

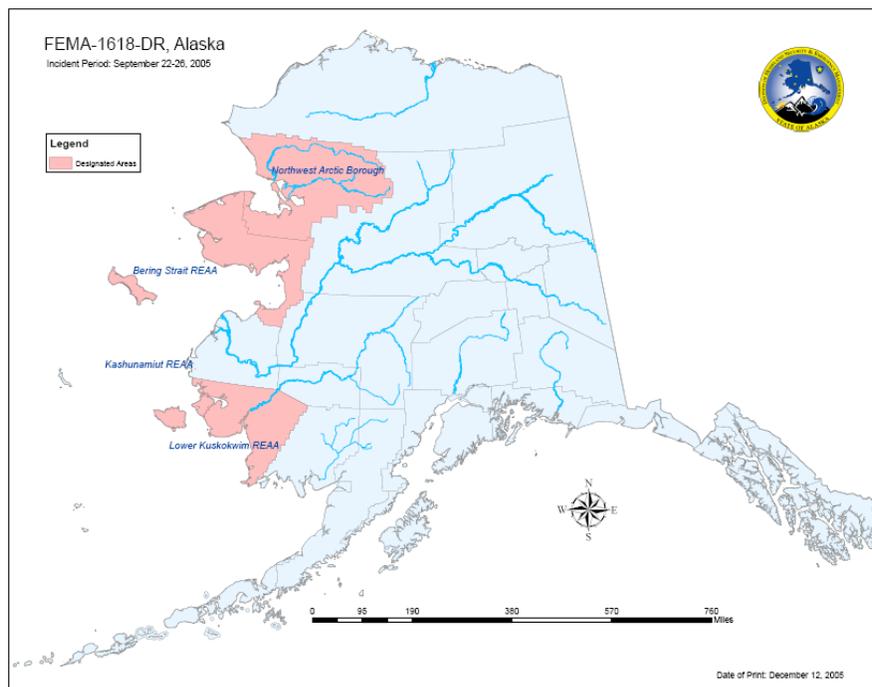
STATE OF ALASKA

ADMINISTRATIVE PLAN

FOR

HAZARD MITIGATION FUNDING

(PUBLIC LAW 93-288, SECTION 404)



STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Revised – December 2005

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I. PURPOSE

The purpose of this plan is to outline the management, fiscal, and administrative procedures the Division of Homeland Security and Emergency Management will follow to implement the provisions of the Robert T. Stafford Act, as amended 42 U.S.C 5121 et seq, September 1998 (Stafford Act) PL 93-288, §404, Hazard Mitigation activities.

This Administrative Plan for Hazard Mitigation Grant Funding will be incorporated into the State's new Emergency Response Plan as a separate annex in accordance with (IAW) 44 CFR 206.437(c).

II. INTRODUCTION

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C 5121 et seq, September 1998 (Stafford Act) established the Hazard Mitigation Grant Program (HMGP). This plan further fulfills the Stafford Act §404, the Disaster Mitigation Act of 2000 (DMA 2000), §201 and §322 (a-d) plan requirements. HMGP identifies pre- and post-disaster hazard mitigation strategies for activities that can be funded under both Pre-Disaster Mitigation (PDM) and Hazard Mitigation Grant Program guidelines. For a project to be eligible, the applicant must demonstrate that the project is cost effective and substantially reduces the risk of future damage, hardship, loss, or suffering resulting from a major disaster.
- B. Public Law 108-7, Consolidated Appropriations Resolution for 2003, amended Section 404 of the Stafford Act to reduce the maximum amount of HMGP funds typically available after a disaster from 15% to 7.5% for disasters declared after February 20, 2003. Up to 75 percent of the cost of the approved HMGP project shall be covered by federal contributions. The remaining 25 percent of the project's costs shall be covered by state or local matching funds, or contributions from other funding sources IAW the Federal Emergency Management Agency (FEMA) - State Agreement. HMGP funds cannot be used to match other federally funded grants; however specific federal grants, such as Community Development Block Grants (CDBG), may be used as matching funds for HMGP, assuming that the proposed project meets CDBG program eligibility requirements.
- C. FEMA HMGP guidance allows the State to use up to 5% of HMGP to complete discretionary State mitigation activities that may be difficult to evaluate against traditional FEMA program cost-effectiveness criteria. Some examples are warning systems, hazard mapping, Geographic Information System hardware and software, public awareness campaigns, unproved mitigation technologies or products, etc. FEMA Policy Guidance Letter EL-7, 9/19/96
- D. FEMA HMGP guidance also allows 7% of HMGP funds for developing hazard mitigation plans at the State, local, and tribal levels. 44CFR206.434(d)(1)
- E. Section 404 mitigation funding cannot be used to fund any type of mitigation measure that is eligible under FEMA's Public Assistance (PA) program, Stafford Act §406 mitigation projects, or other Federal programs, though it may be used to complement or enhance other hazard mitigation projects including §406 projects. Section 404 mitigation funds may be combined with other Federal, State, or local private funding sources when appropriate to develop a comprehensive mitigation solution.

III. AUTHORITY

A. State

1. Alaska Disaster Act A.S. 26.23.010 – A.S. 26.23.220, A.S. 26.23.300
2. Any Executive Order of the Governor
3. Administrative Order 175
4. State of Alaska Hazard Mitigation Plan
5. FEMA/State Agreement
6. State Emergency Operations Plan

B. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act §404 (Public Law 93-288, as amended) and the Disaster Mitigation Act of 2000; §322
2. Disaster Assistance; Hazard Mitigation & Relocation Assistance Act (Public Law 103-181).
3. Public Law 93-234, Flood Disaster Protection Act.
4. Executive Order 12612, Federalism.
5. Executive Order 11988, Floodplain Management.
6. Executive Order 11990, Protection of Wetlands.
7. FEMA Regulations, 44 CFR Part 206, Subparts M and N.
8. Executive Order 12699, Seismic Safety
9. Executive Order 12898, Environmental Justice
10. National Environmental Policy Act (NEPA)
11. National Historic Preservation Act (NHPA)
12. OMB Circulars, A-21, A-87, A-94, A-102, A-110, A-122 and A-133.
13. FEMA/State Agreement
14. FEMA document “Hazard Mitigation Grant Program Guidelines for Acquisition and Relocation Projects”
15. Interagency Hazard Mitigation Team Agreements
16. FEMA Regulation, 44 CFR Part 13, Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

IV. DEFINITIONS:

- A. Alternate GAR: Alternate Governor’s Authorized Representative (AGAR): Performs as the Alternate Governor’s Authorized Representative (GAR) to represent the Governor in all activities related to implementing Public Law 93-288 as amended and serves as the alternate grant administrator for all funds provided under the Hazard Mitigation Grant Program When the GAR is not available. The AGAR’s performs all duties and assumes all responsibilities of the GAR when the GAR is not available. These duties include providing technical advice and assistance to eligible subgrantees, ensuring that all potential applicants are aware of assistance available, and submitting those documents necessary for grant award.
- B. Applicant: Any State agency, local government, eligible tribal or native government/organization, or eligible non-profit organization submitting an application for assistance under the Hazard Mitigation Grant Program. An applicant is also referred to as a subgrantee.
- C. Application: The initial request for HMGP funding, as outlined in §206.436 of 44 CFR.
- D. Disaster Policy Cabinet (DPC): The DPC is chaired by the DMVA Commissioner or his designated representative and comprises commissioners of select agencies to provide recommendations to the Governor concerning disaster related matters. The role of the DPC includes approving requests for mitigation project funding and State-funded long-term recovery projects as well as supporting the State’s commitment to disaster relief fund efforts.
- E. Division of Homeland Security and Emergency Management (DHS&EM): The agency responsible for implementing the Hazard Mitigation Grant Program for the Governor.
- F. Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for coordinating post disaster hazard mitigation activities with other government agencies at all levels.

- G. FEMA/State Agreement: A formal legal document stating the understandings, commitments, and binding conditions for assistance applicable as a result of a disaster declared by the President.
- H. Grant: An award of financial assistance. The Federal share of HMGP equals 7.5% of the total cost of disaster assistance outlays.
- I. Grantee: The entity to whom a grant is awarded and which is accountable for expending 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 the purposes of this plan, except as noted in §206.435 of 44 CFR, the State is the grantee.
- J. Governor’s Authorized Representative (GAR): Represents the Governor in all activities related to implementing Public Law 93-288 as amended and serves as the grant administrator for all funds provided under the Hazard Mitigation Grant Program. The GAR’s responsibilities include providing technical advice and assistance to eligible subgrantees, ensuring that all potential applicants are aware of assistance available, and submitting those documents necessary for grant award.
- K. Hazard Mitigation: Any cost-effective measure that will reduce the potential for damage from a natural disaster event, or any action taken to reduce or eliminate the risk to life and property from a disaster.
- L. Hazard Mitigation Plan: Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended by §104 of the Disaster Mitigation Act of 2000 requires a State Hazard Mitigation Plan as a condition of receiving disaster assistance funds, excluding assistance provided pursuant to emergency provisions. To obtain Federal assistance each State, local, and tribal government must prepare a hazard mitigation plan with sections that include: a description of the planning process; an assessment of natural hazard risks; a description and analysis of hazard management policies, programs, and capabilities; a list of mitigation goals, objectives, and strategies to reduce or eliminate vulnerability; and a method to implement, monitor, evaluate, maintain, and update the mitigation plan.
- M. Hazard Mitigation Grant Program (HMGP): The program authorized under §404 of the Stafford Act, which provides funding for certain mitigation measures identified through the evaluation of hazards conducted under §409 (Section 322 of the Disaster Mitigation Act of 2000 when guidelines are adopted).
- N. In Accordance With (IAW): An acronym used throughout the document to show compliance to a referenced authority.
- O. Local/Tribal Mitigation Plan: The plan required from local and tribal governments as a condition of receiving a project grant under the Hazard Mitigation Grant Program.
- P. Preliminary Damage Assessment (PDA): A survey to determine the magnitude and impact of damage caused by a disaster. The PDA is the basis for estimating total disaster related damage and evaluating the need to request a Presidential disaster declaration. The PDA is generally conducted jointly with FEMA, DHS&EM, and technical representatives from appropriate State agencies. The team also identifies immediate mitigation opportunities and issues to be addressed.
- Q. Project: 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.”
- R. Private Non Profit Organizations (PnP): Any non government agency or entity that currently has: 1) an effective ruling from the Internal Revenue Service granting tax exemptions under section 501 (c), (d), or (e) or the Internal Revenue Code of 1954; and 2) Articles of Incorporation and by-laws filed with the State of Alaska.

- S. National Flood Insurance Reform Act and Disaster Assistance (NFIRDA): Requires recipients for Federal Disaster Assistance for flood damage to real and or personal property to purchase and maintain flood insurance coverage if they want to remain eligible for federal flood disaster assistance.
- T. Regional Director (RD): The representative from FEMA Region X who is responsible for approving the State Hazard Mitigation Plan and the State’s Administrative Plan for implementing the HMGP.
- U. Standard State Hazard Mitigation Plan (SHMP): Must be approved by FEMA in order for States to be eligible to receive Stafford Act assistance, excluding emergency assistance. HMGP funding is based on seven and one-half (7.5) percent of the total estimated eligible Federal disaster assistance. This plan demonstrates the State’s goals, priorities, and commitment to reduce risks from natural hazards and serves as a guide for State and local decision makers as they commit resources to reducing the devastating effects of natural hazards.
- V. State Hazard Mitigation Officer (SHMO): The representative of State government who is the primary point of contact in planning and implementing pre- and post-disaster mitigation programs and activities required under the Stafford Act.
- W. State Hazard Mitigation Plan Advisory Committee (SHMPAC): A team of personnel comprised of appropriate DHS&EM staff and technical experts from other State, local, tribal, and federal agencies, all with decision making authority or contact with their agency decision makers. The SHMPAC is chaired by the SHMO. The purpose of the SHMPAC is to review, prioritize, and recommend selection of HMGP projects submitted by eligible applicants. Agency members will also assist with developing and reviewing the State Hazard Mitigation Plan.
- X. Subgrant: An award of financial assistance under a grant by the grantee to an eligible subgrantee.
- Y. Subgrantee: 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 non-profit organization, Alaska Native village, or organization (not Alaska Native corporations with ownership vested in private individuals) as outlined in Section 206.434 of 44 CFR.
- Z. Supplement: Means an amendment to the hazard mitigation application to add or modify one or more mitigation measures

V. ORGANIZATION AND STAFFING

- A. The organizational structure for administrating the HMGP will be flexible and capable of expansion and contraction as the need dictates depending upon the severity of the disaster.
- B. The SHMO shall submit a staffing plan for the JFO within five (5) days of the opening of the office (IAW 44 CFR, §206.437). If no initial staffing plan is submitted within the first 5 days, it is assumed that the initial staffing plan consists of the GAR and the SHMO. The staffing plan for this disaster is included as [Appendix A](#).

VI. RESPONSIBILITIES

A. State

1. The Division of Homeland Security and Emergency Management is the State agency responsible for administering §404 HMGP and §406 mitigation as defined in this plan. All applications for §404 funding will be processed through DHS&EM.
2. The State Hazard Mitigation Officer, a member of the DHS&EM Staff, is defined in this plan as the person responsible for all emergency management mitigation activities for the State and

pursues compliance with Stafford Act §322 as amended by §104 DMA 2000 planning requirements.

3. DHS&EM Hazard Mitigation Section personnel will work with PDA teams on tasks requiring special expertise or knowledge concerning §322, §404 and/or §406 activities as well as other State hazard mitigation programs. The SHMO may request personnel from other State agencies, per Alaska Statute 26.23.010, to augment the PDA teams.
4. DHS&EM will submit the State's HMGP application IAW 44CFR 206.436 as well as all local HMGP applications and funding requests for the purpose of identifying new projects to the FEMA Region X Director within 12 months of the date of disaster declaration.

B. Local

The Chief Executive Officer or Senior Elected Official of an organization or governmental entity who qualifies for public assistance and possible mitigation grants will approve an individual to represent that entity in all §404 and §322 matters.

VII. DIRECTION AND CONTROL

A. Notifying Potential Applicants

1. The SHMO, in cooperation with the State Public Assistance Officer (SPAO), Federal Public Assistance Officers (FPAO), and the FHMO will issue a statement on the availability of HMGP and will establish a State mitigation program point of contact during the Individual and Public Assistance Applicant's Briefing.
2. Potential applicants will be identified through a joint PDA and applicant briefings conducted with the PA and/or IA programs, through media and public information channels, or other methods determined appropriate by the State. Applicant eligibility, as described below, may be determined during these briefings.
3. At the discretion of the SHMO and FHMO, the Federal Public Information Officer (FPIO) will distribute a joint State/FEMA media release describing the program. The media release will include federal and State points of contact and information regarding any scheduled HMGP briefings.
4. The SHMO, FHMO, SPAO, and FPAO, or their representatives, will announce, advertise, and conduct HMGP applicant briefings as needed in areas convenient to potential applicants. The briefings will include: a description of the program, the mitigation priorities for the current disaster, application information and forms, an explanation of the submittal-review-award process and schedule, and a point-of-contact for additional information and assistance.
5. Potential applicants not previously notified during Preliminary Damage Assessment Briefings or Applicant Briefings will be advised of application prospects and procedures using the internet, eMail messages, or by letter.
6. Applicants will be notified of any eligibility or non-eligibility determinations made by FEMA or DHS&EM in writing.

B. Applicants Agent:

An applicant's Chief Elected Official is required to designate an agent who will be the applicant's point of contact for all matters pertaining to its application for Federal assistance (DHS&EM Form 30-5). If no agent is appointed, the Chief Elected Official of the eligible organization will be designated as the applicant's agent.

C. Applicant Eligibility: The following are eligible to apply for §404 Hazard Mitigation Grant Program funds:

1. State and local governments.
 2. Private non-profit (PNP) organizations or institutions that own or operate a non-profit facility as defined in 44 CFR, 206.221 (e).
 3. Alaska Native Villages or organizations, but not Alaska Native Corporations with ownership vested in private individuals.
- D. Project Eligibility: Project eligibility criteria are addressed in the Division of Homeland Security and Emergency Management's Hazard Mitigation Grant Program applications ([Appendix B](#) and [C](#)). Eligible activities include:
1. Local All-Hazard Mitigation Plan Development
 2. State Management Costs are eligible under 44 CFR, Chapter 206.439(b)(2). Costs of State personnel (regular time salaries only) assigned to administer HMGP in the Joint Field Office (JFO) may be eligible when approved by the FEMA Regional Director (RD). The request for funding State Management Costs will be included in the FEMA / State Agreement. The State shall submit a staffing plan for the JFO within five (5) days of the opening of the office IAW 44 CFR, §206.437 and 206.439(b)(2) Management Costs are subtracted from the HMGP aggregate total.
 3. After the close of the JFO, costs of State personnel (regular time salaries only) for continuing management of the HM grants may be eligible when approved in advance by the RD.
 4. Those projects that conform to the State Hazard Mitigation Plan and the applicant's Local All-Hazard Mitigation Plan if applicable.
 5. Those that have a direct beneficial impact upon the designated disaster area, whether or not the project is located in the designated area, IAW 44 CFR 206.434 (b)(2).
 6. Projects that conform to 44 CFR part 9, Flood Plain Management and Protection of Wetlands; and 44 CFR Part 10, Environmental Considerations. FEMA and State floodplain and environmental program managers will review these projects as applicable.
 7. Projects that solve a problem independently or constitute a functional portion of a solution if there is assurance that the project as a whole will be completed.
 8. Projects that are cost effective and substantially reduce the risk of future damage, i.e.:
 - i. they address a problem that has been repetitive or that pose a significant risk if left unsolved;
 - ii. the value of future damage reduction exceeds the cost of the project;
 - iii. there is assurance that the entire project will be completed.
 9. Projects that provide the most practical, effective, and environmentally sound solution after considering a range of options for mitigation.
 10. Projects that contribute to a long-term solution that integrates hazard mitigation principles with existing programs and overall community planning.
 11. Projects that consider the long-term effects of the areas and entities they protect and also feature manageable future maintenance and modification requirements.
- E. Environmental Review:
1. Applicants must indicate any potential environmental issues needing consideration on their Project applications.

2. DHS&EM does not have the capability to perform National Environmental Policy Agency (NEPA) level reviews. FEMA Region X will conduct the required Federal environmental reviews. Therefore, no project shall commence prior to this review and appropriate approval(s). All projects considered for funding under the HMGP must meet minimum NEPA requirements, which are included in the HMGP project application. The applicant is encouraged to work with the SHMO and the FEMA Regional Environmental Officer to obtain and provide a reasonable level of environmental detail that is dependent on the type and location of the proposed mitigation project.
3. FEMA is responsible for making the final NEPA determination and approval recommendation for all projects, IAW federal guidelines. Projects may receive conditional approval. DHS&EM is responsible for ensuring that these conditions, if applicable, are met. Documentation to prove these conditions were met may be required before the project will be closed.
4. FEMA will determine reasonable timeframes for conducting NEPA reviews. Turn-around time for a NEPA review is based on project complexity, project scope, existing workloads, local capacity, or other priorities. FEMA will ensure that reviews are conducted in the shortest time possible. This will likely be done on a project-by-project basis.

F. Project Identification:

1. Preliminary Damage Assessment (PDA) Teams will include the SHMO when possible, or be briefed by the SHMO to identify potential mitigation projects prior to an official Presidential Disaster Declaration. The SHMO will review PDA Team reports to closely scrutinize them for possible §404 and §406 mitigation opportunities.
2. The SHMO will review the State Hazard Mitigation Plan (SHMP) to identify potential projects that may qualify for mitigation grant funds.
3. The Public Assistance Damage Assessment Teams (PADAT) will be briefed to consider potential mitigation projects and include them in their Project Worksheets as §406 mitigation projects. The worksheets will be reviewed by the SHMO for additional §404 and §406 potential.
4. The SHMO will review the PADAT reports and recommendations to identify potential mitigation grant projects to include FMA, PDM, or Forestry mitigation grants.

G. Application Procedures:

1. A “Statement of Intent” to participate in HMGP will be forwarded to FEMA by the GAR within 60 days of the disaster declaration date. If an extension is needed, it will be coordinated with FEMA Region X prior to the 60-day deadline. The request for an extension will include a new timeline.
2. The SHMO is responsible for ensuring that all Hazard Mitigation Grant Program applications are submitted prior to DPC review and that the Hazard Mitigation Grant Program applications are finalized prior to submission to FEMA. The SHMO will assist applicants with developing projects and completing comprehensive applications during community visits and hazard area inspections as needed. The SHMO, SCO, or GAR may request FEMA provide a Mitigation Technical Assistance Team to assist with soliciting and preparing HMGP applications and completing Benefit / Cost Analyses of the projects.
3. Comprehensive “PROJECT” and “PLANNING” applications are included as [Appendix B](#) and [C](#) of this Administrative Plan. The appropriate application must be completed for each proposed activity prior to the SHMO submitting them to the DPC. The DPC will validate and finalize the priority of activities for the Governor’s approval. The completed applications will be submitted to FEMA for funding upon approval by the Governor. The applications include, but are not limited to:

- a. Eligibility Criteria: Does the project meet the criteria for funding by the HMGP?
 - b. State Mitigation Goals: Does the project meet the goals outlined in the State Hazard Mitigation Plan?
 - c. Signature of Authorized Agent: Subgrantee (1) agrees to commit its jurisdiction to completing the project and (2) verifies they have their cost - share of funds required (if applicable).
 - d. Applicant Data
 - e. Historical Damage Information
 - f. Cost Estimates
 - g. Primary Project Scope of Work
 - h. Alternative Project Descriptions
 - i. Project Eligibility Issues
 - j. Environmental Information: This section includes information consistent with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, Environmental Considerations.
 - k. Required Information for the Project: i.e. Maps, sketches, detailed drawings, descriptions etc.
 - l. Checklist of Attachments: The attachments are used to further explain complex issues and concerns. The SHMO or FEMA Regional Technical Assistance Team will evaluate each application and determine additional attachments that are required.
 - m. Maintenance Agreement
 - n. Work Schedules and Timelines
4. The SHMO will convene and chair the SHMAC when SHS&EM receives the 180-day lock-in for the disaster. The committee is comprised of appropriate DHS&EM staff and technical experts from other State or Federal agencies. They will review all HMGP activity submittals for eligibility and completeness. Based on the committee's prioritized recommendations, the SHMO will make any final adjustments before presenting them to the Governor's DPC for approval, refining priority, or further guidance.
 5. The SHMO will identify potential Fast Track projects and present them to the DPC for consideration. The DPC determines each project's priority and has final approval authority. The DPC may circumvent the normal project selection process by choosing to "fast track" projects when determined to be in the State's best interest.
 6. Applicants are required to have a FEMA approved, locally adopted Local All-Hazard Mitigation Plan to comply with Disaster Mitigation Act of 2000 § 322 and 44 CFR §201.6(a) criteria as a condition of applying for mitigation grant assistance. Local communities without a FEMA approved and locally adopted plan may only apply for planning project assistance. Each local plan must complement the State Hazard Mitigation Plan, include hazard Vulnerability Analyses and Risk Assessments, document community involvement, be adopted by the community or tribal government, and be approved by FEMA. DHS&EM mitigation staff will provide technical assistance as needed.

H. Project Selection:

1. The SHMO will convene a board of SHMAC members to evaluate and prioritize all eligible HMGP project submittals because funding is typically insufficient to select all valid HMGP projects. Regardless of funding availability, projects will be ranked according to the criteria set forth in 44 CFR, 206.425 (b) as follows:

- i. Measures that, if not taken, will have a detrimental impact on the applicant, such as potential loss of life, loss of essential services, damage to critical facilities, or economic hardships on the community;
 - ii. Projects for developing local all-hazard mitigation plans to comply with DMA 2000 initiatives. If a community does not have a community adopted FEMA approved plan, they will not be eligible for HMGP funding;
 - iii. Measures that best fit the State Hazard Mitigation Plan and an overall plan for development and / or hazard mitigation in the community, disaster area, or State;
 - iv. Measures that have the greatest potential impact on reducing future disaster losses;
 - v. Measures that are designed to accomplish multiple objectives, including damage reduction, environmental enhancement, and economic recovery.
- I. The SHMAC will also consider the level of interest and demonstrated degree of commitment on the part of each applicant. Applicants with a poor history of compliance or success may be closely monitored during the construction phase of the project.
- J. Project Management:
1. DHS&EM has primary responsibility for project management and accountability of funds as prescribed in 44 CFR, Part 13 and in the funding section below. The GAR is responsible for ensuring that the subgrantees meet all program and administrative requirements.
 2. The SHMO reviews and approves all requests for reimbursement and advances from applicants before forwarding them to the Division of Administrative Services (DAS) financial management staff for audit to prevent duplication of payment and to ensure payment eligibility. Any questions regarding eligibility or duplication of payment are returned to the SHMO for clarification. Final approval for payment is made by the GAR. DAS financial management staff then processes payment, disburses funding, and returns the request for payment and financial transaction reports (showing payment processed) to the SHMO. The DAS financial management staff conducts a periodic reconciliation of AKSAS with NEMIS.
 3. The subgrantee shall submit a quarterly progress report (DHS&EM Form 30-60) ([Appendix E](#)) to the GAR indicating the status and projected completion date for the project. Any problems affecting the completion date, scope of work, or project cost which could result in noncompliance with the approved grant conditions will also be included in the report.
 4. The SHMO shall submit a quarterly progress report to FEMA indicating the status and projected completion date for each measure funded. Any problems affecting the completion date, scope of work, or project costs which could result in noncompliance with the approved grant conditions will also be included in the report.
 5. Subgrantees normally have up to 24 months from the activity approval and funding date to complete the project. DHS&EM and FEMA Region X must approve any deviation from this schedule.
 6. The subgrantee will submit project cost overruns, with complete justification, to the GAR for approval. If approved, the GAR will subsequently submit cost overruns of the approved grant amount, with complete justification, to the FEMA Region Director for approval. In no case will the federal cost for HMGP exceed either the 75% federal share or seven and one-half percent (7.5%) of the estimated aggregate amount of grants identified in the Stafford Act and section II.B. of this document.
 7. Payment to the State for claims under Section 404 will be as provided in 44 CFR 206.438(d).

K. Technical Assistance:

1. Technical assistance may be given by FEMA and/or DHS&EM to assist either the grantee and/or subgrantee. Technical assistance may include assistance with data collection, project development and management, engineering and/or floodplain management assistance, and benefit cost determinations. Requests for technical assistance should be forwarded to the respective agency (FEMA or DHS&EM, as appropriate). Requests should be in writing, but alternative methods may be acceptable, as appropriate.

L. Financial Management (Funding):

1. Total approved project costs are split with a 75% federal share and a 25% State share. Any additional program costs are not eligible, and are the responsibility of the subgrantee. However, in some instances cost overruns may be funded on a case-by-case basis, using the procedures described above in Section J 6.
2. Hazard Mitigation Grant Program funds obligated by FEMA will be identified and dispersed to DHS&EM in a manner similar to Public Assistance funds. A copy of the Public Assistance Administrative Plan can be found at DHS&EM.
3. Applicants must set-up separate accounts to facilitate tracking HMGP funds generated by different disasters.
4. All payments to a subgrantee go through a review and approval process within DHS&EM. The SHMO will review the request and the applicant file to determine payment amounts. The request will be reviewed and approved for payment by the SHMO, then routed through the DAS financial management staff for audit, the Plans and Preparedness Program Manager for review, and to the GAR for final payment approval.
5. Applicants will use local standard operating procedures when procuring services or goods. Qualified State agencies will follow State Procurement Guidelines.
6. Obligating Federal funds for specific mitigation projects will be accomplished as those projects are approved by FEMA.
7. An Applicant (subgrantee) may request an Advance or Reimbursement of Funds by completing DHS&EM Form 30-03, "Request for Funds," [Attachment D](#). The completed form must be typewritten and submitted to the State for approval and processing. DHS&EM will not accept handwritten requests. Faxed documents must be followed-up with a mailed original. Advance funds must be expended towards the approved scope of the project within 30 days of receipt, or they must be refunded to the state. The applicant must provide supporting documentation for all project expenditures for which advance funds are used prior to receiving subsequent funding. Accruing interest on advance funds is not authorized, and any accrued interest must be returned to the State and subsequently to FEMA.
8. Advances are limited to increments of 30% of the estimated total "Approved" project cost. Additional funding may be advanced as the Applicant provides documentation to substantiate expenditures. Each subsequent request may not exceed 30% of the estimated total project cost.. Total advances may not exceed 75% of the estimated project cost. Final payments and subgrantee Administrative Allowances will not be paid until the project is complete and all receipts and documentation are received by DHS&EM.
9. Reimbursement of funds – an applicant (subgrantee) may request a reimbursement of funds by completing the DHS&EM Form 30-03. The applicant must provide documentation that shows actual expenditures made supporting grant project activities and/or supporting functions described in the approved scope of work for the project. The request will be processed for payment once it is validated for authorized expenditures.

10. If the request is denied, the GAR will inform the subgrantee in writing within thirty (30) days of the date of the request with an explanation for the denial. If approved, the request will be transmitted to the DAS financial management staff for processing per established accounting procedures.
11. Disbursement of funds will be as expeditious as possible to minimize the time between the grant award and actual disbursement. The State prefers to use electronic funds transfers (EFT) whenever feasible to the applicant. Payments will be made by “Warrant” (check) only upon request by the applicant.
12. DAS financial management staff will draw the funds through Smartlink. The funds will only be drawn from Smartlink as DHS&EM incurs expenditures on the approved project. DHS&EM will request that FEMA de-obligate unexpended funds at the closeout of each project, once all project expenditures are paid.
13. State “Warrants” are good for six months from date of issue. Under normal circumstances, the State would keep warrants that have reached the Statute of Limitations (SOL) on the books for 18 months and then send them to “Unclaimed Properties” at:

Department of Revenue Division of Treasury Unclaimed Property Section P.O. Box 110405 Juneau, AK 99811-0405	or	Department of Revenue Division of Treasury Unclaimed Property Section Willoughby Ave., 11 th Floor Juneau AK 99811-0405
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If the warrant expires before the expiration of the performance period of the disaster and the applicant submits an affidavit that the:

- Warrant was lost;
- Warrant was stolen;
- Warrant was fraudulently cashed; or
- Applicant was unable to cash the warrant because they were:
 - Medically incapable of cashing the check and there is no one with a power of attorney that can act in the applicants behalf.
 - Outside the U.S.A. during the entire time the warrant was valid and could not find an institution willing to cash it.

The applicant can then request that the warrant be reissued. State warrants can be reissued indefinitely by contacting the Unclaimed Properties Section at the addresses above.

14. Final payments and subgrantee Administrative Allowances will not be paid until the project is complete and all receipts and documentation are received by DHS&EM. All payments to a subgrantee go through a review and approval process within DHS&EM. Prior to project closeout, applicants must reconcile their programmatic expenditures with actual financial activity. If funds remain after project completion, the remaining funds, and any interest accrued in excess of \$100 annually must be returned to the State and ultimately to FEMA before the project can be closed.
15. Applicants for Acquisition/Relocation projects must provide copies of all documentation obtained from financing the home including contracts between applicants and home owners, vendors, and suppliers. Applicants must provide a written report explaining what happened with each home, funds expended, and any information concerning project progress.

M. Payment of Administrative Allowance:

1. Grantee Administrative Allowance: The State will be reimbursed an Administrative Allowance at project close-out IAW 44 CFR 206.439 (b)(1)(i)(A)-(D).

- i. This allowance is reimbursement from the State to the Sub-grantee to cover the cost of administering the grant program based on the sliding scale in accordance with 44 CFR 206.439 (b)(1)(ii) (A)-(D).
 - ii. Subgrantee must retain records detailing how Administrative Allowance is used, and must report on total expenditures quarterly. Documentations on Administrative Allowance need not be submitted; however they must be retained for three (3) years beyond date of closeout for the disaster. These records are subject to audit.
2. State Management Costs: Costs of State personnel (regular time salaries only) assigned to administer the Hazard Mitigation Grant Program in the Joint Field Office (JFO) may be eligible when approved by FEMA's Regional Director (RD) within 5 days of the opening of the office. Post JFO costs are also eligible if approved in advance. (44 CFR 206.439(b)(2)(i)).

N. Appeals:

1. Appeal of State Decision:

- i. An eligible applicant, subgrantee, or grantee may appeal any previously made determination related to an application for federal assistance through the grantee (DHS&EM) to the FEMA Region X Director (IAW 44 CFR 206.440). Applicants whose projects are not selected by the Disaster Policy Cabinet will be notified by the State Hazard Mitigation Officer, and advised of the following appeal process:
 - DHS&EM will provide guidance or technical assistance with writing an appeal if needed.
 - Appeals must be submitted to the Governor's Authorized Representative (GAR) at DHS&EM, within 60 days of receipt of notice of non-selection.
 - The written appeal must contain sufficient additional information and supporting documentation to warrant reconsideration. DHS&EM will review and evaluate the appeal then submit the documentation for the appellant's position, sighting specific monetary discrepancies or disputed provisions in Federal law, regulation, or policy. Upon completion of the review and evaluation, DHS&EM will forward with a written recommendation to the Regional Director for action.
 - The grantee will review and forward appeals from an applicant or subgrantee, within 60 days of receipt.
 - All appeals must be resolved by the GAR or his representative prior to the grant closeout period.

2. Appeal of a Federal Decision:

- i. The applicant may also appeal if its project is turned down by FEMA. This appeal must be made in writing to the GAR within 60 days of receipt of notice on non-selection by FEMA.
 - Within 60 days of receipt of the appeal, the GAR will make an evaluation, and forward the appeal to the FEMA, Region X Director with a written recommendation.
 - After the Regional Director receives the appeal, a response must be made within 90 days. That response may take the form of a determination or a request for additional information from the applicant. After receipt of any additional

information, which is requested, the Regional Director has an additional 90 days to make a determination.

- If the appeal is denied by the FEMA Regional Director, the GAR may appeal to the FEMA Associate Director, Mitigation. The same time limits for submission and response apply to the second appeal.
- The Associate Director shall decide on the appeal within 90 days from receipt of all related information. In most cases, the Associate Director's decision will be considered final.

O. Records and Reports:

1. Progress Reports:

- i. The subgrantee will submit a Quarterly Progress Report, (DHS&EM Form 30-60) (Appendix E), to the State which will serve as the basis for the State reporting on the status of all open projects to FEMA. The report will contain the status of open projects as prescribed by 44 CFR 13.40 (b)-(c) and 206.438(C). The progress report will be submitted to DHS&EM within 15 days after the end of the first federal quarter following the initial grant award and shall be submitted each quarter thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due to DHS&EM January 15, April 15, July 15, and October 15.
- ii. The State will submit quarterly progress reports to FEMA detailing the status of open projects as required by 44 DCFR 13.40 (b)-(c) and 206.438(C). Quarterly progress reports are due on January 30, April 30, July 30, and October 30.

2. Financial Status Reports

- i. The grantee will submit a quarterly Financial Status Report (SF FEMA 20-10) to the FEMA Region X office 30 days after the end of the first federal quarter following the initial grant award. Financial reports will be submitted quarterly thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due January 30, April 30, July 30, and October 30.
- ii. The subgrantee will submit a quarterly financial report (Federal Cash Transaction Report) to DHS&EM 15 days after the end of the first federal quarter following the initial grant award. Financial reports will be submitted quarterly thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due January 15, April 15, July 15, and October 15.
- iii. This report will consist of the following at a minimum:
 - Total authorized for the project
 - Total expenditures to date
 - Total payments received to date
 - Total advances received
 - Total project funds remaining
 - The grantee will submit the Federal Cash Transaction Report (FCTR) to FEMA 30 days after the end of the quarter, but no later than the 15th of the following month.

3. Receipt of Hazard Mitigation Grant Program funding is a contractual agreement between the grantee and subgrantee. As the grantee, DHS&EM requires that quarterly and annual fiscal status

reports be completed as a condition of receiving these funds. Project funding can be suspended or reimbursement sought if the required reports are not received as indicated above.

4. Project Documentation Record Retention (44 CFR 13.42): The applicant will be required to keep complete records of all work including administrative allowance expenses covered by Administrative Allowances (i.e. receipts, checks, job orders, contracts, equipment, equipment usage documentation and payroll information in paper, electronic or microfiche formats) funded under the Hazard Mitigation Grant Program as follows:
 - i. Except as noted below, FEMA requires that records must be retained for three years from the date of the last expenditure report or if waived, the date the report would have been due. However, the State of Alaska requires that records be retained for 3 years after final closeout of the disaster.
 - ii. If litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues arising from the action or three years whichever is later.
 - iii. Grantee and subgrantees are required to retain real estate transaction and property tracking records indefinitely.
 - iv. To avoid duplicate recordkeeping, awarding agencies may make special arrangements with grantees and subgrantees to retain any records which are continuously needed for joint use.
 - v. Records for income transactions after grant or subgrant support will be retained for three years starting from the end of the grantee's fiscal year in which the income is earned.
 - vi. Alternate forms of documentation such as microfilming, photocopying, or similar methods may be substituted for the original records.
5. Access to Records (44CFR 13.42 (e)): All projects are subject to State and Federal audit or, examinations during the retention period. However, grantees and subgrantees are not required to permit public access to their records unless required by Federal, State, or local law.
 - i. The State may make random audits, checks, or inspections to determine that records are retained and available as required.

P. Equipment Management

1. 44 CFR§13.32(a)-(d) is very explicit concerning equipment management responsibilities. The grantee will use, manage, and dispose of equipment acquired under this grant IAW State laws and procedures. Additionally, the grantee and subgrantees will use the equipment for the project for which it is acquired for as long as needed. Once the original need is terminated the equipment can be used for other activities supported by the federal government.
2. All equipment acquired with grant funding will be maintained on inventory following State of Alaska Procurement guidelines to include serial number, property identification tag, location, cost, and other tracking data. Physical inventory will be conducted annually and reconciled with property records every two years. Maintenance will be performed to ensure the equipment remains in functional order until disposition and appropriate records will be kept current in the Division's logistics office.
3. Equipment will be disposed of following State disposition regulations and as delineated in 44 CFR§13.32(e)

Q. Close-out Procedures:

1. The SHMO reserves the right to inspect all projects for compliance at any time and FEMA may also conduct an inspection of any project at any time.
2. Upon completion of all work approved in a project application the SHMO, or designee, will make a final inspection and submit certification of the project to the GAR. At the request of the GAR or the Regional Director (RD), a joint DHS&EM/FEMA team will perform the inspection for large projects. Projects less than \$100,000 may be certified by a desk audit of all project documentation.
3. If inspection and review of Subgrantee support documentation reveals problems in work performance and/or documentation of such work, the SHMO shall work with the subgrantee to correct the deficiencies before program closure. The State will forward final inspection documents to the RD to close the project.
4. The GAR will submit a final report to FEMA when all sub-grants have been closed. The report will include a certification that all funds have been expended in accordance with the FEMA-State Agreement, a listing of all projects and total expenditures, and a final request for reimbursement based upon an eligible Administrative Allowance determination.

R. Audits:

1. The State and subgrantees are responsible for obtaining audits IAW 44 CFR 13.26, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), and revised OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. This requirement applies to all \$404 Hazard Mitigation Grant Projects
2. Audit requirements will be IAW 44 CFR, Part 14 or OMB Circular A-128, as appropriate for all projects \$25, 000 - \$100,000.
3. Applicants expending \$500,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 - OMB Circular A-133.
4. Applicants will be required to provide Alaska Division of Homeland Security and Emergency Management a copy of the Single Audit.
5. Even though a Single Audit is performed, grant recipients also are subject to additional audits by FEMA Office of Inspector General and State auditors for items not covered by the Single Audit.
6. Applicants will be advised to retain records and supporting documentation for 3 years after closeout of the disaster.
7. The GAR may request an audit for funds disbursed to a subgrantee at any time. The audit results will be submitted to the Regional Director for resolution based on the FEMA-State Agreement. The audit will determine whether the subgrantees have met the requirements outlined in this plan and expended HMGP funds IAW 44 CFR §§13.26 and 14.2, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), and revised OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. If non-compliance is determined, the SHMO will ensure that appropriate corrective action is taken within six (6) months of audit completion.

VIII. DEVELOPMENT AND MAINTENANCE:

This plan will be reviewed annually. Amendments will be made to meet current policy guidelines, as required. Revisions will be forwarded to the Regional Director of the Federal Emergency Management Agency.

IX. APPENDICES:

- A. Staffing Plan
- B. HMGP Application-PROJECT
- C. HMGP Application-PLANNING
- D. Request for Funds, DHS&EM Form 30-03HM
- E. Project Quarterly Report, DHS&EM Form 30-60

**HAZARD MITIGATION GRANT PROGRAM
STAFFING PLAN
for
SEVERE FALL STORMS, TIDAL SURGES, AND FLOODING HMGP
(FEMA-1618-DR-AK)**

HMGP for the Severe Fall Storms, Tidal Surges, And Flooding disaster, FEMA-1618-DR-AK will be administered by seven* DHS&EM personnel as follows:

R. Scott Simmons	State Hazard Mitigation Officer (SHMO) (Emergency Management Specialist III)
Ervin Petty	Disaster Mitigation Officer (Emergency Management Specialist II)
Vacant	Mitigation Specialist (Emergency Management Specialist I/II)
Andresa Lankford	Accounting Technician (Accountant III)
John Clifton	Microcomputer/Network Technician II
Roberta Carney	Division Support Manager/ Alternate Governor's Authorized Representative
David E. Liebersbach	Governor's Authorized Representative

*** Note: The following positions are being requested to support mitigation activities and may or may not be authorized by State Human Resources:**

Vacant	Emergency Management Specialist II (Long Term, Non-Permanent-LTNP)
Vacant	Mitigation Grants Administrator (LTNP)

Alaska Division of Homeland Security and Emergency Management Hazard Mitigation Grant Program



Project Application

Applicant _____

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

Project Title (descriptive) _____

Estimated Project Cost (total) _____

THIS SECTION FOR STATE USE ONLY
FEMA DR – AK

<input type="checkbox"/> Standard HMGP or <input type="checkbox"/> HMGP 5% Initiative <input type="checkbox"/> FMA <input type="checkbox"/> Other _____	<p>Project Type(s)</p> <input type="checkbox"/> Acquisition/Demolition <input type="checkbox"/> Acquisition/Relocation <input type="checkbox"/> Elevation <input type="checkbox"/> Drainage <input type="checkbox"/> Wind Retrofit <input type="checkbox"/> Tornado <input type="checkbox"/> Seismic Retrofit <input type="checkbox"/> Phase Funded <input type="checkbox"/> Engineering Study <input type="checkbox"/> Construction <input type="checkbox"/> Other _____	<p>Community NFIP Status:</p> <input type="checkbox"/> Participating Community ID #: _____ <input type="checkbox"/> CRS Participant <input type="checkbox"/> In Good Standing <input type="checkbox"/> Sanctioned
<input type="checkbox"/> Initial Submission <i>or</i> <input type="checkbox"/> Resubmission		
<input type="checkbox"/> Completeness Checklist <input type="checkbox"/> State 409 Plan <input type="checkbox"/> Eligible Applicant		
State Application ID: _____	Reviewer Phone # _____	
Date Received: _____	Reviewer Fax #: _____	
State Reviewer: _____	Reviewer E-Mail: _____	

INTRODUCTION

The Hazard Mitigation Grant Program assists States and local communities in implementing long-term hazard mitigation measures following a major disaster. The funding for this program is based on a 75/25 Federal and applicant share. Further information concerning Alaska's involvement in the Hazard Mitigation Grant Program (HMGP) can be found in the current Alaska Hazard Mitigation Grant Administrative Plan at <http://www.ak-prepared.com/plans/mitigation/mitigationplan.htm> , or be obtained by calling the Alaska State Hazard Mitigation Officer, Division of Homeland Security and Emergency Management, at (800) 478.2337 or (907) 428-7000.

PROJECT ELIGIBILITY CRITERIA

Alaska's Division of Homeland Security and Emergency Management (DHS&EM) is responsible as grantee for ensuring that applicants meet the eligibility requirements for subgrantees and for selecting of eligible projects for which funding is requested. **Before you start completing the attached application forms**, check your proposed project for HMGP eligibility. All projects must meet the following criteria to be eligible for Hazard Mitigation funding. This information can be found in the State Hazard Mitigation Plan at the above referenced web address.

YES: NO: 1. **HMGP Projects must be from an eligible applicant** (i.e., County/City/Special Districts/Tribe/eligible Nonprofit Agency or Organization).

YES: NO: 2. **HMGP Projects must conform with the State Hazard Mitigation Plan** developed as a requirement of the Disaster Mitigation Act 2000, Section 322 for the declared disaster (see the Alaska State Hazard Mitigation Plan).

YES: NO: 3. **HMGP Projects must meet all applicable codes and standards** for the project locale (i.e., construction, public notifications, etc.).

YES: NO: 4. **HMGP Projects must have a direct beneficial impact upon the designated disaster area**, whether or not the project is located in the designated area.

YES: NO: 5. **HMGP Projects must conform with 44 CFR part 9, Floodplain Management and protection of Wetlands; and 44 CFR part 10, Environmental Considerations.**

YES: NO: 6. **HMGP Projects must 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.**

YES: NO: 7. **HMGP Projects must be cost effective** and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster.

YES: NO: 8. **HMGP Projects must provide the best solution.** Subgrantees must demonstrate that after consideration of a range of options for the mitigation measure, it has been determined that the proposed project is the most practical, effective, and environmentally sound solution.

YES: NO: 9. **HMGP Projects must contribute to a Long-Term Solution** to the extent practicable. Ideally, it should integrate hazard mitigation principles with existing programs and overall community planning.

YES: NO: 10. **HMGP Projects must consider Long-Term Effects.** Projects should address, when applicable, long-term changes to the areas and entities it protects, and ensure manageable future maintenance and modification requirements.

The subgrantee must document that the project:

- a. Addresses a problem that has been repetitive or that poses 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; and
- c. Will be completed.

ALASKA STATE MITIGATION GOALS

Does your project fulfill the following Alaska State Hazard Mitigation Plan’s listed goals?

YES: NO: A. Improve State and local ability to reduce threat to life and safety posed by disasters.

YES: NO: B. Reduce the vulnerability to disaster damage of existing development, emphasizing public property.

YES: NO: C. Avoid damage to future public and private development.

YES: NO: D. Establish the State’s role in disaster planning and management to reduce costs from disaster losses and disaster relief efforts.

SIGNATURE OF AUTHORIZED AGENT:

The undersigned has the authority to commit the jurisdiction to completing this project and submits this application for financial assistance under the Alaska State Hazard Mitigation Grant Program. Further, the undersigned certifies that the applicant will fulfill all requirements of the State and Federal Hazard Mitigation Grant Program.

Signature: _____

Date: _____

Title: _____

Provide a clear and concise Scope of Work. The areas within the application will expand to ensure you have sufficient space to completely provide detailed information for your proposed project. If you have any questions please do not hesitate to call the Alaska State Hazard Mitigation Officer, Division of Homeland Security and Emergency Management, at 800.478.2337 or 907.428.7000.

WHEN COMPLETED, THIS APPLICATION SHOULD BE RETURNED TO:

State of Alaska
Alaska Division of Homeland Security and Emergency Management
State Hazard Mitigation Officer
HMGP Application
P.O. Box 5750,
Fort Richardson, AK 99505-5750

I. APPLICATION DATA

Completely fill out his application and the accompanying *Project Schedule, Timeline, and Milestone Worksheet*

A. Project Title:

B. Applicant Identification

1. Name of Subgrantee Organization/Agency:

Check one:

State Government Local Government Recognized Indian Tribe Private Non-Profit

2. Type of Organization/Agency:

[County/City/Special Districts/Tribal/Non Profit]

3. Tax ID Number:

4. Flood Insurance P S Code (If Known):

C. Applicant's Primary Representative: (The applicant's agent, project manager, or official contact).

Name: Ms. Mr. Mrs. :

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

Applicant's Alternate Representative:

Name: Ms. Mr. Mrs.

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

D. Overview of Past Damages*

Provide a detailed past history of damages in the area including approximate costs. Include information for Presidential or federal level disasters as well State or local level declarations. Attach any supporting documents. Costs should include damages to structures and infrastructure in the project area as a result of the hazard. Additional costs should include the cost to the local government to respond to victims of the hazard in the project area, any interruption to local businesses, losses of public services, and costs for temporary housing of the affected population etc.

* Complete a listing of specific damages to each property on a separate spreadsheet and include as an attachment if this is an Acquisition, Relocation, Elevation, or Demolition Project.

<u>Date</u>	<u>Level of Event</u>	<u>Damages</u>	<u>Indirect costs (describe)</u>
[e.g. 10/7/89]	50 year flood or 4 foot above the road	\$195,000 in damages to 16 homes in project area	Emergency Services Evacuation of 58 people.]
[e.g. 8/18/92]	2 feet above the average first floor of the affected homes	\$1,895,000 in damages to 23 homes in project area	Emergency Services Evacuation of 108 people.]
Date	Level of Event	Type or Extent of Damages	Indirect Costs

E. Provide information on projects linked to Public Assistance Project Worksheets (PWs)

Relevant information from a Federally declared disaster, such as the Disaster Project Worksheet may provide data, so the applicant can avoid duplicating efforts. Additionally, if we are aware of it, then a previous environmental review may have been performed and used as a reference, reducing the review time.

PW Number(s) and Supplements:

Was the proposed hazard mitigation project a component of a Public Assistance PW? Is so, what was the State or Federal determination regarding its eligibility? Yes No

Please describe:

F. Hazards to be mitigated: (Select the type of hazard(s) the proposed project will mitigate)

- Flood Wildfire Seismic Volcano Snow Avalanche Tsunami
 Weather Ground Failure Erosion Drought Technological Economic
 Other (list):

G. Cost Share Summary:

(This column Office Use Only)

	<u>Amt Requested</u>	<u>DPC Approved</u>
1. Total Project Cost	\$	\$
2. Federal Share (HMGP):	\$	\$
3. Other Federal Share:	\$	\$
4. State Share	\$	\$
5. Applicant's Share:	\$	\$
6. Other Non-Federal Shares (Describe):	\$	\$
Total funds required to complete project:	\$Fill in the total cost of the project here.	\$

1. Project Budget: Provide the details of all costs of the project. This information is used for the Benefit-Cost Analysis. Reasonable cost estimates are essential. Project administrative costs are calculated on a sliding scale; **do not** include this in the budget. **Do not include contingency costs in the budget.**

a. Materials (Expand as needed)

Item	Dimension	Quantity	Cost Per Unit	Total Cost

b. Labor (Include equipment costs -- please indicate all "soft" or "in-kind" matches. Expand as needed)

Description of Activities	Hours	Rate	Cost

c. Fees Paid (Indicate Contracts costs here. Include any other costs associated with the project. Expand as needed)

Description of Task	Hours	Rate	Cost

Total Estimated Project Cost \$ _____

II. PROJECT ALTERNATIVES

A. Primary Project Requested: (Describe the proposed project (Scope of Work) **in detail**. Also, explain how the proposed project will solve the problem(s) or reduce the hazard's effects and risks identified in Section I. D. & F.)

Use separate pages as needed to ensure a complete project description

1. Scope of Work :

2. Project Location

a. Fully describe the location of the proposed project.

(1). Site

(a) Physical Location:

Describe the area and/or population affected or protected by this project. Include the location (street address with numbers or neighborhoods, city, borough w/ zip codes, Lot, Block or Survey). Give GPS reading (Lat/Long). *This allows the environmental review to catalog and reference other disaster related projects. PA already inputs this data for PA projects (DSR, PW)*

(2) Population Affected

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

_____ residential properties

_____ businesses / commercial properties

_____ public buildings

_____ schools

_____ hospitals / medical clinics

_____ houses of worship

3. Project Eligibility

Please indicate how you fulfill the eligibility criteria listed on page 1 – “Introduction” of this document.

4. Flood Insurance Rate Map (FIRM) Showing Project Site (If one is available for the project location)

Attach a copy of the panel(s) from the FIRM and the Floodway Map, if they are available, with the project site and structures marked on the map (FIRMs are available from the Department of Community and Economic Development, State Floodplain Manager (DCED/NFIP). Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA WebPage at <http://www.fema.gov/home/MSM/hardcopy.htm>). These maps can be downloaded.

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

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

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

Are there any other sources that have a map of the floodplain? (Army Corp of Engineers, USGS)

No FIRM, FHBM or other floodplain map available

5. City or Borough Map with Project Site (check the box to indicate what type map is attached maps)

A map must be provided showing the general location of the project site and another map showing the specific site. This is needed in order to identify the specific location for reviewing potential impacts to existing features surrounding the project area.

Attach a copy of a city or borough scale map (large enough to show the entire project area) with the project site and structures marked on the map.

USGS 1:24,000 topographical map with project site marked on the map.

(Map depicting relationship to existing features – natural and otherwise

- i. Rivers, lakes, streams, wetlands, saltwater, etc.
- ii. Geologic features, steep slopes, unstable areas
- iii. Roads, bridges, buildings, etc.

For **acquisition** or **elevation** projects, include a copy of the Parcel Map (Tax Map, Property Identification Map, etc.) with each property in the project clearly marked on the map. Use SAME ID number as in the property worksheet.

Attach overview photographs. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas which affect the project site or will be affected by the project.

6. Please provide photos, sketches, drawings, engineer designs etc. (2 copies each) for each project site:

They help clarify the project setting and the potential impacts of the project on the environment (soils, vegetation, hydrology, wildlife) and they assist in understanding the written description of the project, especially if contours and elevations are provided. If photos are provided, then FEMA may not need to conduct a site visit, thereby, reducing the review time

Include (attach to this application) **ALL** engineering calculations and quantity determinations used for this project

The following documents are attached (list):

8. Project Objective: Describe what you hope to gain by doing this project

9. Mitigation Accomplished through Objective: Explain how this mitigation project meets the objectives of the State Hazard Mitigation Plan

B. Alternative Project: *Describe an alternative project. This project should be the next best solution if the primary alternative is not accomplished. This project could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget, and the impacts of this alternative. Provide enough detail to describe the*

project for the evaluation panel to decide the best course of action for the State. Also, explain how the proposed project will solve the problem(s) or reduce the hazard's effects and risks described in Section B.

Use separate pages as needed to ensure a complete project description

1. Scope of Work :

2. Project Location

a. Fully describe the location of the proposed project.

(1). Site

(a) Physical Location:

Describe the area and/or population affected or protected by this project. Include the location (street address with numbers or neighborhoods, city, borough w/ zip codes, Lot, Block or Survey). Give GPS reading (Lat/Long). *This allows the environmental review to catalog and reference other disaster related projects. PA already inputs this data for PA projects (DSR, PW)*

(2) Population Affected

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

_____ residential properties

_____ businesses / commercial properties

_____ public buildings

_____ schools

_____ hospitals / medical clinics

_____ houses of worship

3. Project Eligibility

Using the eligibility criteria listed in "Part One – Introduction" of this document, list any eligibility issues.

4. Flood Insurance Rate Map (FIRM) Showing Project Site (If one is available for the project location)

Attach a copy of the panel(s) from the FIRM and the Floodway Map if they are available, with the project site and structures marked on the map (FIRMs are available from the Department of Community and Economic Development, State Floodplain Manager (DCED/NFIP). Maps can also

be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA WebPage at <http://www.fema.gov/home/MSC/hardcopy.htm>). These maps can be downloaded.

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

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

- If the FIRM for your area is not published**, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures marked on the map.
- Are there any other sources that have a map of the floodplain? (Army Corp of Engineers, USGS)
- No FIRM, FHBM or other floodplain map available

5. City or Borough Map with Project Site (check the box to indicate what type map is attached maps)

A map must be provided showing the general location of the project site and another map showing the specific site. This is needed in order to identify the specific location for reviewing potential impacts to existing features surrounding the project area.

- Attach a copy of a city or borough scale map (large enough to show the entire project area) with the project site and structures marked on the map.
- USGS 1:24,000 topographical map with project site marked on the map.
(Map depicting relationship to existing features – natural and otherwise
 - iv. Rivers, lakes, streams, wetlands, saltwater, etc.
 - v. Geologic features, steep slopes, unstable areas
 - vi. Roads, bridges, buildings, etc.
- For **acquisition** or **elevation** projects, include a copy of the Parcel Map (Tax Map, Property Identification Map, etc.) with each property in the project clearly marked on the map. Use SAME ID number as in the property worksheet.
- Attach overview photographs. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas which affect the project site or will be affected by the project.

6. Please provide photos, sketches, drawings, engineer designs etc. (2 copies each) for each project site:

They help clarify the project setting and the potential impacts of the project on the environment (soils, vegetation, hydrology, wildlife) and they assist in understanding the written description of the project, especially if contours and elevations are provided. If photos are provided, then FEMA may not need to conduct a site visit, thereby, reducing the review time

- Include (attach to this application) **ALL** engineering calculations and quantity determinations used for this project

The following documents are attached (list):

8. Project Objective: Describe what you hope to gain by doing this project

9. Mitigation Accomplished through Objective: Explain how this mitigation project meets the objectives of the State Hazard Mitigation Plan

C. No Action Alternative: Explain what the effect(s) will be if neither the primary nor the secondary project is funded:

III. ENVIRONMENTAL CONCERNS:

All projects must comply with the National Environmental Policy Act. FEMA is responsible for preparing the necessary documentation; however the applicant is required to provide the necessary data. Provide a clear and concise description of environmental concerns and impacts associated with "Preferred Alternative Project".

The following types of projects do not require Environmental Documentation:

- Development of Mitigation Plans
 - Inspection and monitoring activities
 - Studies involving only staff time and funding
 - Training activities using existing facilities
1. Provide the following information to assist the Environmental Review Team in performing reviews for compliance with all applicable laws and regulations. Providing this information up front will expedite the team's consultation process with Other Federal Agencies (OFA), allowing them to complete their review in as short a time as possible. If this information is not provided, the team will need to contact the applicant, which could delay mitigation for the next disaster. The review process cannot begin until this information is received. Supplying the information with this application will allow more time for completing the environmental compliance review.

Construction projects require certain environmental documentation depending upon the project type and its potential effects on the physical, biological, and built environment. This information *must* be provided to FEMA before funding will be awarded! The various types of projects and their specifically required environmental documentation are:

Warning Systems, Shutters, And Communication Projects

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

Acquisition/Demolition And Elevation Projects Residential Sites Require

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

Commercial/Industrial Sites also require:
- Coordination from the State Environmental Protection Agency (or equivalent) regarding hazardous waste and toxic materials
- * See also - additional documentation section

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

Coordination from the following Federal and State agencies:

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

Provide the following documentation to each agency listed above:

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

* See also - additional documentation section

Additional Documentation

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

* Contact your State Hazard Mitigation Officer if you wish FEMA to provide additional Environmental Technical Assistance.

Please ensure your application includes the following information:

a. Project setting and background information

This information is needed to understand the purpose and need for the project. Although, based upon past experience, you believe the project fits a Categorical Exclusion (CATEX), understanding the setting and background allows the environmental reviewer to evaluate for potential extraordinary circumstances and determine the level of review

- What is the age of the structure that will be mitigated by this project?

Explain:

- Describe the project site(s).

Explain:

- Describe the terrain and vegetation at the project site(s) (flat, gently sloping south, etc)?

Explain:

- What is the elevation?

Explain:

- Describe the neighborhood or community setting.

Explain:

- How old is the community (what is the age of the structures in the remainder of the community)?

Explain:

b. Does the Project Description show what the applicant proposes to do:

FEMA and other Federal Agencies need this information to perform their reviews. Are there any wetlands (USACE) or endangered species impacts (USFWS, NMFS). Please provide the following information to help the environmental reviewer determine and analyze the potential impacts of the project:

(Include this information by answering each statement either within the "Scope of Work" or on a separate page. Include only information applicable to this project.)

- Explain why this project is a benefit.

Explain:

- Explain why elevating, relocating, or acquiring these structures are appropriate. (Define why one method is more preferred over the others.)

Explain:

- Is future construction allowed within this area?

Explain:

- Describe the type, size, dimensions, and age of current project structures.

Explain:

- Describe the type of service this (these) facility(ies) provide(s) if applicable. (Home, business, or city office etc.)

Explain:

- Provide proof of ownership and entity responsible for maintenance of each structure.

Explain:

- Provide cost of relocating, replacing, or decommissioning utilities and/or fuel tanks etc.

Explain:

- Provide a narrative and sketches showing the type of foundation proposed.

Explain:

- Provide a photo and explain where material will be staged during construction or show on the map.

Explain:

- Provide the location where the families will be housed during construction.

Explain:

- Explain any special conditions or construction required due to permafrost or other environmental factors.

Explain:

- Describe any ancillary structures or equipment that may also need to be elevated, relocated, acquired and/or demolished.

Explain:

- Describe clearing or grubbing activities.

Explain:

- Describe the site control activities.

Explain:

- Provide a narrative and architectural drawing, to explain and depict the construction design of the project. (To include how high the structures will be elevated if applicable.)

Explain:

- Provide a construction timeline including the construction begin and end dates.

Explain:

- Explain the construction methodology and sequence, the types of equipment used, and materials needed.

Explain:

- Provide a photo to explain how, and show where, old foundations or other debris will be disposed.

Explain:

- **Other Project Types:**

Explain:

c. Supplemental Information: The following information would be helpful in facilitating a quicker review; however, it is not needed to begin the review process. If it is not provided, then the Environmental Reviewer will obtain the information.

Floodplain/Wetland information

This information is needed to show compliance with the Executive Orders on Floodplain Management and Wetlands.

1. Are Wetlands located in the project area? If so, attach map depicting location.

Yes No Explain:

2. Critical action. (Please describe what has to take place to fulfill the project. For example, Do you need to acquire a USACE permit, remove hazardous materials, or demolish structures and transport to and identify the landfill location etc.)

Explain any action that is critical to this project.

3. Public notice. Was there any public involvement in developing the project or selecting the site? How did you notify the public of the project?

Yes No Explain:

Endangered Species information.

This information is needed to show compliance with the Endangered Species Act. The local government often knows what types of projects have occurred in the past in the vicinity of the proposed project. Information obtained from past projects, and required consultations with other federal agencies, can be incorporated into the environmental review.

- U.S. Fish and Wildlife Service (Terrestrial & Aquatic)
- National Marine Fisheries Service (Marine & Anadromous)
- State Fish and Wildlife Service

National Historic Preservation Act, Section 106 information.

This information is needed to show compliance with NHPA. Contact the State Historic Preservation Office to obtain information on any potential historic, cultural, or archeological site within or near the project.

1. Are there any historic, archeological, or cultural sites in or near the project area?

Yes No

Explain:

2. Are there any structures older than 50 years?

Yes No

Explain:

2. Does the project involve modification or alteration to undisturbed land?

Page 16 - For questions, please call the State Hazard Mitigation Officer at (800) 478-2337

Yes No

Explain:

3. Have you made contact with the State Historic Preservation Officer?

Yes No

Explain:

1. **Is any other pertinent environmental data available?**

Yes No

Explain:

Provide the following to help the environmental reviewer evaluate existing data so as not to duplicate efforts. Is this information Available?

1. Environmental or SEPA documents

Yes No

Explain:

2. Geological studies

Yes No

Explain:

3. Biological Assessments

Yes No

Explain:

4. USACE or State permits

Yes No

Explain:

VI. CHECKLIST OF ATTACHMENTS NEEDED

Upon review of this basic application, it may be determined that additional information is needed. The following is a list of attachments that are used to collect this specific information. Assistance will be provided to you in completing these attachments.

Label Attachments as follows:	Enclosed
A. Project Information:	
A.1. Photos of the project site(s):	<input type="checkbox"/>
A.2. Sketches, drawings, engineer designs, etc.	<input type="checkbox"/>
A.3. Calculations and quantities	<input type="checkbox"/>
B. Applicable Project Worksheet(s) (PWs)	<input type="checkbox"/>
C. Environmental Information:	
C.1. Identify Pertinent Issues	<input type="checkbox"/>
C.2. Agency/Organization List	<input type="checkbox"/>
C.3. Project setting and background information	<input type="checkbox"/>
C.4. Vicinity map	
C.4.a. City or Borough Map with Project Sites	<input type="checkbox"/>
C.4.b. Plat map or tax lot map	<input type="checkbox"/>
C.5.c. USGS 1:24,000 topographical map (or best map/scale available)	<input type="checkbox"/>
C.6. Floodplain/Wetland information	
C.6.a. Floodplain Management Checklist.	<input type="checkbox"/>
C.6.b. Flood Insurance Rate Map (FIRM) Showing Project Site	<input type="checkbox"/>
C.6.c. Floodplain/floodway/wetland	<input type="checkbox"/>
C.6.d. Critical action	<input type="checkbox"/>
C.6.e. Public notice	<input type="checkbox"/>
C. 7. Endangered Species information	
C.7.a. U.S. Fish and Wildlife Service (Terrestrial & Aquatic)	<input type="checkbox"/>
C.7.b. National Marine Fisheries Service (Marine & Anadromous)	<input type="checkbox"/>
C.7.c. State Fish and Wildlife Service	<input type="checkbox"/>
C.8. National Historic Preservation Act, Section 106 information	
C.8.a. Archeological/Historic sites	<input type="checkbox"/>
C.8.b Building information	<input type="checkbox"/>
C.9. Any other environmental data that is pertinent	
C.9.a. Environmental or SEPA documents	<input type="checkbox"/>
C.9.b. Geological studies	<input type="checkbox"/>
C.9.c. Biological Assessments	<input type="checkbox"/>
D. Project Costs - Summary	
C.1. Materials	<input type="checkbox"/>
C.2. Labor	<input type="checkbox"/>
E. Project Eligibility	
E.2. Benefit / Cost Analysis	<input type="checkbox"/>
E.3. Project Compliance Assurances	<input type="checkbox"/>
E.4. Copy of Articles of Incorporation and tax exempt ruling.	<input type="checkbox"/>
F. Work Schedule (Applicable Timelines and Milestones Worksheets)	<input type="checkbox"/>
G. Other:	<input type="checkbox"/>

VII. Maintenance Agreement

Only applicants whose proposed project involves retrofitting or modifying existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, should sign the following agreement prior to submitting their application to FEMA.

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

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

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

Signature: _____

Title: _____

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

VIII. Elevation, Acquisition, Relocation, or Demolition, Certification

Each applicant whose proposed project involves elevation, relocation, acquisition, and/or demolition of one or more residential structures shall sign the following certification:

I, _____, _____, of
(print name) (title)
_____ certify that that all owners of property listed
in (town, city, or county organization)
in this project have been contacted and have voluntarily expressed a willingness to participate in the
proposed elevation, relocation, or acquisition of his or her property.

Additionally, the (village, community, city, or borough organization) _____ understands that any
and all property acquired under the Hazard Mitigation Grant Program will be maintained by the applicant
as open space. All property acquired in this project will be governed by the following guidelines quoted
from 44 Code of Federal Regulations (CFR), Section 209.10:

Subgrantees must enter into an agreement with the State, with the written concurrence of the Regional
Director, that provides the following assurances:

- (i) The following restrictive covenants must be conveyed in the deed to any property acquired,
accepted, or from which structures are removed ("the property" refers to all land acquired):
 - (1) The property must be dedicated and maintained in perpetuity for uses compatible with
open space, recreational, or wetlands management practices; and
 - (2) No new structure(s) will be built on the property except as indicated in this paragraph:
 - (A) A public facility that is open on all sides and functionally related to a designated
open space or recreational use;
 - (B) A public rest room; or(C) A structure that is compatible with open space,
recreational, or wetlands management usage and proper floodplain management policies
and practices, which the Director approves in writing before the construction of the
structure begins.
 - (D) In general, allowable open space, recreational, and wetland management uses include
parks for outdoor recreational activities, nature reserves, cultivation, grazing, camping
(except where adequate warning time is not available to allow evacuation), temporary
open storage of wheeled vehicles that are easily movable (except mobile homes),
unimproved, permeable parking lots and buffer zones. Allowable uses generally do not
include walled buildings, flood reduction levees, highways or other uses that obstruct the
natural and beneficial functions of the floodplain.
 - (3) After completing the acquisition project, no application for future disaster assistance will
be made for any purpose with respect to the property to any Federal entity or source, and no
Federal entity or source will provide such assistance, even for the allowable uses of the
property described above.
 - (4) Any structures built on the property according to paragraph (i)(2) of this section, must be:
located to minimize the potential for flood damage; floodproofed; or elevated to the Base
Flood Elevation plus one foot of freeboard.
 - (5) The subgrantee or other public property owner will seek the approval of the State grantee
agency and our Regional Director before conveying any interest in the property to any other
party. The subgrantee or other public entity or qualified private nonprofit organization must
retain all development rights to the property. Our Regional Director will only approve the
transfer of properties that meet the criteria identified in this paragraph.
 - (6) To carry out tasks associated with monitoring, we, the subgrantee, or the State have the
right to enter the parcel, with notice to the parcel owner, to ensure compliance with land use
restrictions. Subgrantees may identify the open space nature of the property on local tax

maps to assist with monitoring. Whether the subgrantee obtains full title or a conservation easement on the parcel, the State must work with subgrantees to ensure that the parcel owner maintains the property in accordance with land use restrictions. Specifically, the State may:

- (i) Monitor and inspect the parcel every two years and certify that the owner continues to use the inspected parcel for open space or agricultural purposes; and
- (ii) Take measures to bring a non-compliant parcel back into compliance within 60 days of notice.

(7) Only as a last resort, we reserve the right to require the subgrantee to bring the property back into compliance and transfer the title and easement to a qualified third party for future maintenance.

(8) Every 2 years on October 1st, the subgrantee will report to the State, certifying that the property continues to be maintained consistent with the provisions of the agreement. The State will report the certification to us.

Certified this day of _____, _____.

By _____
(signature of responsible official)

HMGP Insert Title of Project Mitigation Project Work Schedule, Timelines and Milestones

Grant Performance Period: enter beginning date of grant period through enter ending date of grant period .

A. Estimated Starting Date: _____, or within _____ days after final project approval. (Please explain if more than sixty (60) days):

B. Estimated Completion Date: _____, or within _____ months after project initiation. (Please explain if more than thirty-six (36) months):

C. Provide a General Outline of the Work Schedule Necessary to Complete This Project: Use Attachment 1 to list “Timelines and Milestones” for each item in the Scope of Work. This application *must* include a comprehensive work schedule that clearly describes project milestones and shows the anticipated flow of the project from the time of initiation through completion.

Item 1: Title of Task

Task	Timelines	Milestones	Estimated Costs
List each line item specified in Scope of Work		1. List each item to be obtained or completed by the task 2.	

Item 2: Title of Task

Task	Timelines	Milestones	Estimated Costs
List each line item specified in Scope of Work			

Item 3: Title of Task

Task	Timelines	Milestones	Estimated Costs
List each line item specified in Scope of Work			

Item 4: Title of Task

Task	Timelines	Milestones	Estimated Costs
List each line item specified in Scope of Work			

Division of Homeland Security and Emergency Management Hazard Mitigation Grant Program



Planning Application

Applicant _____

Project Location _____
(street, city, borough, state, zip code)

Project Title (descriptive) _____

Estimated Project Cost (total) _____

THIS SECTION FOR STATE USE ONLY
FEMA-____-DR-____

<input type="checkbox"/> Standard HMGP or <input type="checkbox"/> HMGP 5% Initiative <input type="checkbox"/> HMGP 7% Planning Initiative <input type="checkbox"/> FMA <input type="checkbox"/> Other _____	<p style="text-align: center;">Project Type(s)</p> <input type="checkbox"/> Acquisition/Demolition <input type="checkbox"/> Acquisition/Relocation <input type="checkbox"/> Elevation <input type="checkbox"/> Drainage <input type="checkbox"/> Wind Retrofit <input type="checkbox"/> Tornado <input type="checkbox"/> Seismic Retrofit <input type="checkbox"/> Phase Funded <input type="checkbox"/> Engineering Study <input type="checkbox"/> Construction <input type="checkbox"/> Planning <input type="checkbox"/> Other _____	<p style="text-align: center;">Community NFIP Status:</p> <input type="checkbox"/> Participating Community ID #: _____ <input type="checkbox"/> CRS Participant <input type="checkbox"/> In Good Standing <input type="checkbox"/> Sanctioned
<input type="checkbox"/> Initial Submission <i>or</i> <input type="checkbox"/> Resubmission <input type="checkbox"/> Completeness Checklist <input type="checkbox"/> State 409 Plan <input type="checkbox"/> Eligible Applicant		
State Application I _____		Reviewer Phone # _____
Date Received: _____		Reviewer Fax #: _____
State Reviewer: _____		Reviewer E-Mail: _____

INTRODUCTION

The Hazard Mitigation Grant Program assists States and local communities in implementing long-term hazard mitigation measures following a major disaster. The funding for this program is based on a 75/25 Federal and applicant share. Further information concerning Alaska's involvement in the Hazard Mitigation Grant Program (HMGP) can be found in the current Alaska Hazard Mitigation Grant Administrative Plan at <http://www.ak-prepared.com/plans/mitigation/mitigationplan.htm> , or be obtained by calling the Alaska State Hazard Mitigation Officer, Division of Homeland Security and Emergency Management, at (800) 478.2337 or (907) 428-7000.

PROJECT ELIGIBILITY CRITERIA

Alaska's Division of Homeland Security and Emergency Management (DHS&EM) is responsible as grantee for ensuring that applicants meet the eligibility requirements for subgrantees and for selecting eligible projects for which funding is requested. **Before you start completing the attached application forms**, check your proposed planning project for eligibility in the HMGP. All planning projects must meet the following criteria to be eligible for Hazard Mitigation funding. This information can be found in the State Hazard Mitigation Plan at the above referenced web address.

1. YES: NO: Does your community currently have a FEMA approved and locally adopted DMA 2000 compliant Local All-Hazard Mitigation Plan?
2. YES: NO: Does your community participate in the National Flood Insurance Program (NFIP)?
3. YES: NO: Is your community eligible to join the NFIP?
4. NEW: UPDATE Is the planning project submitted to create a new, or update an existing, local hazard mitigation plan?
5. What Type of Plan?
 - Local Multi-Jurisdictional Multi-Hazard Mitigation Plan
 - Local Multi-Hazard Mitigation Plan
 - Tribal Multi-Jurisdictional Multi-Hazard Mitigation Plan
 - Tribal Multi-Hazard Mitigation Plan
6. YES: NO: **HMGP Projects must be from an eligible applicant** (i.e., Borough/City/Community/Tribe/eligible Private Non Profit Agency or Organization).

SIGNATURE OF AUTHORIZED AGENT:

The undersigned has the authority to commit the jurisdiction to completing this project and submits this application for financial assistance under the Alaska State Hazard Mitigation Grant Program. Further, the undersigned certifies that the applicant will fulfill all requirements of the State and Federal Hazard Mitigation Grant Program.

Signature: _____ Date: _____

Title: _____

In preparing your application, use as many extra pages as is necessary to clearly define the Scope of Work for your proposed project.

WHEN COMPLETED, THIS APPLICATION SHOULD BE RETURNED TO:

State of Alaska
Alaska Division of Homeland Security and Emergency Management
State Hazard Mitigation Officer
HMGP Application
P.O. Box 5750,
Fort Richardson, AK 99505-5750

If you have any questions please do not hesitate to call the Alaska State Hazard Mitigation Officer, Alaska Division of Emergency Services, at: 800.478.2337 or 907.428.7000. Or fax your question or request for additional information to 907.428.7009

I. APPLICATION DATA

Completely fill out his application and the accompanying *Project Schedule, Timeline, and Milestone Worksheet*

A. Project Title:

B. Application Identification

1. Name of Subgrantee Organization/Agency:

Check one:

State Government Local Government Recognized Indian Tribe Private Non-Profit

2. Type of Organization/Agency:

[County/City/Special Districts/Tribal/Non Profit]

3. Tax ID Number:

4. FIPS Code (If Known):

C. Applicants Representative: (The applicant’s agent, project manager, or official contact).

Name: Ms. Mr. Mrs. :

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

Alternate Representative:

Name: Ms. Mr. Mrs. :

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

D.

E. Hazards to be mitigated: (Select the type of hazard(s) the proposed project will mitigate)

- Flood Wildfire Seismic Volcano Snow Avalanche Tsunami
- Weather Ground Failure Erosion Drought Technological Economic
- Other (list):

G. Cost Share Summary:

(This column Office Use Only)

	<u>Amt Requested</u>	<u>DPC Approved</u>
1. Federal Share (HMGP):	\$	\$
2. Other Federal Share:	\$	\$
3. State Share	\$	\$
4. Applicant's Share:	\$	\$
5. Other Non-Federal Shares (Describe):	\$	\$
 Total funds required to complete project:	 \$	 \$

1. Planning Project Budget: Provide the details of all costs of the project. This information is used for the Benefit-Cost Analysis. Reasonable cost estimates are essential. Project administrative costs are calculated on a sliding scale; **do not** include this in the budget. **Do not include contingency costs in the budget.**

a. Materials (Expand as needed)

Item	Dimension	Quantity	Cost Per Unit	Total Cost

b. Labor (Include equipment costs -- please indicate all "soft" or "in-kind" matches. Expand as needed)

Description of Activities	Hours	Rate	Cost

c. Fees Paid (Indicate Contracts costs here. Include any other costs associated with the project. Expand as needed)

Description of Task	Hours	Rate	Cost

Total Estimated Project Cost \$ _____

II. PROJECT DESCRIPTION

A. Planning Project Description: (Describe the proposed project (Scope of Work) **in detail**. The Scope of Work must include a detailed description of the planning process, how the public will be involved, who will participate in the plans development, who will be involved in the assessment to the population and facilities.

- Describe and annotate community involvement in the planning process.
- An assessment of the risks (List the facilities that are at risk).
- List the facilities, or portions of public infrastructure, that are vulnerable to a disaster.
- Develop a mitigation strategy to reduce potential losses and target resources.
- Describe how each community will periodically evaluate, monitor, maintain, and update the plan.
- Describe how the community will implement the plan after receiving approval and adoption by the community.
- Explain how long the planning project will take to complete.
- Complete Project Work Schedule, Timelines, and Milestone sheet located as Attachment 1

Use separate pages as needed to ensure a complete project description

1. Scope of Work :

1. Scope of Work: Development of local Hazard Mitigation Plan for (insert name of community here)

- The plan will be developed using the State of Alaska’s internet-based planning tool, MitigationPlan.com
- All public meetings will be documented with sign up sheets.
- Preliminary meeting with the (“insert name of community and other participants here”) will identify all hazards in the community, (natural, technological, biological, and human)
- Identify, describe, and provide location of hazards affecting the community.
- Identify, describe, and provide location of previous occurrences.
- Identify and describe probable future hazard events.
- Develop n overall summary of each hazard and their impacts.
- Provide a list of vulnerable structures and critical facilities, with description, location, and, jurisdiction’s vulnerability to each hazard in term of types of building, infrastructure, and critical facility in each hazard area will be identified, including why the facility.
- For each hazard: estimate the potential dollar losses to the identified vulnerable structure, and describe the methodology used to prepare the estimate.
- Describe and develop land use and development trends.
- Develop a map of existing and proposed land uses and known hazard areas. (Develop a separate map for each jurisdiction’s risk for multi-jurisdictional plans.)
- Identify and prioritize future mitigation goals, objective and proposed activities and task action.
- When complete with all task listed above, provide all information to the State Hazard mitigation Officer for review.
- Present description of identified hazards to the public for review.

2. Mitigation Strategy

- This strategy will be based on existing authority, policy, programs, and resources, as well as the ability to improve or expand these tools.
- Develop a description of mitigation goals, objectives, and action(s) taken to reduce or avoid long-term risk or damage.
- Identify, evaluate, and analyze these action or project, with emphasis on new and existing buildings and infrastructures

- Include a description of how the strategies will be prioritized, implemented, and administered.
- Include an implementation timeline, potential funding sources, and the responsible agency.
- Determine how these strategies are cost effective, environmentally sound, and technically feasible.
- Submit a local plan draft to the State and FEMA for review.
- Review and revise the plan once the plan has been review by the State Hazard Mitigation Officer. Then have the public review the finalized plan at a public meeting prior to resubmittal to the State.
- FEMA approved Local Hazard Mitigation Plan will be presented to the City Council for adoption, include a copy of the resolution documentation as an attachment.
- Develop a method and schedule to monitor, evaluate, and update the plan every five years.
- Submit the finalized Local Hazard Mitigation Plan to FEMA for review.
- Include any other plan, data, or unintentionally overlooked information if required by FEMA that was not mentioned in this scope of work.

Community of “insert name of community here” list of facilities that are at risk, or vulnerable to disaster.

- “List those facilities here with GPS reading Lat/Long”

1.

HMGP Mitigation Planning Projects Work Schedule, Timelines, and Milestones

Grant Performance Period: enter beginning date of grant period through enter ending date of grant period .

A. Estimated Starting Date: _____, or within _____ days after final project approval. (Please explain if more than sixty (60) days):

B. Estimated Completion Date: _____, or within _____ months after project initiation. (Please explain if more than thirty-six (36) months):

C. Provide a General Outline of the Work Schedule Necessary to Complete This Project: Use Attachment 1 to list “Timelines and Milestones” for each item in the Scope of Work. This application *must* include a comprehensive work schedule that clearly describes project milestones and shows the anticipated flow of the project from the time of initiation through completion.

Item 4: Sample Planning Scope of Work:

Community	Timelines	Milestones
- Obtain MitigationPlan.com user name and password from DHS&EM	Upon award of grant	
- Identify and describe <i>Hazards</i> to community		Provide list of identified hazards to SHMO
- Assess and describe <i>Vulnerability</i> of assets		Provide hazard vulnerability information for identified hazards to SHMO for review
- Assess and describe <i>Risk</i> to population		Provide hazard risk information for identified hazards to SHMO for review
- Provide description of estimated losses for each hazard identified		Provide estimate of losses for each hazard identified to SHMO for review
- Identify and prioritize future mitigation goals, objectives and proposed activities / task actions		Provide prioritized list of future hazard mitigation goals, objectives and task items to SHMO for review
- Submit Draft of Local Plan (Plan) for State Review		As stated
- Submit Draft of plan for FEMA Review		As stated
- Submit FEMA approved Local Hazard Mitigation Plan to City Assembly/Council for <i>Adoption</i>		As stated
- Submit additional analysis of <i>uncompleted</i> hazards for State Review		As stated
- Submit <i>Technological</i> hazards list for State Review		As stated
- Submit <i>Final</i> Local Hazard Mitigation Plan for FEMA Review		As stated

REQUEST FOR FUNDS

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

*Fill out a separate form for **each** project. Maximum allowed advance per request is 30% of approved project amount

<input type="checkbox"/> Public Assistance	<input checked="" type="checkbox"/> Hazard Mitigation Grant Program	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Request For Advance	<input type="checkbox"/> Request For Reimbursement	<input type="checkbox"/> Request For Partial Payment	<input type="checkbox"/> Request For Final Payment
APPLICANT INFORMATION			
PROJECT NAME:		PROJECT NUMBER:	
APPLICANT NAME:			
STREET:			
CITY/ZIP:			
APPROVED PROJECT AMOUNT:		\$	
TOTAL AMOUNT OF PRIOR PAYMENTS:		\$	
AMOUNT THIS REQUEST: (Max advance 30% each request. Total allowable: 75% of total approved project amount)		\$	
MAIL CHECK TO:		DEPOSIT CHECK FOR APPLICANT:	
		BANK NAME: _____	
		ACCOUNT #:	
THE APPLICANT AGREES:			
<ol style="list-style-type: none"> 1. That the funds will be placed in a special and separate account. 2. That the funds will be expended within 30 days of receipt. (<i>Applies to Advances Only</i>) 3. That the funds will be used only for approved actual eligible expenditures. 4. That any funds received, which are in excess of the approved actual expenditures, will be promptly refunded to the State upon completion of the project. 5. Any interest earned while these funds are on deposit will be promptly credited to the account. 6. No additional funds will be advanced until the applicant provides financial documents to DHS&EM verifying expenditures for any prior advance. 7. Reports on advanced funds are required on a quarterly basis, detailing the status of all advanced funds. This requirement is mandatory even if no expenditures have occurred. 			
DATE:		TITLE:	
SIGNATURE:			
FOR DHS&EM USE ONLY			
APPROVED: <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>		AMOUNT: \$	
COMMENTS:			
DATE:		TITLE:	
SIGNATURE:			