements*

\_\_\_\_\_ *The sub-applicant will not enter into a contract with a contractor who is on the debarred contractors list*

\_\_\_\_\_ *The sub-applicant will prohibit any employee, governing body, contractor, subcontractor or organization from participating in or presenting the appearance of a conflict of interest or kickbacks*

*Budgeted line items **MUST NOT** be exceeded without prior written approval of the State and FEMA. Any cost over-runs of budgeted items without authorization becomes the responsibility of the sub-applicant. Failure to submit written requests for cost over-runs constitutes grounds for recapture of grant funds for non-performance.*

\_\_\_\_\_ *Upon receipt of an award stemming from this Planning Grant Application the sub-applicant will be re-designated as the grant sub-recipient and all provisions of Title 2, Part 200, Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards will be in force.*

\_\_\_\_\_ *Both the State and FEMA reserves the right to recapture funds for non-performance of the stipulations of the grant*

\_\_\_\_\_ *Any changes to the scope of this grant **MUST** have the written approval of both the State and FEMA. This includes changes to the budget, the participant list and timeline. Failure to submit written requests for changes in scope constitutes grounds for recapture of funds for non-performance.*

### Authorized Agent Agreement

Should our community be awarded FEMA funds to implement a mitigation project, we agree to the stipulations outlined above as conditions of receiving funds and implementing said project

Authorized Agent's Signature

Date

Name (Printed or typed)

Title

## Section 2: Scope of Work

Instructions:    Black Text: Fixed text must remain part of application  
                    Blue Text: Text customized by sub-applicant  
                    Yellow Highlighted Text: Inserted text or bulleted lists customized by sub-Applicant

### 2.1 Identify the scope of your 5-year Hazard Mitigation Plan

#### 2.1.1 Overview and Extent

**(pick one statement below and delete the other)**

This application is for the \_\_\_\_\_ (name of sub-applicant) to develop a new (*check one*) \_\_\_ Single Jurisdiction Hazard Mitigation Plan (HMP) or \_\_\_ Multi-Jurisdiction Hazard Mitigation Plan (MHMP).

This application is for the required five-year update of the \_\_\_\_\_ (name of plan) Hazard Mitigation Plan (HMP).

For plan updates, in YYYY, FEMA Region X approved the community's hazard mitigation plan (HMP or MHMP) at the request of the Alaska Division of Homeland Security and Emergency Management (AK DHSEM). *The update of the HMP or MHMP will consist of an overview of community information and historical hazards, a basic risk assessment, and a section for mitigation strategies [sub-applicant can expand on overview statement].*

The State will coordinate with the Sub-Applicant (and each participating community) to create a building inventory for use in hazard identification and risk assessments. Using the USACE's National Structure Inventory Data, and any other relevant reliable data, the sub-applicant will generate a Flood Risk Analysis Report and an Earthquake Risk Analysis Report based on a HAZUS Level 2 (numerical simulation model) analysis to be included as an addendum in the HMP or MHMP.

Additionally, for communities located in an identified tsunami inundation zone, a separate HAZUS Level 2 analysis is required and to be included as a separate addendum in the HMP or MHMP.

HAZUS Level 2 reports will consist of the following:

- A building inventory with replacement costs
- Coordinating critical facilities, essential facilities, community assets, and other data sets of interest
- A complete Flood Risk Analysis Report based on a HAZUS Level 2 flood loss which includes more accurate local inventories of buildings, essential facilities and other infrastructure for each jurisdiction. The report will be provided before the plan due date and will be included as an addendum in the HMP or MHMP. Refer to Section 8 for the technical support services and more detailed information of deliverables and products associated with the building inventory and Flood Analysis Report. The web-link to the HAZUS user's manual and software is:

<https://www.fema.gov/hazus>

The web-link to the National Structure Inventory Database is:

<https://github.com/HydrologicEngineeringCenter/NSI>

### **2.1.2 Responsibilities of Sub-Applicants**

Sub-Applicants are responsible for writing the full mitigation plan along with providing and validating local Geographic Information Systems (GIS) data to support said plan. Boroughs / Municipalities / Special Districts will need to provide digital surface tax parcels to the State to generate building inventories. If the sub-applicant hires an HMP or MHMP contractor to assist with the plan, then the contractor must work with the State on GIS data collection and validation efforts of the building inventory and critical facilities.

Specific responsibilities include:

- Develop and write entire HMP or MHMP
- Meet all the regulatory requirements of mitigation planning to include: following and documenting the planning process, hazard identification and risk assessment, developing and seeking public input for mitigation strategy(ies), and plan review, evaluation, and implementation. See FEMA Local Plan Checklist in Section 7
- Provide local GIS data to support building inventory and support plan
- Ensure hired contractors do not duplicate deliverables provided by the AK DHSEM (see 2.1.3 and Section 8)

### **2.1.3 Responsibilities of Alaska DHSEM - Building Inventory and Risk Analysis Reports**

While the sub-applicant or their contractor will be ultimately responsible for a comprehensive, multi-hazard risk assessment, the State will provide technical assistance and advice during the development of the assessment, to include assistance with using FEMA's HAZUS program.

The State will vertically integrate Flood, Earthquake, and Tsunami Risk Analysis Reports into the State Standard Hazard Mitigation Plan (due for update on or before October 25, 2023).

### **2.1.4 Budget**

Sub-applicants will complete an estimated budget in Section 3. These costs must be allocable under FEMA's HMA programs and conform to Title 2 CFR, Part 200, Sub-Part E, §§200.400 – 200.475 (Cost Principles).

### **2.1.5 Work Schedule, Timelines, Progress Reports**

Sub-applicants will complete the work schedule in Section 4. The work schedule must adhere to the period of performance set forth in the application and may not exceed thirty-six months. Sub-applicants should follow the recommended timelines and descriptive milestones discussed in the meetings (Section 2.4) and major work tasks (Section 6) sections. Sub-applicants are responsible to provide quarterly progress reports to the State.

[The *name of sub-applicant*] will complete its five-year update within a XX-month period beginning [Month DD, YYYY.]

## **2.2 Describe the HMP or MHMP Content and Process**

### 2.2.1 Regulations Checklist

The plan shall meet the minimum FEMA regulation guidelines set forth in Section 7

The web-link to the Local Mitigation Plan Review Crosswalk Comparison Tool is:

<https://www.fema.gov/media-library/assets/documents/24118>

### 2.2.2 Contents

Identify and list the main elements of the plan.

#### Basic Plan:

- Introduction
- Planning Process
- Asset Inventory Overview
- Hazard Identification, Risk Assessment, Vulnerability Analysis
- Mitigation Strategy
- Coordination with local and state hazard mitigation efforts
- Plan Monitoring, Maintenance, and Revision

#### Maps, Tables, Photographs:

- Jurisdictional Boundary Map
- Topographical Map
- Jurisdictional Highway Map (and/or street map if practical)
- Flood Insurance Rate Map (FIRM) – panel numbers only
- Hazard loss tables / estimates
- Photographs of significant jurisdictional features

#### Appendices to the Plan:

- Appendix Flood Risk Analysis Report (from HAZUS)
- Appendix Earthquake Risk Analysis Report (from HAZUS)
- Appendix Tsunami Risk Analysis Report (from HAZUS – if required)
- Technical reports (i.e. USGS soil survey – NOAA climate data and reports)
- Other Appendices

### 2.2.3 HMP or MHMP Development Guidelines

Refer to Section 6 for major work tasks and activities required to develop the plan, including public involvement, identification of hazards, development of a comprehensive risk/vulnerability assessment, identification of mitigation goals, and plan adoption. These major tasks should consist of the scheduled milestones submitted in the Work Schedule (Section 4) by the sub-applicant. Ensure the hazard mitigation plan meets all the FEMA regulations in Section 7 including the (1) planning process, (2) hazards identification and risk assessment, (3) mitigation strategy, and (4) plan review, evaluation, and implementation. The following outlines FEMA's required planning process:

#### 2.2.3.A Planning Process

- Describe the planning process and who will be involved in the process. List the local stakeholders (businesses, non-profit organizations, academic institutions, GIS



specialists) that will be invited to participate on the Committee that will develop the updated plan

- (insert specific entity/name – for example):
- Previous planning team/core group
- Communities which did not participate in the previous plan
- Borough Storm Water District
- Borough Soil and Water Conservation District
- Borough Planning and Zoning
- Borough emergency / disaster response & recovery agencies
- Borough floodplain managers
- Adjacent AK boroughs
- Border state counties / provinces
- Municipal Public Works
- Municipal Sewer District
- National Weather Service (NOAA)
- Tsunami Warning Center (NOAA)
- US Geological Survey (USGS)
- University Geographers/Geologists/Social Scientists
- GIS Technical Center
- AK DHSEM (Coordinate building inventories)
- State and Local GIS Specialists

- In addition to those groups listed above and on the previous page, the sub-applicant will send letters to the following major employers inviting them to participate in the planning process

- [List major employers in the jurisdiction/region to invite]
- [List minor employers if appropriate (small town concerns)]
- [List print and electronic media (to include social media) to invite]

- Describe how the public will be involved in the planning process during the drafting stage.

- **SAMPLE RESPONSE:** The public will be kept informed in accordance with Alaska state and local sunshine laws and will be afforded the ability to comment on the plan. The current plan will be posted on the internet and made available at public libraries or other appropriate venue for public comment and input. As part of the update process, the planning team will hold a minimum of one public meeting in which they, and/or their contractor, will present the draft plan including risk assessment and mitigation strategies. This meeting will allow time for public Q&A at the end. All public input will be documented in the meeting minutes. [The public meeting may be held at multiple locations to allow attendees the option to choose the location closest to them. Additionally, the public meeting may be held virtually provided the public has a chance to offer their input and comments].

- Once the HMP or MHMP update is completed, approved, and adopted, the sub-recipient [Municipality, Borough, Special District] will continue to engage the public in the maintenance of the plan. The public will be notified of periodic planning meetings through notices in the local newspaper or other appropriate means, and copies of the updated plan will be maintained in the Borough Emergency Management and/or Administrative office and on the AK DHSEM website.

**2.2.3.B Hazards Identification and Risk Assessment (HIRA)**

- The plan will address the following points:
  - Include a description of the type, location, and extent of natural hazards that can affect each jurisdiction(s). The sub-applicant may include man-made emergencies and disasters if it so wishes, and while such inclusion is not required, it is recommended if there are opportunities for mitigation of those hazards
  - Include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction
  - Describe each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction
  - Describe the method and schedule for keeping the HIRA portion of the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)
  - Outline how public participation will continue in the plan maintenance process

For HMP or MHMP updates:

- In [YYYY], the sub-applicant identified the following hazards in its previous plan.

[List Hazards]

- Flooding
- Landslides & land wasting
- Severe storms
- Wildfire
- Tsunamis
- Earthquakes
- Droughts
- Dam/levee failures
- Avalanches
- Hazardous materials releases
- [Other]

- For the updated plan the sub-applicant will identify or refine its understanding of the following hazards:

[List Hazards]

- Describe the process for reviewing and incorporating existing plans, studies, reports, and technical information. Note: Previous plans and resources are available on the AK DHSEM website: <http://www.ready.alaska.gov>

- Describe mitigation plan implementation efforts since the approval of the last plan
  - Sub-applicant has: [developed/purchased/implemented:]
  - Planning partners have: [developed/purchased/implemented]
  - [List new technologies, equipment, plans and awareness strategies]
- Describe the process of activation of the HMP or MHMP in response to an actual disaster. While this process is not required by FEMA or the State of Alaska, it makes practical sense to refer to the various mitigation strategies outlined in the HMP or MHMP when decisions regarding response and recovery are being made.

### **2.2.3.C Mitigation Strategy**

- The HMP or MHMP will address the following points:
  - Document each participating jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs
  - Address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate
  - Include goals to reduce/avoid long-term vulnerabilities to the identified hazards
  - Identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure
  - Include mechanism for plan activation and coordination / integration with disaster response and recovery efforts
  - Contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction
  - Describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate

### **2.2.3.D Plan Review, Evaluation, and Implementation**

- The HMP or MHMP will address the following points:
  - Include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval
  - For multi-jurisdictional plans, each jurisdiction requesting approval of the plan documented formal plan adoption
- Adoption Process:
  - The plan adoption process must ensure sufficient time to complete the plan, as well as time for State (30 days) and FEMA (45 days) plan review. The plan adoption will allow time for the jurisdiction(s) to make any modifications required as part of the plan review process and allow sufficient time for jurisdictions to formally adopt the plan
  - Throughout the planning process, the jurisdictions in [Municipality / Borough / Special District] will have multiple opportunities to review draft portions of the plan. Upon completion of the MHMP update, the [Municipality / Borough / Special District] will present the plan to the planning team for final revisions.

The planning team (which will include at least one member of each participating jurisdiction) will review the plan in detail and notify the [Municipality / Borough / Special District] of any and all revisions desired with the understanding that upon completion of these revisions, the participating communities will feel comfortable adopting the HMP or MHMP

- Upon conditional approval from FEMA, the incorporated jurisdiction(s) [Municipality / Borough / Special District] will officially adopt the plan

**Will you hire a contractor to help develop your local hazard mitigation plan or plan update?** If yes, please list all the services they will perform such as hazard identification and risk assessment, write the plan, facilitate meetings, coordinate community input, GIS services, etc.

## 2.4 HMP and MHMP Meetings

The sub-applicant will discuss in detail the type of meetings and how the meetings align with the performance objectives, timeline, and work schedule

**Meeting 1 [Initial Meeting]:** In the kickoff meeting, the sub-applicant will meet with the planning team to describe the rationale behind the MHMP program and answer questions from local officials and public participants

This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies. The [Municipality / Borough / Special District] will present the participating jurisdictions with a Memorandum of Understanding (MOU) for sharing data and information. At this meeting, the sub-applicant will identify any contractors that are proposed to perform work in support of the HMP or MHMP. The sub-applicant will also present (a) jurisdictional map(s) with the HAZUS-MH critical facilities plotted. This map will be used to elicit better local information from the planning team. The team will also prioritize the hazards it feels most affects the jurisdiction(s) and profile the hazards to model with HAZUS-MH (can include: earthquakes, floods, tsunamis, tornadoes, and hazardous materials & agricultural products). Special products may also be presented to the planning team that include data on critical habitat, lifeline utilities, regional transportation systems, demographic data, social & economic data, and other data sets of value to the jurisdiction's planning efforts.

**Inter-session Stakeholder Meeting(s):** Here the sub-applicant will meet with representatives of the participating jurisdiction's stakeholders to discuss updating risk assessment analyses and to review and/or revise mitigation strategies. The group will review the strategies developed in the previous version of the HMP or MHMP, and will discuss the following: 1) completed, successful strategies; 2) strategies that were not implemented and reasons for incompleteness, and; 3) new strategies needed. At the end of the meeting, the group will prioritize its strategies (new and existing) and develop goals and objectives to implement them

State Coordination: Before the initial meetings AK DHSEM or its designee will coordinate with the sub-applicant to assist in preparing for the initial meeting. This step will include AK DHSEM providing the sub-applicant with a copy of the state's hazard mitigation strategies and priorities, as well as any updated technical guidance that will apply to the HMP or MHMP

**Meeting 2 [Present Draft Plan]:** Meeting 2 is a public meeting. The sub-applicant will present the draft plan with the results of the modeling and risk assessment analyses and the mitigation strategies developed by the jurisdictions. The planning team and the public will have the opportunity to ask questions and provide comment

**Meeting 3 [Final Review and Revisions of Draft Plan]:** The planning team meets to review and revise the draft plan before submitting it to the State and FEMA

**2.5 Community Signed Statements** FEMA application development guidance requires that each community that intends to participate in a multi-jurisdictional plan provide an individually signed statement on how the overall planning effort will be coordinated. The letter should also indicate if there will be additional costs associated with a particular community's participation in the planning process. A sample letter of intent is included on the next page. The letter can and should be modified to describe how your multi-jurisdictional planning effort will be coordinated. Refer to Section 5 for a template for the signed letters of intent to this application. Please also list the communities that will participate in the planning effort in the space below.

All \_\_\_\_ communities, listed below, will be invited to participate in this multi-jurisdictional plan

[List communities]

**Section 3: Estimated Budget**

**Special care needs to be taken when estimating the project budget to ensure that the sub-applicant does not under-estimate costs. An under-estimated budget can lead to a cost over-run which could result in delays and even cancellation of the grant due to non-performance. If in doubt, seek guidance from the State**

**Professional Services:**

	A. Accounting and Auditing Fees		\$0.00
	B. Advertising and Public Information Fees		\$0.00
	C. Data Collection Fees		\$0.00
	D.		\$0.00
	E.		\$0.00
	F.		\$0.00
	U. Travel Fees		\$0.00
	V. Office Supplies / Equipment Fees		\$0.00
	W. Phone Fees		\$0.00
	X. Project Manager Fees		\$0.00
	Y. Time and Attendance Fees		\$0.00
	Z. Other Project Management Fees (Give Details)		\$0.00
	<b>Sub-total</b>		<b>\$0.00</b>

**Other Project Expenses (Give Details):**

	AA.		
	BB.		
	CC.		
	DD.		
	<b>Sub-total</b>		<b>\$0.00</b>
	<b>GRAND TOTAL</b>		<b>\$0.00</b>

**Projected Source Funds:**

Federal Share	<b>\$0.00</b>	Percent		Source	FEMA
Non-federal Share	<b>\$0.00</b>	Percent		Source	Non-Federal Share
In Kind Service	<b>\$0.00</b>	Percent		Source	
Other Source	<b>\$0.00</b>	Percent		Source	

## Section 4: Work Schedule

The work schedule sets the performance period for the project. The maximum time allowed for mitigation projects is 3 years (36 months or 1095 Days). If the sub-applicant under-estimates the project time, delays can occur while extension requests are processed. Furthermore, extensions can only be granted in 90 day increments a total of two times. Care should be taken when estimating times. Take into account time of year (weather factor) when estimating. The State will provide technical support services as practicable. Refer to the HMP or MHMP major work tasks template for guidance in Section 6

Description	Time Frame (In Days)
Task 1: MHMP Grant Application Approved	
Task 2: Receive grant approval documents and establish record-keeping system	
Task 3: Establish Planning Team, select contractor(s), obtain supplies & equipment	
Task 4. Organize Resources, Profile Hazards, Determine GIS Analyses	
Task 5. Kick-off Meeting (meeting #1)	
Task 6. Inter-Session Stakeholder Meetings / Risk Analysis	
Task 7. Update and Create New Mitigation Strategies	
Task 8. Prioritize Mitigation Actions	
Task 9. Public Involvement	
Task 10. Public HMP or MHMP Meeting(s) (meeting #2)	
Task 11. HMP or MHMP Development	
Task 12. Distribute Draft Plan for Comment	
Task 13. Final HMP or MHMP Review (meeting #3)	
Task 14. Finalize and Publish HMP or MHMP	
Task 15. Reconcile all outstanding expenses, report any grant acquired non-expendable property and dispose of same in accordance with instructions.	
Task 16: Prepare and submit grant award closeout report	
<b>Total Number of Days</b>	<b>0</b>

## Section 5: Sub-applicant / Participant Signed Statement

### (SAMPLE) Statement of Interest in Multi-Hazard Mitigation Planning

As a potential participant in the Hazard Mitigation Assistance Program, [Municipality / Borough/ Special District], Alaska hereby states their interest in participating in the [*name of plan*] Multi-Jurisdictional Hazard Mitigation Plan (MHMP).

After Federal Emergency Management Agency approval of the sub-applicant's grant proposal, and during its implementation, the [Municipality / Borough / Special District] agrees to actively participate in the hazard mitigation planning process to include adoption of the final FEMA approved MHMP. We agree that the purpose of our participation in the planning process is that we may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards.

As signed, we understand this is a voluntary program and we may withdraw our participation at any time upon written notice to the sub-applicant. In the event we withdraw from the planning process and have expended grant funds doing so, the State, acting as the Federal grant recipient, may require some or all of those funds to be recaptured in accordance with Title 2, Code of Federal Regulation, Part 200, Sub-Part E, § 200.410 Collection of unallowable costs

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Signature of Authorized Community Representative

---

Date

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Title

---

Signature of Sub-Applicant's Representative

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Date

---

Title



## Section 6: MHMP Major Work Tasks Template

### Task 1. Organize Resources, Profile Hazards, Determine GIS Analyses

The sub-applicant and HMP or MHMP contractor will work with participating stakeholders to review FEMA's regulation checklist (Section 7). The planning team will address comments and suggestions from the Local Hazard Mitigation Plan Review Crosswalk in the updated plan. The sub-applicant will identify and organize a planning team to act as point of contact for the various interested groups and provide support in the mitigation planning process. For multi-jurisdictional plan updates, the sub-applicant will incorporate individual community HMPs into the larger MHMP for a more comprehensive picture of the jurisdiction's risks.

The planning team will consist of at least one representative from each of the participating incorporated jurisdiction(s). Members may include local first responders and emergency personnel, elected and/or appointed officials, organizational representatives, as well as academic institutions and local businesses. The MHMP sub-applicant's representative will attend an organizational meeting with the team to collect and organize the GIS resources that may be needed. The sub-applicant may place a monetary value on these services and provide same to be counted toward the non-federal cost match. To ensure that the best available data is used and available for an improved GIS risk assessment, the sub-applicant should develop a Memorandum of Understanding (MOU) with the entity(ies) for sharing of data for the MHMP.

The sub-applicant and planning team will coordinate with the AK DHSEM or designee regarding the building inventory and the Earthquake, Flood, Tsunami (if included) and any other hazard Risk Analysis reports. It is important that the sub-applicant coordinates closely with the State to minimize duplicative efforts and to fully integrate MHMP plans into the State Mitigation Plan.

The sub-applicant will identify hazards to include in its plan including additional hazards not listed in its previous plans.

#### **Rank hazards by overall risk**

In this step, the sub-applicant will present the hazard rankings that the jurisdiction developed in its first plan and lead the planning team through an exercise to determine if the rankings have changed. The exercise will consider significant hazard events that have occurred since [YYYY], changes in land use that may impact the jurisdiction's vulnerability to certain hazards, and additional relevant information from state and local experts.

#### **Profile hazard events**

The sub-applicant will create new hazard event profiles using the best available GIS resources and historical information. The profiles will answer the question: What are the possible magnitudes and severities of each hazard event? The information gathered in this step will help determine the assets in the hazard areas that will be inventoried in the next task.

- Obtain and create a base map

The sub-applicant will identify and collect the best available base map information to show the areas that are subject to various hazards. The GIS base map data from the jurisdiction will be used in conjunction with regional and statewide data. *All GIS data collection efforts will be coordinated with the State to ensure consistent and comprehensive hazard databases are compiled in a consistent and efficient manner.*

- Obtain hazard event profile information

Using the information obtained in the previous tasks, the sub-applicant will determine the return frequency for each hazard. The hazard frequency will be based on the most commonly available information for a particular hazard. A more comprehensive hazard profile that considers all possible events, such as floods with different probabilities, may still be needed at some future date, but this simplified version will be adequate to help identify each community's risks and narrow the focus for current planning efforts.

- Record hazard event profile information

The sub-applicant will record the research information for each hazard profile. The task will include documenting the source of the various maps such as the Flood Insurance Rate Maps (FIRMs) or other hazard event data

## **Task 2. Kick-off Meeting (meeting #1)**

In the kickoff meeting, the sub-applicant will meet with the planning team to describe the rationale behind the HMP or MHMP program and answer questions from the participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies. Each participating jurisdiction will present the sub-applicant with a Memorandum of Understanding (MOU) for sharing data and information. At this meeting, the sub-applicant will present regional and jurisdictional maps with the known critical facilities plotted. This map will be used to elicit better local information from the planning team. The team will also prioritize the hazards it feels most affects the jurisdiction and profile the hazards to model with HAZUS-MH including floods, tsunamis, earthquakes, and hazardous materials spills.

## **Task 3. Risk Analysis**

### **Inventory assets**

The inventory sub-task effort identifies the assets in the jurisdiction that will be affected by the hazard event. The task includes conducting an inventory of the vulnerable assets. The updated HMP or MHMP will begin with a HAZUS-MH inventory but will refine it using locally enhanced data. The effort includes incorporating critical facilities identified by the planning team, existing local GIS data, and available community property assessment information including property ownership and building replacement costs. The effort includes developing and mapping a general inventory of assets in the community. Using the base map developed in the previous task, the sub-applicant will identify the assets inside hazard areas, for example, using available floodplain maps to identify assets within the 100-year floodplain boundary (Special Flood Hazard Area or SFHA).

This sub-task includes the following activities:

- The planning team will run GIS risk analyses for flood, earthquake, landslides, severe weather, tsunami, etc.
- Using local resources including the community assessor's data, aerial photography, local planning documents, census data, and HAZUS-MH data, the sub-applicant will determine the total number and value of buildings. The information will be grouped by occupancy class, such as residential, commercial, or industrial. HAZUS-MH, current census data, or local population figures will be used to estimate the current population.

- The sub-applicant will use GIS techniques to estimate the total number of buildings, total value of buildings, and number of people at risk in hazard locations. Throughout this process, sub-applicant will engage community officials to identify areas of recent and future growth and note if these areas lie within hazard boundaries
- *All GIS data collection efforts will be coordinated with the State to ensure consistent and comprehensive hazard databases are compiled in a consistent and efficient manner*

### **Estimate Losses**

The next step in the loss estimation process determines how the community's assets will be affected by the hazard event. HAZUS-MH software and GIS tools will be used to estimate these losses. Some buildings, infrastructure, or functions will be damaged more than others in the same hazard event because they are more vulnerable due to their location or construction. The sub-applicant will use HAZUS-MH structure loss estimation tables to determine the estimated percent of damage from the various hazard events. The analysis reports will include estimated structure losses (use and function), content losses and human losses.

The sub-applicant will prepare a draft risk assessment and present the report to the planning team, elected officials, and general public at an open meeting which will include Risk Analysis reports. In the presentation, the applicant will highlight significant changes in analysis results from the [YYYY] plan. This meeting will significantly inform the public of development of the mitigation section of the plan.

### **Task 4. Update and Create New Mitigation Strategies**

The sub-applicant will update the mitigation section of its MHMP, developing a strategy to address the priorities including mitigation measure costs and project timeframes. The goal of this task is to review the goals and objectives and mitigation strategies listed in the [YYYY] MHMP, assess which strategies were successful and how, discuss why certain strategies were not completed, and reprioritize/develop new strategies based on the results of the hazard profiles and loss estimation.

### **Task 5. Prioritize Mitigation Actions**

The sub-applicant will meet with each individual jurisdiction to discuss mitigation strategies. The group will review the strategies developed in the previous version of the MHMP, and will discuss the following: (1) completed, successful strategies, (2) strategies that were not implemented and reasons for incompleteness, (3) new strategies needed. At the end of the meeting, the group will prioritize its new strategies and develop goals and objectives to implement them.

### **Task 6. Public Involvement**

Advertise and develop materials for use during the public MHMP meeting

The sub-applicant must consider the diversity of languages spoken in each of the participating jurisdictions and develop spoken and written materials that match, as closely as possible, the population.

Persons with access and functional needs (AFN) including people with limited communication proficiency, older adults, children, and low-income people, are particularly vulnerable to hazards

and their effects. Because traditional mitigation strategies may fail to account for the needs of these people, the sub-applicant is required to identify the needs of these people and develop hazard mitigation strategies that integrate the needs of these people into the MHMP.

#### **Task 7. Public MHMP Meeting (meeting #2)**

Meeting 2 is a public meeting. Prior to the meeting, the sub-applicant will publish the date, location, and time of the meeting in a local newspaper. At the meeting, the applicant will present the draft plan with the results of the modeling and risk assessment analyses and the mitigation strategies developed by the jurisdictions. The planning team and the public will have the opportunity to ask questions.

#### **Task 8. MHMP Development**

The sub-applicant will develop the final MHMP by compiling the results of each section of the planning process. This step is the culmination of a process that begins with Task 1 and continues throughout.

#### **Task 9. Distribute Draft Plan for Comment**

Draft copies of the MHMP will be distributed to all jurisdictions ahead of the final review meeting.

#### **Task 10. Final MHMP Review (meeting #3)**

The planning team will review the final product and have opportunity to revise it.

#### **Task 11. Finalize and Publish MHMP**

After the planning team has approved the plan, the sub-applicant will deliver it to AK DHSEM and FEMA for review and conditional approval. Upon FEMA's conditional approval, each jurisdiction in the jurisdiction will adopt the plan and send signed resolutions to FEMA for official approval.

## **Section 7: FEMA Local Mitigation Plan Checklist**

### **PLANNING PROCESS**

- Does the Plan document the planning process, including how it was prepared and who was involved in the process?
- Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process?
- Does the Plan document how the public was involved in the planning process during the drafting stage?

### **HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)**

- Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information?
- Is there discussion of how the community(ies) will continue public participation in the plan maintenance process?
- Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)?
- Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)?
- Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction?
- Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction?
- Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods?

### **MITIGATION STRATEGY**

- Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs?
- Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate?
- Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards?
- Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure?
- Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction?
- Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate?

### **PLAN REVIEW, EVALUATION, AND IMPLEMENTATION**

- Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval?

- For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption?

Source: The Local Plan Review Crosswalk Comparison Tool provides a comparative analysis between the Local Mitigation Plan Review Crosswalk and Local Mitigation Plan Review Tool Regulation Checklist. See website: <https://www.fema.gov/media-library/assets/documents/2>

## Section 8: State Technical Support Services: Building Inventory & Hazard Risk Analysis Reports

Communities participating in the planning process will be allowed *flexibility* to construct their own mitigation plans unique to hazards identified by each jurisdiction. However, sub-applicant is required to implement a *systematic approach* for data collection, aggregation, and analysis of hazards. *Geospatial technologies* will be a major instrument to accomplish this requirement. In addition, building inventories and flood, earthquake and tsunami hazard models developed at the local and regional levels will be integrated and stored in statewide hazard databases to *improve efficiencies* and to model hazards *seamlessly* across political boundaries. A *shared workflow* for the analysis of specific hazards will be implemented by the State and the sub-applicant to ensure *credible hazard studies* are produced. As a result, this *systematic approach* employed at the local and regional levels will in turn improve the State Mitigation Plan by allowing all the regional hazard identifications and risk assessments in Alaska to be evaluated and ranked in a coherent and efficient manner.

The AK State Hazard Mitigation Officer will provide / arrange technical support services for coordination with the building inventory and various Risk Analysis Reports.

Principal reasons for the State providing technical support services:

- Coordinate critical facilities, essential facilities, community assets, and other data sets required for hazard risk plans in a consistent and effective manner
- Generate a statewide building inventory with replacement costs determined from risk assessment data
- Develop Flood, Earthquake, and Tsunami Risk Analysis Reports based on a HAZUS Level 2 loss modeling which includes more accurate local inventories of buildings, essential facilities and other infrastructure for each jurisdiction
- Improve the integration of the jurisdictional and regional flood risk analyses and data to the State Hazard Mitigation Plan due October 2023
- Provide longevity and continuity measures for sustaining GIS data and risk analysis products that supports the local plans
- Transfer knowledge, completed reports, and data to municipalities, boroughs, special districts so they can use the information to assist with in future projects
- Build capacity within municipalities, boroughs, special districts so they can depend less on outside contractors to complete future HMP or MHMP updates

The following tables describe work that will be done by the State in support of completing its State Standard Hazard Mitigation Plan:

- Task 1: Major Tasks associated with compiling building inventory and completing Hazard Risk Analysis Report
- Task 2: Develop Matrix of inputs and outputs intended to relate them to their respective Tasks and processes
- Task 3: Hazard Risk Analysis Deliverables, by Borough/Community
- Task 4: Structure of Hazard Risk Analysis Reports