



State of
Alaska

Department of Military
and Veterans Affairs

Homeland Security &
Emergency Management



Mitigation Grant Development for Urban Communities

**Alaska Division of Homeland Security &
Emergency Management**

Ready  Alaska

2015 Spring Preparedness Conference

State of
Alaska Department of Military & Veterans Affairs
Division of Homeland Security & Emergency Management





Instructor Introductions

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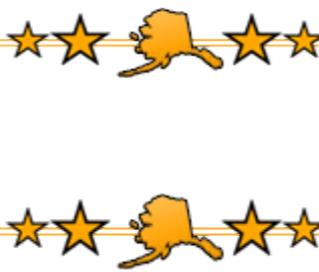


Housekeeping



- Emergency exit
- Restrooms
- Cell phone use
- Participant experience
- Classroom participation

Agenda



- What is mitigation?
- Mitigation opportunities
- FEMA/State Hazard Mitigation Assistance (HMA) grants
- Eligibility requirements for planning and projects
- How to apply for planning and project applications
- Key components to completing quality mitigation project applications

What is Mitigation?

- Hazard mitigation is any sustained action taken to reduce or eliminate the long-term risk to people and property from future natural hazard disasters and their effects.
- These HMA programs present a critical opportunity to reduce the risk to individuals and property from natural hazards while simultaneously reducing the reliance on Federal and State disaster funds.
- Hazard mitigation is the only phase of emergency management specifically dedicated to break the cycle of damage, reconstruction and repeated damage.



Mitigation Opportunities



- During Recovery
- Pre and Post-Disaster



Mitigation during Recovery



- After a federally-declared disaster, hazard mitigation (HM) may be included as part of the FEMA Public Assistance (PA) Program Project Worksheet (PW)- 406 Hazard Mitigation
- Mitigation may be applied to a damaged facility based on the eligibility criteria (FEMA 322 Public Assistance Guide, Page A-38-40).
- These mitigation opportunities are generally identified and addressed during the PA Applicant Briefing, Kickoff Meeting and PW development stage.



FEMA/State HMA Programs



- Hazard Mitigation Grant Program (HMGP)
 - 75% Federal/25% State Cost Share
 - Open application period after Federal disaster declaration within State
- Pre Disaster Mitigation (PDM)
 - 75% Federal/25% Local Cost Share
 - Open application period annually (~April-July)
 - www.ready.gov
- FEMA has the Flood Mitigation Assistance (FMA) grant program, available through:
 - Department of Commerce, Community, and Economic Development
 - Division of Community and Regional Affairs
 - Phone: (907) 269-4583
 - Email: taunnie.boothby@alaska.gov

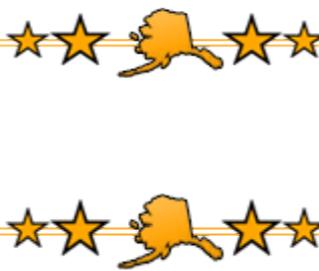


Mitigation Plan Requirement



- For FEMA funding, applicants must have a FEMA Approved, Local Hazard Mitigation Plan (LHMP) in accordance with 44 C.F.R. Parts 201.6 and 206.434(b) to be eligible to receive project grant funding.
- All activities submitted for consideration must be consistent with the Grantee and the Applicant's Tribal/local/university hazard mitigation plan for the local jurisdiction in which the activity is located.

Eligibility



- Eligible Applicant/Sub-applicants:
 - State Agencies
 - Local Governments
 - Tribal Governments/Communities - Indian tribes or authorized non-profit tribal organizations, and Alaska native villages or organizations
 - Private Non-profit Organizations - Certain private non-profit organizations or institutions providing like-government services and facilities
- Individuals or businesses may not apply directly to the State or FEMA, however...eligible local governments or private non-profit organizations may apply on their behalf.



Project Eligibility



- To be considered eligible, applicants must meet all four criteria to be considered for funding prior to project approval:
 - Cost
 - Work
 - Facility
 - Applicant



Eligible Activities



Funding can be used to protect either public or private property

- Voluntary acquisition of real property (i.e. structures and land) for open space conversion
- Relocation of public or private structures
- Elevation of existing public or private structures to avoid flooding
- Structural and non-structural retrofitting (e.g., storm shutters, hurricane clips, bracing systems) of existing public or private structures to meet/exceed applicable building codes

Eligible Activities

Structural Retrofit Projects of Existing Buildings or Facilities:

- Seismic – columns, beams, braces, floor or roof sheathing, slabs or decking, load-bearing walls, and foundations (mat, spread footings, piles) (Examples: adding shear walls, bracing structural frames, adding exterior trusses, strengthening beam-to-column connections, confining concrete columns with steel or carbon fiber jackets, etc.)

Non-structural Seismic Bracing/Strapping Retrofit of Existing Buildings or Facilities:

- Lighting - suspended
- Ceilings - suspended
- Windows or Parapet Walls – harden, brace
- Contents – office equipment, computers, inventory stored on racks or shelves, file cabinets



Eligible Activities



Infrastructure Retrofit - Utility Protective Measures:

(Bury, harden, brace, elevate)

- Mechanical – elevators, generators
- Electrical - cabinets
- Plumbing – fire sprinklers
- Heating, Ventilation and Air Conditioning (HVAC)
- Gas – seismic shut-off valves
- Sanitary sewer systems and/or infrastructure - (e.g. roads and bridges)



Eligible Activities



Minor Localized Flood Reduction Projects of Existing Buildings or Facilities, Storm Water or Flood Management:

- Culverts
- Diversions
- Detention or retention basins
- Floodwalls
- Berm/levee/dikes

(certain ring levees, bank stabilization, floodwall systems that are designed specifically to protect critical facilities and that do not constitute a section of a larger flood control system)

Eligible Activities

Developing State, local or Tribal mitigation plans.

- New Plan development
- Plan upgrades
- Comprehensive Plan Revisions

Feasibility, Engineering and Design Studies – (Not eligible as stand-alone) only studies that are integral to the development and implementation of mitigation project and are included in the project application as a “line-item” part of the project.

Hydrologic and Hydraulic studies/analyses, engineering studies and drainage studies for the purpose of project design and feasibility determination directly related to the proposed project.

(Funding cannot exceed 7% of total lock-in amount for HMGP)



HMGP Application Timelines



- Availability begins with the Presidential Declaration Date
- Intent to Apply Applications are due to DHS&EM no later than 3 months after the Declaration Date
- Applicants are contacted by DHS&EM within 7 days for selection
- Applications must be submitted to DHS&EM no later than 9 months after the Declaration Date for review, approval, and prioritization
- Completed Applications must be submitted to FEMA for review and approval no later than 12 months after the Declaration Date
- Obligation of funding for the FEMA/State approved and selected projects may take up to 2 years following the Declaration Date



PDM Application Process



The PDM grant program is an annual national competitive grant program offered by FEMA. The application period is announced on the following site: www.grants.gov

Additionally, DHS&EM announces this opportunity when the open application period is available at www.ready.gov

Generally, FEMA will generally open this period in the Spring and applications are able to be submit into the egrants system.

Note – This is generally the same for the FMA grant program.



Grant Life Cycle



- Planning
- Project Identification
- Application Development
- Application Review & Evaluation
- Grant Award
- Project Implementation
- Closeout

Application Development

Based on the identified and prioritized project within the existing FEMA Approved Hazard Mitigation Plan, address:

- Define the problem
- Brainstorm potential solutions
- Establish criteria

Community support

Community resources

Eligibility

State/tribal/community criteria

Engineering feasibility

Cost-effectiveness

Environmental Planning and Historic Preservation (EHP) compliance

- Evaluate solutions vs. criteria
- Choose the preferred solution



Common Application Elements

- **Scope of Work (SOW)**

Who will the mitigation activity affect and perform the work?

What activity is the proposed project and problem?

When will the activity start, and when will it be completed?

Where will the activity take place (Specific location)?

Why is the activity important ?

How will the activity be carried out and solve the problem?

- **Schedule**

Divide the activity into measurable tasks or milestones

Include all task phases

Provide a realistic schedule linked to the SOW and budget



Common Application Elements



- Budget (including the cost share and cost match)
 - Provide breakdown of costs for the activity
 - Identify contractor costs
 - Include management costs
 - Document sources for estimated costs(OMB Circular cost principles/requirements must be met)

Scope of Work (SOW)

The SOW narrative describes the proposed project in detail and should include and explain:

- The goals and objectives of the proposed project
- A brief description of the need for the project
- The problems that the project will address
- The methodology that will be used to implement the project
- Who will do the work
- Why the project should be done
- What type of work will be completed
- How the work will be carried out
- Where the project will take place
- When the project will begin, and how long it will take

Decide whether the project should have a Project Manager. If so, include project management costs in the application budget.

Scope of Work – Key Points

The visual shows examples of maps, studies, and photos that should be included to support the SOW, including:

- A topographic map
- Photos of the project site (at least three photos should be submitted)
- Pertinent studies relating to the project (such as Flood Insurance Studies (FIS))
- Flood Insurance Rate Map and study
- Street map
- Plat maps or subdivision maps
- Site map

All maps should show accurate project location. Good resources for maps include Google Earth and the FEMA Map Service Center (<http://www.msc.fema.gov>)

Schedule



- Schedules identify the relationships between tasks
- The schedule and milestones depend upon project type.
- The start and end of a fiscal year may also affect a schedule.
- The projected time needed to complete the project must not exceed the grant performance period.
- Time should be allowed for:
 - Solicitation of contractor bids
 - Design, engineering and permitting
 - Construction seasons that apply to the geographical areas
 - Stage completion milestones
 - Inspections



Schedule – Key Points



All applications must:

- Divide the activity into measurable tasks or milestones
- Include all task phases
- Provide a realistic schedule linked to the SOW and Project Budget

Project Budget

Pre-award Costs: Costs incurred after the HMA application period has opened, but prior to the date of the grant award.

Pre-award costs directly related to developing the application may be funded through HMA as funds (should the project be awarded).

Examples: Developing a BCA, gathering EHP data, preparing design specifications, or holding relevant workshops/meetings.

- Pre-award costs must be identified as separate line items in the cost estimate
- Pre-award costs can be identified as non-Federal cost share
- To receive reimbursement for pre-award costs, grant funds must be awarded



Project Budget – Key Points



The project budget should meet the following requirements:

- Project management and pre-award costs are identified

Project budget items may include:

- Project Manager
- Contractor
- Engineering/architectural designs
- Construction costs
- Equipment
- Permits/surveys
- Site preparation/restoration

The budget cannot include:

- Hidden or contingency costs
- Post-implementation maintenance costs
- Lump sums

Project Budget – Key Points

The project budget should meet the following requirements per OMB requirements

of OMB Standard Form 424 A & C (Circular A – 102).

Budget Categories:

- Personnel (Identify positions to be supported with the hours, base pay and total)
- Fringe Benefits (Rate per employee by percentage)
- Travel (Purpose, number of trips, cost per trip and total)
- Equipment (Force account or rental, type, unit cost and total)
- Supplies (Less than \$5,000 or less with a useful life of less than one year, type of supply, number, unit cost and total)
- Contractual (List all contracts, subcontracts, consultants, cost, work performed and the total cost of the contract)
- Construction (Per OMB SF 424C)



Project Budget – Key Points



Construction programs budget cost classification:

- Administrative and legal expenses
- Land, structures, rights-of-way, appraisals, etc.
- Relocation expenses and payments
- Architectural and engineering fees
- Project Inspection fees
- Site work
- Demolition and removal
- Construction
- Equipment
- Miscellaneous



Authority and Guidance



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

Governing Documents:

- 44 CFR
- FEMA HMGP Policies
- FEMA HMA Unified Guidance
- OMB Circulars
- DHS&EM Administrative Plan
- DHS&EM Sub-grantee's Handbook

FEMA FY 2013 Hazard Mitigation Assistance (HMA) Unified Guidance

<http://www.fema.gov/media-library/assets/documents/33634?id=7851>

DHS&EM – Mitigation Section

<http://ready.alaska.gov/plans/mitigation.htm>



Project Development Assistance

Project development and technical assistance while in the development stage may be available on a case by case basis through the use of the DHS&EM Mitigation Team.

To request assistance, contact:

Ann Gravier – State Hazard Mitigation Officer

907-428-7045

Email: ann.gravier@alaska.gov

Brent A. Nichols – HMA Officer

907-428-7085

Email: brent.nichols@alaska.gov

Michelle Torres – HMA Officer

907-428-7032

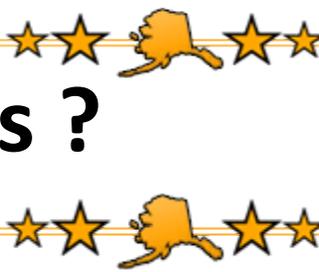
Email: michelle.torres@alaska.gov



2015 Spring Preparedness Conference



Questions ?



Questions?

Please remember to sign in.

Should you have any questions, please feel free to ask any of the DHS&EM Mitigation Section Staff.