OHIO DEPARTMENT OF PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

Ted Strickland, Governor
Henry Guzmán, Director

- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

Nancy J. Dragani
Executive Director

Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
(614) 889-7150
www.ema.ohio.gov

September 10, 2009

Ms. Janet M. Odeshoo, Acting Regional Administrator
Federal Emergency Management Agency
Region V
536 S. Clark Street, 6th Floor
Chicago, IL 60605

SUBJECT: HMGP State Management Costs & Administrative Plan, FEMA-DR-1805-OH

Dear Ms. Odeshoo:

Enclosed please find the application for state management costs for the Hazard Mitigation Grant Program (HMGP) funds made available as a result of the Presidential disaster declaration DR-1805-OH. NEMIS submission was completed on September 1, 2009. Specifically the following items are included:

- A revised SF 424 that reflects the 6-month lock-in estimate, and
- The Administrative Plan, including the State Management Cost budget spreadsheet and narrative.

This request is will ensure that an appropriate level of service is being provided to HMGP applicants, subgrantees, and participants in the HMGP program. Your assistance in processing this request would be greatly appreciated. Please do not to hesitate to contact Steve Ferryman, State Hazard Mitigation Officer, of my staff at (614) 799-3539 if you have any questions.

Respectfully,

NANCY J. DRAGANI
Executive Director
Governors Authorized Representative

Enclosures

cc: Steve Ferryman, OEMA Mitigation Branch Chief / SHMO
Sima Merick, OEMA Mitigation, Recovery and Preparedness Grants & Fiscal Division Director & Alternate GAR
Stacie Kitchen, OEMA Business Manager
Nicholas Mueller, FEMA V-Hazard Mitigation Officer

SEP 2009

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: *5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: Ohio Emergency Management Agency

*b. Employer/Taxpayer Identification Number (EIN/TIN): 311334820

*c. Organizational DUNS: 961934346

d. Address:

*Street 1: 2855 W. Dublin-Granville Road

Street 2:

*City: Columbus

County: Franklin

*State: Ohio

Province:

*Country: United States of America

*Zip / Postal Code 43235

e. Organizational Unit:

Department Name: Ohio Department of Public Safety

Division Name: Emergency Management Agency

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Steven

Middle Name: Andrew

*Last Name: Ferryman

Suffix:

Title: Mitigation Branch Chief, State Hazard Mitigation Officer

Organizational Affiliation:

*Telephone Number: (614) 799-3539 Fax Number: (614) 799-3526

*Email: saferryman@dps.state.oh.us

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance-SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

Federal Emergency Management Agency

11. Catalog of Federal Domestic Assistance Number:

97.039

CFDA Title:

Hazard Mitigation Grant Program

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Statewide

***15. Descriptive Title of Applicant's Project:**

Hazard Mitigation Grant Program including project funding and State Management Costs

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: OH - All *b. Program/Project: OH - All

17. Proposed Project:

*a. Start Date: 10/24/08 *b. End Date: 10/23/13

18. Estimated Funding ($):

*a. Federal	a. 6,825,453
*b. Applicant	
*c. State	
*d. Local	
*e. Other	d. 1,626,813
*f. Program Income	
*g. TOTAL	g. 8,452,266

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mrs. *First Name: Nancy

Middle Name: J.

*Last Name: Dragani

Suffix:

*Title: Executive Director and Governor's Authorized Representative

*Telephone Number: (614) 889-7151 Fax Number: (614) 889-7183

* Email: NDragani@dps.state.oh.us

*Signature of Authorized Representative: *Date Signed: 9/10/09

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

OHIO EMERGENCY MANAGEMENT AGENCY
MITIGATION BRANCH

ADMINISTRATIVE PLAN

for the

HAZARD MITIGATION GRANT PROGRAM (HMGP)

Updated for DR-1805-OH
DECLARED:
October 24, 2008

Table of Contents

I. STATEMENT OF PURPOSE

Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, and the Disaster Mitigation Act of 2000, Public Law 106-390, establishes a cost-sharing Hazard Mitigation Grant Program (HMGP) used to fund state and local hazard mitigation projects. This section is closely tied to the post-disaster hazard mitigation plans defined and required in Section 409 of the Act, and is implemented following a Presidential declaration of a major disaster. Sections 322 and 404, in combination with several other state and federal programs and activities, help to form an overall pre- and post disaster hazard mitigation strategy for the State of Ohio and affected local governments in the State.

The purpose of this document is to delineate the general organization staffing, policies, and procedures which the State of Ohio will use when administering Section 404 HMGP and Section 322 Hazard Mitigation planning requirements.

II. REFERENCES AND AUTHORITIES

A. The Robert T. Stafford Act of 1988, Public Law 93-288, as amended

B. Hazard Mitigation Relocation and Assistance Act of 1993, Public Law 103-181

C. Disaster Mitigation Act of 2000, Public Law 106-390

D. 44 Code of Federal Regulations

1. Part 206, Federal Disaster Assistance
2. Part 7, Nondiscrimination in Federally assisted Programs
3. Part 9, Floodplain Management and Protection of Wetlands
4. Part 10, Environmental Considerations
5. Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
6. Part 14, Administration of Grants: Audits of State and Local Governments.
7. Part 80, Property Acquisition and Relocation for Open Space
8. Part 207, Management Costs

E. National Flood Insurance Acts of 1968 and 1973, as amended

F. 42 U.S.C. 4001 et seq.

G. Executive Orders 11988 (Floodplain Management), 11990 (Protection of Wetlands), 12612 (Federalism), and 12898 (Social Justice)

H. Ohio Revised Code, Section 5502, and implementing rules

I. Ohio Emergency Operations Plan, 2008

J. State of Ohio Standard Mitigation Plan, 2008

III. DEFINITIONS

APPLICANT - A state agency, local government, or eligible non-profit organization.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance. In Ohio, the functions of the GAR and the State Coordinating Officer (SCO) may be assigned to the same individual.

GRANTS - An award of financial assistance. The total Hazard Mitigation Grant Program (HMGP) award shall not exceed fifteen percent (15%) of the estimated eligible disaster assistance programs under the Stafford Act. (For example: Public Assistance, Individual and Family Grant, and Disaster Housing Programs).

GRANTEE - The government entity to which a grant is awarded and accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. (Except as noted in 44 CFR, Part 206.436 (g) Subpart N, the State is the Grantee.)

INTERAGENCY HAZARD MITIGATION TEAM (IHMT) - The mitigation team that is activated following flood-related disasters pursuant to the July 10, 1980 Office of Management and Budget directive on Nonstructural Flood Protection Measures and Flood Disaster Recovery, and the subsequent December 15, 1980 Interagency Agreement for Nonstructural Damage Reduction.

MEASURE - Any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters. The term "measure" is used interchangeably with the term "project" in FEMA regulations.

MITIGATION BRANCH PROJECT MANAGER – The staff person from the Ohio EMA Mitigation Branch that has been assigned by the SHMO to be the Branch point of contact for that particular project.

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" in FEMA regulations.

44 CFR Part 201 Mitigation Planning and Part 206 Hazard Mitigation Grant Program – These rules contain the requirements to have a FEMA approved state and local natural hazard mitigation plans in order to be eligible for HMGP funds.

STATE ADMINISTRATIVE PLAN FOR THE HMGP - The plan developed by the State to describe the procedures for the administration of the Hazard Mitigation Grant Program (HMGP).

STATE COORDINATING OFFICER (SCO) - The person appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. In Ohio, the functions of the SCO and GAR may be assigned to the same person.

STATE HAZARD MITIGATION OFFICER (SHMO) - The person designated by the GAR as the responsible individual on all matters related to the HMGP.

STATE HAZARD MITIGATION PLANNER (SHMP) - The individual responsible for developing and maintaining the State of Ohio Hazard Mitigation Plan in accordance with Section 322.

STATE HAZARD MITIGATION TEAM - The state agencies and departments that have a role in developing, updating, and implementing an all-hazard state Mitigation Plan; and assisting in recommendations and selection of projects for the HMGP and the Pre-Disaster Mitigation program.

SUBGRANT - An award of financial assistance under the grant by a grantee to an eligible Subgrantee.

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, or Indian tribe.

SUPPLEMENT - A request that the state submits to FEMA to add to, or modify the project(s) for which it initially requested Section 404 funding.

IV. CONCEPT OF ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. Staffing Plan

   Refer to Attachment 2.

2. Mitigation Staffing Assignments

   a. The Ohio Emergency Management Agency (Ohio EMA) and various State agencies will provide personnel who will perform the following functions:

      1. Governor's Authorized Representative (GAR) – Executive Director, Ohio EMA.
      2. Alternate GAR – Director Mitigation, Recovery, Preparedness and Fiscal Grants Grants Division, Ohio EMA.
      3. State Coordinating Officer (SCO) – Executive Director, Ohio EMA.
      4. Hazard Mitigation Officer (SHMO) –Chief, Mitigation Branch, Ohio EMA.
      5. State Hazard Mitigation Planner – The individual responsible for developing and maintaining the State of Ohio Hazard Mitigation Plan in accordance with Section 322.
      5. Business Manager - Ohio EMA Fiscal Branch Chief.
      6. Disaster Services Consultant (DSC) employees – will generally serve as Mitigation Branch Project Managers overseeing multiple subgrants. One DSC is also assigned to be the Branch Fiscal point-of-contact.
      7. Disaster Relief Grant Employees (DRG) staff will be hired as dictated by the staffing plan for the disaster – will generally serve as Mitigation Branch project managers overseeing multiple subgrants.
      8. Administrative Assistance – Ohio EMA Mitigation, Recovery, Grants and Fiscal Division Administrative Assistant.
      9. Fiscal Specialist – Specialist assigned by Ohio EMA Fiscal Branch.
      10. Members of the State Hazard Mitigation Team.

   b. Cost of State personnel assigned to administer the HMGP in the Joint Field Office (JFO) are eligible HMGP management costs.

   c. After the close of the JFO, costs of State personnel (regular time salaries only) for continuing management of the HMGP are eligible HMGP management costs.

3. Securing Other Specialized Technical Assistance

a. Contractual Assistance – Traditional areas where assistance is needed and it is either not possible or cost effective to have such skill sets on staff include data development for benefit-cost analysis, expert appraisal review, and specialized research assistance to complete NEPA requirements (i.e., records review by the Ohio Department of Natural Resources).

B. ASSIGNMENT OF RESPONSIBILITIES

1. Governor's Authorized Representative (GAR)

a. Ohio Revised Code Section 5502.22 provides authority for the Emergency Management Agency to administer the HMGP. The GAR is the state official ultimately responsible for ensuring that the state properly implements its responsibilities under Sections 322 and 404 in a Presidential disaster declaration. The GAR shall supervise/monitor the activities of the SHMO. The GAR is responsible for the submission of a Section 404 grant application to Federal Emergency Management Agency (FEMA), on behalf of the State of Ohio, including state agencies, local governments, and private non-profit organizations.

2. State Hazard Mitigation Officer (SHMO)

a. The SHMO is responsible for the State's Mitigation Program and the Section 404 program, as well as other mitigation programs, including development and maintenance of this Administrative Plan and procedures.

b. Major responsibilities include:

1. Prepare Section 404 program materials for distribution to communities announcing the availability of plan update funds.
2. Train mitigation staff to assume their responsibilities.
3. Provide direction for mitigation staff, as necessary.
4. Disseminate Section 404 program information, initial application forms, and other program material.
5. Participate on mitigation team, brief local officials on mitigation, work with County Points-of-Contact, as related to HMGP.
6. Ensure all required reports and correspondence are prepared and distributed.
7. Chair meetings of the State Hazard Mitigation Team, and follow-up on team recommendations, in support of HMGP.
8. Ensure project development and technical assistance is provided to interested communities.
9. Participate in, and set-up meetings, with State Hazard Mitigation Team to discuss mitigation issues and problems.

10. Ensure project selection is in compliance with administrative plan guidelines and State Hazard Mitigation Plan.
11. Submit projects selected to FEMA for review and approval.
12. Ensure proper grant management of HMGP projects approved by FEMA.
13. Monitor the status of projects.
14. Ensure projects are completed in a timely manner and within federal rules and regulations governing the HMGP.
15. Ensure review of audits for compliance.
16. Ensure projects are closed properly and in a timely manner.

3. Business Manager

   a. Managing SMARTLINK, including:

      1. Performing disbursements and financial revisions;
      2. Preparing appropriate forms for closeout of projects/disasters; and,
      3. Providing monthly status reports on expenditures to program managers.

   b. Processing, or supervising the processing, of HMGP checks or the transfer of funds to Subgrantees, recording disbursements, determining correct mailing addresses for checks, and entering disbursements into the state financial management system.

   c. Maintaining records of administrative expenses and state management costs eligible for reimbursement for each open disaster.

   d. Other duties as identified in **Attachment 1**.

4. State Hazard Mitigation Planner (SHMP)

   a. Develop and deliver training to local officials on updating local natural hazard mitigation plans to ensure compliance with 44 CFR 201.6.

   b. Perform project manager duties associated with planning grant projects.

   c. Review draft local hazard mitigation plans for compliance with 44 CFR 201.6 before forwarding to FEMA Region V for final approval.

5. Other Mitigation Staff

   a. Work on project development and implementation. Duties are outlined in the staffing plan **(Attachment 1).**

V. FUNDING

A. FEMA will make HMGP monies available to the State of Ohio as follows:

1. The total federal funds available for the HMGP shall be up to 15% of the total Stafford Act assistance provided.

   a. FEMA will provide an initial estimate of the total available HMGP funds to the State Mitigation Officer not earlier than 30 days and not later than 35 days from the date of the disaster declaration.

   b. Within 120 days of the disaster declaration, documentation must be submitted to FEMA to support costs and activities for which projected management costs will be used in accordance with 44 CFR 207.7. Alternatively, a letter requesting an extension up to one (1) year from the declaration date must be submitted to FEMA.

   c. The first lock-in of HMGP funds will occur six (6) months following the declaration. HMGP funding estimates may be less than the original estimate.

   d. The final lock-in of funds will be provided one (1) year from the date of declaration. HMGP available funds may increase but will not be less than the amount of funds identified at six (6) months.

2. The federal funds provided each community will be based on the cost-sharing provisions outlined in the FEMA-State Agreement or state legislation or as determined for each disaster. The federal share of projects may not exceed 75% of the cost of approved projects.

3. The non-federal share of projects may exceed the federal share, and it may be provided from a combination of federal, state, local, or private funding sources. However, Section 404 funds cannot be used as a substitute or replacement to fund projects or programs that are available under other federal authorities, or used as a match for other federal funds.

4. Applicants must invest in the project cost through cash or in-kind contributions accounting for 25% of the total project cost, unless state funds are provided and the GAR approves a lesser share.

B. The availability of state funding for Section 404 projects will be determined at the time of a Presidential disaster declaration. If such funds are made available, the amount of state funds for hazard mitigation projects available to communities will be equal to or less than the amount of HMGP funds awarded.

1. If State funding is provided, the funding shall be allocated in accordance with any requirements set by the Governor and/or the Ohio General Assembly. If there are no requirements set by the Governor and/or the General Assembly or the requirements apply to only a portion of state funds, combined HMGP and State funds will provide no more than 75% of the project cost. However, if additional funds are needed, the GAR may increase the percentage of funds to a level above 75% but not greater than 90%. It is the approach of Ohio EMA that applicants must invest in at least a portion of the cost of a mitigation project.

2. State agencies may receive a state share toward a project under the same percentages as local governments.

C. All potential funding sources from other agencies and programs will be explored, and utilized, wherever possible.

D. The State can set-aside 5% of the total HMGP available to use at its discretion. Any 5% project submitted to FEMA for approval must still meet basic eligibility, environmental, and benefit-cost requirements (although it is only a narrative BCA). Examples of projects eligible for 5% funding are experimental actions and measures not identified in the State's priorities (as noted in Section VI of this document).

E. The State can utilize up to 7% of the total HMGP funds available to award plan development/update grants to Sub-grantees. Any community receiving HMGP funds must agree to develop an all hazard plan, complying with Section 322 requirements as amended in 44 CFR Parts 201 and 206.

F. Management costs will be requested from FEMA in accordance with 44 CFR 207.7. The State may use funds made available by FEMA under its management cost allowance for any indirect costs, any administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred in administering and managing HMGP. Regular time salaries, materials/equipment costs, travel and other cost items are allowable.

   For DR-1805, $2,500 will be passed through to communities that are awarded project grants (planning projects will not receive management cost pass through funds). The Subgrantee may use in-direct management costs funds for any indirect costs, administrative expenses, and other expenses not directly chargeable to a specific project that are reasonably incurred in administering and managing the HMGP subaward.

Any subgrantee funds that are not used will be reallocated for State use. Reallocations that are less than 10% of the management cost budget do not require prior approval from FEMA. Reallocations that are greater than 10% must be submitted to FEMA is writing and include:

1. An explanation of why the change in budget is necessary,
2. An updated budget, and
3. An updated budget support narrative.

The grantee is responsible for oversight of in-direct management cost funds given to subgrantees. Subgrantee in-direct management cost funds will be reviewed by Mitigation Branch staff on a quarterly basis and during monitoring visits in accordance with this plan. Subgrantee in-direct management cost closeout procedures will comply with Section XV.

G. Fiscal Procedures

1. Sub-grantee fiscal procedures

   a. Sub-grantees with approved projects will make requests for an advance of funds using the Mitigation Grant Program Request for Payment form **(Attachment 14)** at least 4 – 6 weeks prior to the actual need for the funds. This will allow enough time for the State to issue the state warrant or transfer funds. A community may elect to use electronic transfer of funds (EFT).

   b. The Sub-grantee Project Coordinator should request funds to pay salary on a quarterly basis. These funds should be identified appropriately on the request for payment form.

   c. The advance of funds request should specify how the funds would be utilized. For example, the request should indicate the need for in-direct management costs and/or project costs, and what supplies or equipment and the number of structures to be acquired or demolished.

   d. The final payment of HMGP and/or state share for planning grants will be held until the final, FEMA approved locally adopted plan has been provided to the Ohio EMA. The amount held will not exceed 10% of the total project cost.

   e. The Sub-grantee will follow established fiscal procedures and comply with the 44 Code of Federal Regulations Part 13. Expenditures will be tracked by funding source and show the balance of federal, state, and local funding. **Attachment 8** is an example of the appropriate spreadsheet for tracking funds that will be used in all HMGP projects.

2. State fiscal procedures

    a. State fiscal procedures include built in redundancy – the Mitigation Branch fiscal point-of-contact works closely with the Ohio EMA Business Manager and ODPS fiscal office. Procedures to ensure proper fiscal management include the program fiscal point-of-contact reviewing, on a monthly basis, grant expenditures to ensure proper coding.
    b. A monitoring program as described in this document will be used to monitor both programmatic and fiscal issues.
    c. Procedures have been developed to manage fund drawdowns including ensuring that quarterly reports from the subgrantee are up-to-date before processing the drawdown.
    d. Quarterly reports are required to be submitted by subgrantees to the grantee. These reports are reviewed for programmatic and fiscal issues.

VI. ELIGIBILITY

A. Applicants

1. Applicant eligibility criteria will be in accordance with federal regulations. Eligible applicants are: state agencies, local governments, and certain eligible private non-profit organizations. Ohio does not have any Federally recognized Indian tribes. Any questions regarding the eligibility of an applicant will be resolved by the SHMO or, if necessary, by the GAR.

2. The entire State is declared for Hazard Mitigation with a presidential declaration. The process for selecting applicants is explained in Section VIII.

B. Projects

1. **Eligible Project Types.** Projects may be of any nature that will result in protection to public or private property. Specific types of eligible projects include but are not limited to:

   a. Acquisition of real property in a hazard area/physical relocation of structures from a hazard area;

   b. Elevation of structures above the base flood elevation (BFE);

   c. Retrofit of structures by wet or dry flood proofing (according to local code/building standards, compliant with NFIP standards); high wind strengthening; seismic strengthening of structures or their nonstructural components; application of wildfire resistant materials;

   d. Minor structural flood control and stormwater management measures, to include but not limited to: debris basins, storm water detention basins or infiltration wells, culvert upgrades; diversions, flap gates or floodgates, and localized flood control system to protect critical facilities;

   e. Vegetation management, such as natural windbreaks; living snow-fences; shoreline stabilization; natural dune restoration using native vegetation and sand-fencing; urban-forest practices; landslide stabilization.

   f. Phase I or II design, engineering, or feasibility study for complex mitigation projects that are reasonably expected to be funded and implemented;

   g. The state may utilize up to 5% of total HMGP funds for non-technically proven projects that would not normally be funded under the program. Potential projects include, but are not limited to: research and development; generators for non-critical facilities; development of codes and standards; education/public awareness programs with mitigation as

central feature. Hazard warning systems, sirens, NOAA weather radios may be eligible if the declaration includes a tornado event. Projects funded through this initiative are determined on a case by case basis.

g. The state may utilize up to 7% of total HMGP funds for mitigation planning purposes.
h. Potential projects include, but are not limited to: updating/revision of state and/or local mitigation plans (or portions thereof), or the creation of new local mitigation plans.

2. Minimum Project Eligibility Criteria

   a. **Federal Criteria**. To be eligible for the HMGP, a project must meet the minimum project criteria established by FEMA:

      1. Be in conformance with the Hazard Mitigation Plan developed as a requirement of section 322 of the Robert T. Stafford Act, 42 U.S.C.5165.

      2. For all disasters declared on or after November 1, 2004 local government applicants for subgrants must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of HMGP subgrant funding.

      3. Have a beneficial impact upon the designated disaster area, whether or not located in the designated area.

      4. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, Environmental Considerations.

      5. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster. The grantee must demonstrate this by documenting that the project:

         a. Addresses a problem that has been repetitive, or a problem 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. Both costs and benefits will be computed on a net value basis.

      6. Has been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options.

7. Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address.

8. Considers long-term changes to the areas and entities it protects and has manageable future maintenance and modification requirements.

9. Solves a problem independently or constitutes a functional potion of the 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.

b. **State Criteria.** In addition to the above criteria, the State of Ohio has considered other basic criteria for evaluating potential Section 404 projects:

1. The community is participating and in good standing with the National Flood Insurance Program (NFIP). As a general rule, only mitigation activities involving pre-FIRM or post-FIRM compliant structures are eligible.

VII. PRE-DECLARATION AND JOINT FIELD OFFICE ACTIVITIES

A. Concept of Operations. As an event unfolds that may result in a Presidential disaster declaration, State Mitigation Branch staff initiate activities that, in the eventuality of a declaration, will lay the groundwork for appropriate and successful project applications, will maximize the technical assistance given limited resources, and will result in effective mitigation. These activities are divided into the following phases: Incident assessment, declaration, and Joint Field Office (JFO) activities.

B. Incident Assessment. Incident assessment may include but is not limited to the following activities:

1. Reviewing local and state mitigation plans including hazard identification / risk assessment; potential mitigation activities; any problems or vulnerable critical infrastructure identified.

2. Generate HAZUS models to project possible impacts in case of flood or earthquake.

3. Participating in Crisis Action System (CAS) briefings,

4. Coordinating with ODNR during flood incidents to identified NFIP sanctioned communities in impacted areas, and

5. Participate on joint federal/state hazard mitigation teams formed during the preliminary damage assessment (PDA). Information acquired during this assessment process may be used to identify potential projects, and develop the mitigation strategy for that disaster.

C. Disaster Declaration

1. Develop staffing plan and logistics information for JFO, and

2. Begin to work on the Mitigation Action Plan (MAP) in consultation with FEMA, and ODNR (for flood events).

D. JFO Activities

1. Develop the Mitigation Action Plan (MAP). The MAP will identify the different activities that are to be conducted as a result of the disaster declaration. It will be prepared in consultation with FEMA and ODNR.

2. Provide technical and other assistance to impacted communities.

3. Attend meetings / briefings, including Federal Coordinating Officer meetings.

4. Complete mitigation section of the Recovery Report.

5. Implement the MAP.

6. Conduct Mitigation Briefings. Mitigation Briefings were not offered as part of DR-1805 as a result of the MAP strategy to fund projects that were not selected for funding during previous HMGP and Pre-Disaster Mitigation (PDM) funding cycles. Normally, Mitigation Branch staff will offer to conduct countywide mitigation briefings in all counties included in the declaration to discuss mitigation with local officials. Since Ohio has frequent disaster declarations, counties sometimes opt to not have a mitigation briefing (they may have had one recently), packets will be offered to them for distribution to local officials. Briefings are part of the State's education and public awareness process necessary to the effective implementation of mitigation. Local officials will, during this process, be given the opportunity to identify mitigation issues and concerns. Although primarily focused on HMGP eligibility issues, application process/development, and types of mitigation actions; the National Flood Insurance Program, disaster recovery programs, FEMA's other mitigation programs and mitigation planning are also discussed briefly. The briefing is given as a Powerpoint presentation.

   Briefings can be a joint NFIP/mitigation briefing if the flood event was in an area with high flood insurance policy coverage and Increased Cost of Compliance will be triggered due to the large number of substantially damaged structures.

7. Mitigation Planning Workshops. Conduct mitigation planning workshops for local officials to help maintain community eligibility for hazard mitigation grants by ensuring that local plans are updated and meet the requirements in 44 CFR 201. Workshops provide opportunities for local officials to interact and exchange information with the State Hazard Mitigation Planner and become familiar with the current version of the state mitigation plan.

   For DR-1805, FEMA and the Ohio EMA Mitigation Branch developed a strategy for updating hazard mitigation plans in Ohio. This strategy included the development of a workshop that will provide local officials with information needed to comply with recent changes to local mitigation plan requirements. The workshop participants are encouraged to bring their local plans and come prepared to discuss any specific questions or concerns. The workshop is given as a PowerPoint presentation **(Attachment 9).**

VIII. APPLICATION PROCESS / PROJECT DEVELOPMENT

A. Concept of Operations

The MAP contains two priorities for DR-1805 HMGP funds. First, fund several projects that were not selected for funding during previous HMGP and PDM grant cycles. This benefits the DR-1805 HMGP because the projects are already developed, which will allow for quicker implementation of the program. The second priority is to utilize the 7% planning set-aside to fund local mitigation plan updates. Applications from communities that are approaching the five year deadline for plan expiration will be prioritized. Separate application and project development processes are described for these two priorities below.

Shelf Project Applications. The HMGP application process in Ohio normally involves several stages of development and review. A pre-application is submitted by the community and assigned to a project manager in the Mitigation Branch. The project manager completes a staff report that will be presented at the SHMT meeting. The SHMT will rank community projects from the pre-applications according to established criteria (see item IX. Project Review, Ranking, and Selection). Selection of a pre-application by the SHMT triggers the full project application development process. Mitigation Branch staff review all full applications to determine if they are complete and minimum project eligibility criteria have been met. The SHMT will meet for a second time to review and rank the full project applications. For selected full applications, state mitigation staff will then complete the environmental review including the completion of the Record of Environmental Consideration (REC), and cost effectiveness review including conducting a benefit-cost analysis for each project. The Ohio EMA has a backlog of shelf projects that have gone through this process, but were not selected for funding during previous HMGP and PDM grant cycles.

1. As a result of the resources and effort spent on these shelf projects to date, the shelf project application development and submission will proceed as follows:

   a. The SHMO is responsible for ensuring that Application Forms and other supporting information are provided to HMGP applicants. A letter explaining the HMGP application process will be sent to the primary point of contact for the shelf application **(Attachment 2)**. The letter will be copied to the County EMA Director and community Chief Elected Official. The letter will include a not to exceed budget amount based on the existing budget of the shelf project. Applicants will be encouraged to complete the full application by using the 10-step application development process and forming a local mitigation committee **(see Attachment 4)**.

   b. Each shelf project application will be assigned to a Mitigation Branch project manager. The project manager will coordinate with the primary

point of contact to verify that there is still interest in the project, describe HMGP and the application process and answer any questions. If an applicant is unable to submit a complete application by the above mentioned timeframes, their project may be reviewed in the next round of funding.

c. Mitigation Branch staff will review all applications to determine if required information has been provided, and the minimum application and project eligibility criteria have been met. If it has not, the applicant will be notified of the need to provide additional information. Projects will not be submitted for approval unless they are complete. Full project applications consist of the following:

1. A letter of submittal signed by the chief elected official
2. Signed application
3. Project description
4. Budget with supporting fiscal documentation and funding sources
5. Implementation plan, including land use plan if acquisition
6. Work schedule
7. Other supporting documentation, including public notices and minutes from committee meetings.

d. The SHMT will meet to review and rank the full project applications using the established evaluation criteria and scoring methodology **(see Attachment 5)**.

e. For selected full applications, state Mitigation staff will then complete the environmental review (see Section including the completion of the Record of Environmental Consideration (REC), cost-effectiveness review including conducting a benefit-cost analysis for each project, and a completeness review. This will be conducted as the final step before sending to FEMA. FEMA is the final decision-maker for all environmental requirements.

2. The planning grant application process will follow the same timeline as the shelf project application process. Planning grant applications will be sent to communities with local mitigation plans that are set to expire in 2009-2011 and have not submitted updated mitigation plans to Ohio EMA for review. The HMGP planning grant application **(see attachment 3)** will be based on the application used in the FEMA Hazard Mitigation Assistance programs. Priority funding will be given to applicants with the earliest plan expiration date, however the quality of the application will also be considered. The SHMT will not be asked to review planning grant applications.

SHELF PROJECT APPLICATION	
Time Period	Event
Week 0	Disaster Declared
Week 28-36	Applications solicited from communities and due to Ohio EMA
Week 28-39	Ohio EMA staff work with communities to finalize applications for SHMT review
Week 41	SHMT meets to review project applications
Week 41-51	Ohio EMA conducts completeness and eligibility review, and begins to submit projects to FEMA for approval
Week 52	Complete project submission to FEMA; FEMA begins to approve projects

IX. PROJECT REVIEW, RANKING, AND SELECTION

A. Priority

The following priorities are established by the State of Ohio under HMGP for DR-1805 based on the unique characteristics of the event, the DR-1805 *Mitigation Action Plan* and the *State of Ohio Standard Mitigation Plan*:

- Priority will be given to projects in the declared counties over projects in other counties (except for planning grant applications).
- 7% planning funds will be utilized to fund local natural hazard mitigation plans that are approaching the five year deadline for plan expiration. Priority will be given to planning grant applications with the earliest plan expiration date.
- Among flood loss reduction projects, priority will be given for the acquisition of repetitively flood prone properties as it is the only permanent mitigation solution.

B. Review Process

1. The SHMO and/or Mitigation Branch staff will perform the initial review of project applications to ensure all information and documentation is provided. That staff member will make the staff presentation at the SHMT meetings for that particular project.

2. The SHMO will chair the SHMT for the HMGP. Representatives from the following agencies/organizations are permanent members of this team:

   a. Ohio EMA
   b. Department of Development, Office of Community Partnerships
   c. Department of Natural Resources, Division of Water, Floodplain Management
   d. State and Local Government Commission
   e. Emergency Management Association of Ohio (EMAO)
   f. US Army Corp. of Engineers (USACE)
   g. US Fish and Wildlife Service
   h. US Environmental Protection Agency
   i. Ohio Public Works Commission
   j. Federal Emergency Management Agency (FEMA)

3. Additional State Agency representatives will be determined by the nature of the projects for which HMGP funds have been requested. Appropriate Federal agencies may also be asked to help review the merits of certain types of projects.

4. In keeping with the MOU between FEMA and the USACE, the appropriate Corps district will be advised of all proposed mitigation projects in Ohio prior to the recommendation to forward to FEMA for approval.

C. Evaluation and Ranking of Projects

1. The SHMT will review all applications (with the exception of applications for projects under 5% and 7% funding set-asides) according to established criteria. Evaluation of projects is based on two types of criteria: NFIP compliance and the composite team score.

   a. **NFIP Evaluation** - Ohio Department of Natural Resources (DNR) will evaluate each community according to NFIP/Floodplain Management criteria utilizing findings from Community Assistance Visits (CAVs), Community Assistance Contacts (CACs) or NFIP Self Assessments. The NFIP evaluation will be based on the findings and subsequent community efforts to correct any identified deficiencies.

   b. **Composite Team Score and Additional Evaluation Criteria** - The membership of the State Hazard Mitigation Team will evaluate each project according to the other criteria worth another 115 points (see **Attachment 5**). Criteria used to evaluate the projects include but are not limited to the following:

      1. Whether the community was in the declared or impacted area,

      2. Consistency with state and local mitigation plans,

      3. The community's ability to manage a grant,

      4. Durability (longevity) of the proposed mitigation solution,

      5. Repetitive nature of the hazard the mitigation option is designed to protect against,

      6. Implementation of day-to-day mitigation programs outside of HMGP,

      7. Other criteria as necessary

      Projects are ranked according to their total evaluation score, highest to the lowest.

   c. The SHMT will review all projects submitted as zero funded projects using the above evaluation and ranking criteria.

D. Environmental and Floodplain Management Reviews

1. National Environmental Policy Act (NEPA) coordination and review are FEMA responsibilities. In order to assist FEMA, the Mitigation Branch gathers documentation from applicants and various government agencies and prepares a Record of Environmental Consideration (REC) for FEMA concurrence. Documentation includes:

    a. Site photographs

    b. Subapplicant responses to the Environmental Review section of the HMGP application (see **Attachment 2**),

    c. A series of maps depicting the project location on:

        i. A street and/or plat map
        ii. Topographic map
        iii. Flood Insurance Rate Map
        iv. Wetlands map (if applicable)
        v. State Historic Preservation Office Map (if applicable)

    d. Consultation with:
        i. The U.S. Army Corps of Engineers
        ii. The Ohio Department of Transportation
        iii. State Hazard Preservation Office
        iv. Ohio Department of Natural Resources
        v. The Ohio Environmental Protection Agency
        vi. The U.S. Fish and Wildlife Service

    e. Public notice of project provided by community

2. Communities that participate in the National Flood Insurance Program and/or that adopt local regulations governing development in identified flood hazard areas are responsible for ensuring that proposed mitigation projects in these areas meet applicable floodplain management criteria. Copies of this documentation should be maintained with the local project files and be available for review during monitoring visits.

E. Selection

1. For project application, following the evaluation and ranking of projects, the SHMT will make the following recommendations to the GAR:

    a. Projects recommended for approval, and,

b. The order in which projects should be funded (i.e., a listing of the projects by priority).

2. In the event two or more projects are tied in rank, they will be listed according to their benefit-cost ratios (B/C). In the event of another tie, the NFIP score will determine the highest rank.

3. The GAR will make the final decision regarding the selection, level of funding for, and ranking of projects by priority. Those projects not selected for funding will be forwarded to FEMA for approval as zero funded projects. This means that if additional funds become available, or if cost-underruns occur in other projects, the zero funded projects can receive funding for the approved project.

4. The GAR will notify all applicants of the decision made by the state relative to their proposed project.

5. Following notification of the applicant, the projects will have a final environmental, cost-effectiveness, and completeness review. The GAR will then submit the applications to FEMA for approval. Submittal will be done in NEMIS as well as hard copy. Hard copy application documents include the Project Summary, B/C Analysis narrative, and Record of Environmental Consideration (REC) with supporting letters and documentation. A hard copy will be forwarded to the FEMA Regional Administrator for approval. The application materials, which the GAR will forward to FEMA, will include the following:

    a. A SF 424 (Application for Federal Assistance.
    b. A SF 424D (Assurances for Construction Programs), if appropriate.
    c. A Project Summary that includes:

        1. Community point of contact, address, phone and fax numbers
        2. Major disaster number
        3 Project number
        4. Applicant name
        5. Location of the project
        6. Description of the project
        7. List of alternatives considered
        8. Congressional district
        9. Record of Environmental Consideration
        10. Benefit Cost Analysis
        11. Project Review and Results statement
        12. Projects involving the acquisition of property for open space (acquisitions and relocations) must include:

- a photograph that represents the property at the time of application
- Statement of assurance for acquisition and relocation projects and/or a form acknowledging the conditions for mitigation of property in a Special Flood Hazard Area with FEMA grant funds
- a notice of voluntary interest form signed by each property owner, which must include that the sub-applicant has informed them in writing that it will not use its eminent domain authority for the open space purpose
- sample of the actual deed restriction that the local government will record with each property deed
- documentation of coordination with the U.S. Army Corps of Engineers and the Ohio Department of Transportation

6. All approved mitigation projects must be submitted to FEMA for environmental concurrence and obligation of funds twelve (12) months from the date of the disaster declaration. If necessary, the state can request up to two additional (2) ninety (90) day extensions to the one year application deadline (for a total of 18 months).

F. Award

1. FEMA will sign the REC and approve projects when all submittal requirements are met and in a timely manner. Within seven (7) days of project approval, the state will be notified and a joint press release will be issued.

2. Prior to project approval and if notice has been received by the SHMO, the local official of the community (project point-of-contact), the County EMA Director, the OEMA Field Liaison, the EMA PIO (if not already notified), and Ohio EMA Executive Director will be notified by the SHMO. Preferably this will be done by e-mail or FAX to ensure that local and state staff are aware in the case that there is media follow-up due to an early FEMA and/or Congressional press release.

3. After either a FAXed or mailed copy of the FEMA approval of a project has been received by the Mitigation Branch, the Executive Director will send a congratulatory letter followed by the State/Local Agreement and other administrative forms from the SHMO.

X. PROJECT INITIATION

A. General

1. Ohio EMA will serve as the Grantee for project management and accountability of funds in accordance with 44 CFR Part 13 and appropriate OMB Circulars. (Subgrantees are accountable to the Grantee for funds that have been awarded to them and will utilize the same resources.)

2. The SHMO will provide the approved community with the State/Local Grant Agreement, two W-9 forms, and a sample Designation of Applicants Agent (**see Attachments 6, 7**). The Chief Elected Official (CEO) must sign the agreement and return to the Ohio EMA within thirty (30) days of receipt. If a problem should arise with the agreement, the SHMO should be notified as soon as possible to avoid any delays in beginning the project.

3. The GAR must sign the agreement and the Mitigation Branch Project Manager will provide the Subgrantee with a copy of the executed document, along with program requirements and information during the Implementation Meeting.

4. The designated local Project Manager will meet with the Mitigation Branch Project Manager within thirty (30) days of submission of the signed State/Local agreement (see Section XIV(A)(3) for more specific information on the *Implementation Meeting*).

5. Based upon the approved project application and work schedule for a project, both the Ohio EMA and local community will implement a record keeping and financial system relative to the project.

6. Subgrantees will submit quarterly progress reports **(Attachment 10**) to the SHMO. Program regulations and this Administrative Plan identify specific due dates for these reports (see Section XIII – Reports.). The SHMO will submit quarterly progress reports to FEMA. The final report will be a complete assessment of project accomplishments and will meet 44 CFR Part 206 requirements.

7. The Mitigation Branch Project Managers will monitor and evaluate project accomplishments, and adherence to the work schedule. Problems will be reported to the SHMO, GAR and FEMA HMO as soon as identified (see Section XIV).

8. The Mitigation Branch Project Manager, SHMO, and Fiscal Officer will review advance of funds requests, time extension requests, and cost overruns.

9. The Mitigation Branch Project Manager will coordinate individual project close out and the SHMO will coordinate the overall grant closeout.

B. Request for Funds

1. The state may advance a portion of the federal share of the cost of an approved hazard mitigation project.

2. An initial advance will be made to an applicant based on expenditures necessary to start the project; ensuring that the remaining work to be completed is well within the dollar amount of the approved project. Additional advances will be made as long as expenditures can be documented, good recordkeeping is maintained, and sound fiscal procedures are used.

3. A request for an advance of funds must be submitted in writing to the SHMO. The request must be made using the form in **Attachment 14**. Request for funds should be made at least 4 – 6 weeks prior to the identified need, and should be expended within thirty (30) days of receipt.

4. Requests for funds are reviewed and signed in the following order prior to forwarding to the Fiscal Specialist for processing:

   a. The Mitigation Branch Project Manager responsible for project oversight
   b. The Mitigation Branch Fiscal Staff person responsible for fiscal tracking and grant reconciliations, and
   c. The SHMO for final review and concurrence.

5. If the request is denied, the applicant will be so advised, and given the reason for the denial. Requests will be denied if the subgrantee is not up-to-date in submitting quarterly reports.

C. Time Limits and Extensions

1. Time Limits

   a. As a general rule, projects must be initiated within ninety (90) days of the approval date. When FEMA approves a project, the initial approval period is (3) three years, however, the state-local grant agreement has a timeframe of two (2) years from the date of project approval by FEMA. Exceptions to these time limits may be granted for certain types of projects and/or special circumstances.

2. Time Extensions

   a. If a subgrantee determines that the project cannot be completed by the time specified in the state-local grant agreement, the subgrantee must immediately notify the Mitigation Branch Project Manager, and request a time extension. Formal requests for a time extension must be submitted by letter and the subgrantee must:

      1. Explain why the project cannot be completed by the deadline;
      2. Explain the outstanding project work;
      3. Explain when it anticipates the project will be completed; and
      4. Provide a signed request for extension by the appropriate local authority.

   b. Upon receipt of the time extension request, the Mitigation Branch Project Manager will review the request for appropriateness and determine whether the extension request is necessary for the state-local agreement, for the FEMA approval, or both. The Mitigation Branch Project Manager will send the extension request form (for a state-local agreement extension request) to the subgrantee for signature. If a FEMA extension request is needed, the Mitigation Branch Project Manager will complete the extension request form and prepare the request letter for the GAR signature. **Extension requests to the FEMA period of performance must be submitted to the FEMA Regional Office no later than 60 days prior to the expiration of the period of performance.**

   c. The Mitigation Branch Project Manager will then forward the request, signed form(s) and prepared letters (if necessary) with a recommendation to the SHMO who will then forward the request to the GAR and/or FEMA (if necessary), along with a recommendation for approval or disapproval.

   c. The Mitigation Branch Project Manager is responsible for ensuring that projects are operational within approved timeframes.

D. Cost Overruns/Under runs

   1. Subgrantees will be required to notify their assigned Mitigation Branch Program Manager by letter as soon as they determine that they will have a project cost overrun. The letter should include the dollar amount of the overrun, the reason for the overrun, and an appropriate justification and documentation (invoices, copies of contracts, pictures, and so on) to support the additional costs.

   2. The SHMO in consultation with the Mitigation Branch Project Manager will evaluate each cost overrun. If the evaluation indicates that the cost overrun is justified, *and if funds are available*, the SHMO may recommend to the GAR

approval of cost overruns. Cost overruns will be approved only if funds are available in the grant program to support the additional amount requested.

3. The GAR will forward all such cost overruns, along with a recommendation for approval, to the FEMA Region V, Regional Administrator. The Regional Administrator will notify the GAR of the final determination made on the overrun.

4. The community must notify the SHMO as soon as possible if a cost under run *will* occur.

5. Any request for deviation from an approved project must be consistent with and approved in accordance with current FEMA policy guidance as it relates to a change of project scope. This may trigger the need to review environmental compliance and/or conduct a new benefit-cost analysis. Project amendments must be sent to the FEMA Regional Office for approval. The Mitigation Branch Project Manager will be responsible for any NEMIS changes that may be needed as well.

XI. APPEALS

A. An eligible applicant or subgrantee may appeal a decision made by the Mitigation Branch staff regarding projects submitted for funding under the HMGP. The appeal must be in writing, and contain sufficient additional information beyond that submitted with the original application, to warrant consideration. There are two types of appeals: those appealing state policies and those appealing Federal (FEMA) policies. The appeal will be made to the SHMO who will then determine whether the appeal is to a state policy or Federal policy. Upon this determination, the processes identified below will be followed accordingly.

   Appeals relating to state decisions based on state policies such as determinations made by the State Hazard Mitigation Team, NFIP compliance, state mitigation priorities, state/local agreement issues, reasonable and necessary costs associated with project management, etc. are usually state appeals. For issues regarding program eligibility, time extensions beyond the FEMA approved time for the grant overall, determination of allowable project management and in-direct management costs, allowable project costs, and other project implementation requirements, or the state's interpretation of any Federal policy related to these issues is usually a Federal appeal. <u>Any appeal disputing the benefit-cost ratio (BCR) for a specific property or project must be accompanied by a benefit-cost analysis conducted by the appellant in accordance with FEMA guidelines.</u>

B. State Appeals**.** There are two levels of state appeal. The Division Director (DD) for Mitigation, Recovery, Preparedness Grants & Fiscal Division is the decision-maker for the first appeal. If a second appeal is necessary the Governor's Authorized Representative (GAR) makes the decision on the second appeal.

   1. All applicant appeals must be submitted in writing to the DD within thirty (30) days of the date of the letter notifying the applicant of the State Hazard Mitigation Officers decision. The Division Director will respond within thirty (30) days of the applicant's letter.

   2. If the applicant does not agree with this decision they can appeal to the GAR. The applicant must provide additional information supporting their position to the GAR within thirty (30) days of the first decision letter. The GAR will respond within thirty (30) days of receipt of the request for appeal. The GAR's decision is final and no other state appeals will be considered.

   3. The GAR may, on behalf of an applicant or the state, request guidance and/or a decision from FEMA related to an applicants appeal to the state. If guidance is requested from FEMA, the GAR will notify the applicant and

an additional thirty (30) days will be added to the time frame for response from the GAR.

C. Federal Appeals. The applicant or subgrantee has the option of appealing to FEMA for a decision relating to Federal policy.

1. In that instance the appeal will be in writing, and will be submitted to the SHMO. All Federal appeals on behalf of the applicant or state are made by the Executive Director of the Ohio Emergency Management Agency to the FEMA Regional Administrator.

2. The Mitigation Branch may prepare materials and information including a summary and staff recommendation related to the issue being appealed to be forwarded to FEMA.

3. The appeal will then be forwarded to the FEMA Regional Administrator within sixty (60) days of the date the applicant requests the appeal.

4. Per the 44 CFR Part 206.440 FEMA will respond within ninety (90) days.

5. An appeal of the FEMA decision may be made within the following ninety (90) days to the FEMA Associate Director in Washington. FEMA will respond within ninety (90) days and the decision is final. No other appeals exist.

FEMA's decision will be in writing to the state. The state will copy the applicant with FEMA's decision.

XII. TECHNICAL ASSISTANCE

As a general rule, applicants for HMGP funds will be responsible for obtaining any technical assistance they may need in order to develop a hazard mitigation project proposal, or to carry out a hazard mitigation project. Technical assistance will be available from the Ohio Emergency Management Agency Mitigation staff, and FEMA Region V, Mitigation Division. Applicants may also request assistance from Regional Planning Councils, and State agencies. Applicants who want such assistance will be advised to notify the SHMO.

The exception to this rule is for the development of data necessary to perform the benefit-cost analysis. In this case, Ohio EMA will generally develop data such as first floor elevations and perform flood studies to perform the full data option of the benefit-cost analysis. However, for stormwater mitigation projects, the applicant shall be responsible for providing enough data and information to adequately assess flood frequencies and damages.

XIII. REPORTS

A. Subgrantees will submit a Quarterly Progress Report (QPR) **(Attachment 10)** to the SHMO within fifteen (15) days of the end of the quarter, on the following schedule:

Quarter	Months	Report Due
1st	Oct. - Dec.	Jan. 15
2nd	Jan. - Mar.	Apr. 15
3rd	Apr. – June	July 15
4th	July - Sept.	Oct. 15

B. QPR's will be used to monitor and follow-up on projects. Failure to submit reports may result in suspension of HMGP funds. Copies of QPR's will be maintained by the State. The SHMO will submit a quarterly report to FEMA on the status of all mitigation projects by the end of the month following the end of the quarter.

XIV PROGRAM MONITORING

A. Purpose of Project Monitoring

1. As the Grantee for federal mitigation funds, the Ohio Emergency Management Agency (EMA) is responsible for managing the day-to-day operations of Grantee and Subgrantee supported activities. Ohio EMA must monitor Grantee and Subgrantee supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Monitoring must cover each program, function or activity.

2. Role of Mitigation Staff

   a. The Mitigation Branch staff person assigned the project (herein referred to as the Mitigation Branch Project Manager) will be responsible for reviewing and documenting the community's ability to implement the project according to their project application, grant agreement, and program requirements, and to administer the grant funds including their local share according to federal regulation. This is accomplished through the review of quarterly progress reports, on-site review of the project and fiscal records and the project area to ensure the scope of work as outlined in the project application is being fulfilled and funds are expended and accounted for properly.

   b. The SHMO will be notified as soon as possible of any significant issues related to the above. Reporting requirements are discussed under section XIII Reports.

3. Implementation Meeting & Monitoring Visits

   a. **Implementation Meeting.** An on-site meeting will be conducted <u>no later than three (3) months after the grant agreement has been signed by the community.</u> The purpose of this meeting is to ensure the local Project Manager understands the program requirements. Often, the local Project Manager will not be the person who was involved in the development of the project and may not be as familiar with requirements of the program. The local Project Manager, local officials, and fiscal officer for community are encouraged to attend. Meeting topics include:

      - Presentation and review of the Implementation Binder. The Implementation Binder includes guidance materials, forms, timelines, and reporting requirements.
      - Review of file management procedures and fiscal management procedures.
      - Review of procedures that are specific to the mitigation action taking place.

The implementation meeting should also consist of a tour of the project site, especially if it has not been visited by Mitigation Branch Project Manager to date.

b. Following the implementation meeting, monitoring visits will be conducted. The frequency of monitoring visits will be based on the project type:

- For 5% Projects, such as single warning siren, that does not constitute significant construction, an annual monitoring visit shall be conducted at a minimum.
- Planning projects shall not necessitate any additional monitoring visits beyond the first on-site visit. Provided drawdown requests are tied to plan progress milestones that have been verified by the Mitigation Branch Project Manager and the final drawdown is contingent on the final plan being submitted.
- For all other mitigation projects, monitoring visits shall be conducted *no less than two (2) times each year*. The monitoring visits may rotate between a review of programmatic files and fiscal records. At least one visit should include an on-site visit to the project area. These visits will occur through project completion.

c. Additional monitoring visits may be scheduled by assigned Mitigation Branch Project Manager(s) in communities displaying an inability to manage the mitigation grant properly. Determination of an inability to manage the grant would include, but not be limited to the following inconsistencies in project implementation:

1. The project is not on schedule for completion within the two-year grant agreement.
2. Project/program activities are not being documented properly.
3. Quarterly progress reports are not being provided each quarter or are not complete.
4. The community does not appear to be meeting their local share responsibility.
5. More than one instance of a failure to follow guidance on issues related to the project.

d. The SHMO or immediate supervisor will determine if additional monitoring visits are needed after discussion with the assigned Mitigation Branch Project Manager. The Community will be notified in writing, within ten (10) days of the most recent monitoring visit, of any corrective actions and the date of the next monitoring visit.

e. A community's failure to comply with requested corrective actions may result in enforcement actions as outlined in 44 CFR Part 13.43.

4. Scheduling the Implementation Meeting and Monitoring Visit(s)

    a. The scheduling of the implementation meeting should be done through the local Project Manager. Minimally, local officials, the local Project Manager, and whoever is responsible for fiscal management in the community should attend.

    b. The first monitoring visit will be scheduled during the implementation meeting. Other monitoring visits should be scheduled during each subsequent visit.

    c. A letter to the local Project Manager will be used to confirm the implementation meeting and monitoring visits. The local officials should be copied along with the County EMA Director. The letter should outline the purpose of the visit, what the Mitigation Branch Project Manager wants to review, who should be at the meeting, and if other officials are needed in addition to the local Project Manager.

5. Conducting the Monitoring Visit

    a. The Mitigation Branch Project Manager shall review the project application prior to the monitoring visit and take the project files/binder to the monitoring visit. At a minimum the Mitigation Branch Project Manager should be *as familiar* with the project as the local Project Manager.

    b. The project must be implemented according to program guidance and the scope of work outlined in the project. Discrepancies should be discussed with the local Project Manager. If needed, clarification will be requested from the community officials or committee members. This is especially true early in project implementation.

    c. Quarterly Progress Reports (QPRs) are required to document the progress of the project. The QPR should reflect the amount of funds expended, and the steps taken with each structure in the project.

    d. The QPR should be used in the review of project files. For example, if the QPR indicates a property has been acquired, the file should include the appropriate documentation.

e. The Mitigation Branch Project Manager shall review the fiscal information and spreadsheets to assess the funding levels and the amount advanced. All funds advanced prior to the last thirty (30) days should be expended. The only exception to this would be management costs.

   1. The fiscal documentation should be compared to the last QPR and/or the spreadsheet.

   2. Use the Final Closeout Report form (**Attachment 11**) to determine the amount of the local share of the project. Calculating the local share is especially important after the project is a year old and/or actions are documented for over half of the properties in the project. All communities are aware of their local share commitment and should be prepared to document availability.

   3. Verify the exact percentage of local share budgeted in the project. The federal funds contributed will never be greater than 75%. In some instances, State funds may be contributed toward the project cost or the local match requirement.

f. Each property file should be reviewed to ensure compliance with the Duplication of Benefit (DOB) requirement. Documentation related to how disaster assistance was expended should be provided in each file.

g. The Record of Environmental Consideration (REC) should also be reviewed during the monitoring visit, especially if further coordination has been requested or required by an agency. For example, the Indiana bat is commonplace in Ohio and will impact the cutting of trees. The local Project Manager should document whether trees have been removed during implementation of the project. Or, if an elevation project requires obtaining a local floodplain development permit, this should be in the file. The REC should be reviewed during the first monitoring visit and in subsequent visits if conditions have been identified requiring compliance by the community.

h. The Project Monitoring Forms will be used to document the review of individual property files. The appropriate form will be completed for each property file. Identify whether the file was complete or incomplete in the box in the upper right corner.

i. The Mitigation Branch Project Manager shall discuss corrective actions with the local Project Manager at the time of the monitoring visit. The local Project Manager can begin working on the corrections before the follow up letter is sent.

6. Reporting Requirements

    a. After the implementation meeting, the Mitigation Branch Project Manager will follow-up on specific issues with the local Project Manager but a follow-up letter is not required.

    b. A written report for monitoring visits and implementation meetings will be completed within five business days of the visit by the Mitigation Branch Project Manager. The report should outline the above and in as much detail as possible. The report shall be placed in the project file and copied to the SHMO.

    c. Following monitoring meetings (not implementation meetings) a follow up letter will be sent by the Mitigation Branch Project Manager to local officials with a copy to the local Project Manager within 10 days of the monitoring visit. The letter will outline the results of the visit and any corrective actions required. The local Project Manager will be given 30 days to complete the corrective actions.

7. Follow-up

    a. The completed Project Monitoring forms should be given to the designated staff person upon return from the visit.

    b. This individual will prepare property listings with property owner, address, and parcel numbers for the completed files, and property owner, address, and the information missing from the file.

    c. The monitoring forms and property listings will be filed when completed. A copy of the property listings will be provided to the appropriate staff person.

    d. The property listings will be used during future monitoring visits to identify the files already reviewed and prevent duplication of effort.

XV. PROJECT COMPLETION AND CLOSE OUT

A. The period of performance begins on the date of declaration or authorization for HMGP and ends no later than 3 years from the award of the final subgrant under the grant. The Mitigation Branch Project Manager is responsible for ensuring that all approved activities are completed by the end of the period of performance. The deadline can be extended if necessary, but only in unusual circumstances (see Section X(C)(2)). The total period of performance should not exceed five (5) years.

B. Project Completion by Subgrantee

1. The Project Manager **must** notify its OEMA Mitigation Branch Project Manager within ten (10) days of the completion of **all** work on the project. This contact may be by phone with a follow up written notification by fax, or by letter.

2. The notification should be accompanied by a Final Progress Report (which is a quarterly report modified to indicate that it is a final report) and fiscal documentation including a completed Record of Grant Activity (Attachment 8).

3. Upon receiving this notification the Mitigation Branch Project Manager will schedule a final monitoring visit to review all program and fiscal records related to the project. All project funds are suspended at the time of completion of the project unless approval to spend is given in writing by the SHMO.

C. Final Monitoring Meeting -- Programmatic Closeout

1. At the time of closeout all files not previously reviewed or complete will be reviewed to ensure all appropriate documents are included. The Project Monitoring Form (Attachment 12) will be utilized for the review. At closeout, the Mitigation Branch Project Manager should be able to fully complete a monitoring form for each property in the project.

2. If a file does not contain all required documentation, the local Project Manager will be required to provide the information within thirty (30) days of closeout, if not readily available at the monitoring meeting. If this time frame is not appropriate, a greater amount of time may be granted by the Mitigation Branch Project Manager. However, failure to provide the documentation may result in the requirement to repay some or all of the grant amount for a particular property or activity.

3. A photograph of the project area or each individual acquired property must be taken by the Mitigation Branch Project Manager at the closeout meeting. The photograph(s) are required to close out the project with FEMA.

4. An Environmental Closeout Declaration must be presented to the local project manager and signed by them at the closeout meeting. This form is to verify compliance with the provisions of the REC.

5. For projects involving the acquisition of property for open space, the Mitigation Branch Project Manager must obtain a copy of the recorded deed for each property mitigated with deed restrictions consistent with FEMA model language.

6. A completed NFIP Repetitive Loss Update Worksheet (AW-501 form) for each property mitigated that is on the repetitive loss or severe repetitive loss list.

D. Final Monitoring Meeting - Fiscal Closeout

1. If possible, the local Project Manager should provide copies of spreadsheets to the Mitigation Branch Project Manager before conducting the closeout meeting.

2. The total project cost will be determined and appropriate cost shares calculated. Any discrepancies will be noted and brought to the attention of the local project manager. The Mitigation Branch project manager will work with the local project manager to reconcile any discrepancies. If the closeout identifies unspent funds being held by the community they must return the funds upon notification by the Mitigation Branch Project Manager. If funds are due the community, the Mitigation Branch Project Manager will request those funds as soon as possible and will forward the state warrant within sixty (60) days of identifying the short fall.

3. In the event final closeout cannot be completed, funds due the community will be held until all required information has been provided to the Mitigation Branch project manager.

E. Completing Project Closeout with Subgrantee

After the fiscal issues have been reconciled, monitoring forms are completed, and the necessary documentation has been obtained from the local project manager, the Mitigation Branch Project Manager shall provide a final closeout package to the community. The package will include:

- □ A letter of congratulations (under the signature of the SHMO) indicating that the documents and fiscal records were reviewed and accepted by the Mitigation Branch, and
- □ A completed Fiscal Closeout Report with the reconciled / adjusted project costs **(Attachment 11)**.

F. Completing Project Closeout with FEMA

1. De-Obligation of Funds. If funds are to be de-obligated because of cost underruns, it is necessary to request that FEMA de-obligate funds. The Mitigation Branch must have confirmation of FEMA's de-obligation of the funds (a letter) before a Closeout Package can be sent to them. The de-obligation request letter will be under the signature of the Alternate GAR or GAR to the FEMA V Regional Administrator.

2. Transmittal of Closeout Package to FEMA. Upon completion of the project closeout with the subgrantee and de-obligation of remaining funds (when necessary), a closeout package shall be submitted to FEMA. The closeout package will include:

   - □ A letter of transmittal to the FEMA V Regional Administrator, cc: HMO, (under the signature of Alternate GAR or GAR) requesting that FEMA closeout the project,
   - □ A completed Fiscal Closeout Report with the reconciled / adjusted project costs **(Attachment 11)**,
   - □ Property Information Sheet for each property mitigated,
   - □ Pictures of properties in their final, mitigated state,
   - □ Completed and signed Environmental Closeout Declaration
   - □ Completed NEMIS Project Closeout Verification Form, and
   - □ For projects involving the acquisition of property for open space, the following shall be provided for each mitigated property
     a. A copy of the recorded deed,
     b. A photo of each property site after project completion,
     c. The latitude and longitude coordinates, and
     d. Identification of property repetitive loss status.

G. The Ohio EMA and community will comply with the Single Audit Act, as amended, and maintain all project documentation for a period of three years following project or disaster closeout.

H. Specific audit requirements information will be included with the State/Local Agreement.

XVI. PLAN REVIEW AND UPDATING

A. This Administrative Plan and procedures will be reviewed annually by the SHMO or when a Presidentially declared disaster occurs, whichever comes first, to ensure compliance with law, implementing regulations, and state policies. It will be updated as needed to reflect regulatory or policy changes, or to improve program administration and will be submitted to FEMA for approval during the second quarter of the federal fiscal year.

B. Following a Presidential disaster declaration, the SHMO will prepare any updates, amendments, or revisions to the plan that are required in order to meet current policy guidance or changes in the administration of the HMGP, and submit the plan to FEMA for approval.

C. FEMA will reply in writing that the plan is approved and/or if any further revisions required. FEMA will provide a timeframe for submission of any corrections in their letter.

XVII. ATTACHMENTS

Attachment 1 – State Management Cost & Staffing Plan / Budget Worksheet
Attachment 2 – HMGP Project Application Invite Letter
Attachment 3 – HMGP Planning Grant Application and Invite Letter
Attachment 4 – HMGP Application Workbook
Attachment 5 – SHMT Project Evaluation Form
Attachment 6 – State/Local Agreement for projects and planning grants (includes audit standards)
Attachment 7 – Sample Designation of Applicants Agent
Attachment 8 – Record of Grant Activity form
Attachment 9 – Local Mitigation Plan Update PowerPoint Slides
Attachment 10 -- Quarterly Progress Report (QPR)
Attachment 11 -- Final Closeout Report
Attachment 12 -- Individual File Review form
Attachment 13 -- Property Information Sheet
Attachment 14 -- Mitigation Grant Program Request for Payment form
Attachment 15 -- Mitigation Action Plan

ATTACHMENT 1:

STATE OF OHIO
STATE MANAGEMENT COST AND STAFFING PLAN
FEMA-1805-DR-OH

DISASTER BACKGROUND & APPROACH

Attachment 15 – Mitigation Action Plan contains a detailed description of the event.

On September 14, 2008 remnants of Hurricane Ike moved through Ohio with hurricane force winds causing widespread downing of trees and power lines throughout all 88 counties in the state. The storm caused seven fatalities including five people killed by falling trees and debris, one electrocution, and one drowning due to a boat capsizing. This event prompted a Presidential Declaration on October 24, 2008. President George W. Bush designated the following counties eligible for Public Assistance (PA): Ashland, Brown, Butler, Carroll, Champaign, Hamilton, Harrison, Highland, Hocking, Holmes, Knox, Licking, Madison, Miami, Montgomery, Morrow, Perry, Pickaway, Preble, Shelby, Summit, Tuscarawas, Union, and Warren. The designation included statewide eligibility for the Hazard Mitigation Grant Program (HMGP).

Ohio's priority of the Hazard Mitigation Grant Program (HMGP), paralleling the objectives in the State Hazard Mitigation Plan, is the acquisition of repetitively flooded and floodplain properties. For DR-1805-OH, continuing pursuit of this priority will occur. Specific mitigation actions and priorities pursuant to this disaster are identified in the Mitigation Action Plan. Activities include: Funding projects that were not selected for funding during previous HMGP and PDM grant cycles, managing the HMGP application / selection / implementation processes, developing and delivering local mitigation plan workshops throughout the state, utilizing the 7% planning set-aside to fund local mitigation plan updates, and providing technical assistance to communities and affected citizens.

MANAGEMENT COST FUND OVERSIGHT

Management costs will be requested from FEMA in accordance with 44 CFR 207.7. The State may use funds made available by FEMA under its management cost allowance for any indirect costs, any administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred in administering and managing HMGP. Regular time salaries, materials/equipment costs, travel and other cost items are allowable.

For DR-1805, State management cost funds in the amount of $2,500 will be passed through to communities that are awarded project grants (planning projects will not receive management cost pass through funds). The Subgrantee may use in-direct management cost funds for any indirect costs, administrative expenses, and other expenses not directly chargeable to a specific project that are reasonably incurred in administering and managing the HMGP sub-award.

Any subgrantee funds that are not used will be reallocated for use by the State. If the need for local in-direct management cost funds exceeds the budgeted amount available, funds will be diverted from the State personnel line item in the State management cost budget. Reallocations that are less than 10% of the management cost budget do not require prior approval from FEMA. Reallocations that are greater than 10% must be submitted to FEMA in writing and include:

1. An explanation of why the change in budget is necessary,
2. An updated budget, and
3. An updated budget support narrative.

The grantee is responsible for oversight of in-direct management cost funds disbursed to subgrantees. Subgrantee in-direct management cost funds will be reviewed by Mitigation Branch staff on a quarterly basis and during monitoring visits in accordance with the HMGP administrative plan. Subgrantee in-direct management cost closeout procedures will comply with Section XV of the HMGP administrative plan.

STATE MANAGEMENT COST BUDGET

See Attached Worksheet.

PERSONNEL, TASK ASSIGNMENTS, AND ACTIVITIES

The Mitigation Branch of the Ohio Emergency Management Agency serves as the state agency entrusted with managing the FEMA's hazard mitigation programs in Ohio. Current staffing in the Ohio EMA Mitigation Branch includes the State Hazard Mitigation Officer (SHMO), five Mitigation Specialists (two currently vacant), one Mitigation Planner, and a Secretary (split with three other branches). Additionally, the Mitigation Branch is supported by the GAR, Alternate GAR, Business Manager, and a Fiscal Specialist. It is the philosophy of the Mitigation Branch that core skill sets will be maintained in-house with existing staff; however, it is necessary for certain technical expertise, to contract with other entities as needed. For example, technical analyses to obtain data to run the FEMA benefit cost module is conducted by the United States Geological Survey as such expertise does not exist on staff. Similarly the first five appraisals in all mitigation projects that include acquisition are reviewed by a state review appraiser.

Staffing for administering the Section 404-HMGP for DR-1805 will utilize all Mitigation Branch staff and supporting staff with the exception of the GAR, the Alternate GAR, and the Business Manager. Sufficient funds have been budgeted for grant closeout. Position descriptions and associated duties for staff involved with administration of the HMGP are attached.

MULTIPLE-DISASTER STRATEGY

The SHMO has the overall responsibility for the management and administration of the HMGP for various disasters. In the event of multiple disasters, other staff may be reassigned to assist in administering the program, or temporary hires may be used.

Mitigation staff will document time spent in working on different disasters using time sheets. When multiple disasters are involved, Mitigation staff will document hours worked on each disaster by identifying those hours by declaration number on the time sheets. The time is then charged to State Management Costs for the appropriate declaration.

The request for State Management through DR-1805 is based on the amount of staff required to coordinate an event of this magnitude. Currently the OEMA Mitigation Branch is managing approximately 80 projects. The open projects are primarily HMGP projects, but also include PDM-C, LPDM, FMA, RFC and SRL projects.

It is estimated that this declaration will generate:

- 8-10 project applications
- 30 planning applications
- 8-10 projects selected
- 20-30 planning project selected
- $6.5 million Federal HMGP funds

APPLICATION ON BEHALF OF THE STATE:

STEVEN A. FERRYMAN **9/9/09**

_____ _____

State Mitigation Officer (printed) DATE

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
STATE HAZARD MITIGATION OFFICER

This position is responsible for the overall management, administration and completion of the Section 404-Hazard Mitigation Grant Program (HMGP) made available as a result of Presidential disaster declarations.

Duties will include the following:

1. Work with state and FEMA Mitigation staff in the Joint Field Office following the disaster declaration.

2. Assist FEMA in the development of the *Mitigation Action* Plan and update as required.

3. Conduct briefings and meetings with potential applicants on the HMGP.

4. Prepare the State's application for Section 404-HMGP funding for submission to FEMA.

5. Update the 404-HMGP Administrative Plan as required.

6. Development of state guidance in administering the 404-HMGP, and issue to subgrantees.

7. Provide technical assistance and support to the State Hazard Mitigation Team (SHMT).

8. Develop agenda's and conduct the SHMT meetings.

9. Coordinate with members of the SHMT to facilitate their processing of applications and outreach and assistance to municipalities.

10. Identify and coordinate with other federal and state agencies for funding of mitigation projects.

11. Coordinate with Public Information staff on the development of press releases regarding mitigation activities.

12. Ensure the implementation, monitoring, and closeout requirements in the Administrative Plan are completed.

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
MITIGATION SPECIALIST

This position is responsible for the day-day management and administration of the Section 404-Hazard Mitigation Grant Program (HMGP) made available as a result of Presidential disaster declarations.

Duties will include the following:

1. Assist with conducting briefings and meetings with potential applicants on the HMGP.

2. Accept and review pre-applications from municipalities interested in applying for hazard mitigation assistance.

3. Assist communities in completing formal applications for HMGP and provide technical assistance that may be required.

4. Assist communities in completing formal applications for HMGP planning grants and provide technical assistance that may be required.

5. Conduct application review (including environmental review and benefit-cost analysis) prior to submitting applications to FEMA for approval.

6. Assist communities in implementing approved projects. Monitor subgrantee compliance with Section 404-HMGP requirements.

7. Monitor subgrantee progress in meeting project goals, including ensuring timely submittal of quarterly reports by subgrantees and reviewing of such reports.

8. Answer written and oral inquiries regarding the 404-HMGP, attend and conduct meetings pertaining to HMGP, and coordinate with FEMA Region V staff on 404 issues requiring clarification, etc.

9. Assist the State Hazard Mitigation Officer in development of state guidance in administering the 404-HMGP, and issue to subgrantees.

10. Entry of plan and completed subgrantee project applications into NEMIS.

11. Maintain files and documentation in accordance with disaster applicants.

12. Other disaster related assignments as directed by the State Hazard Mitigation Officer.

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
MITIGATION PLANNER

This position is responsible for working with pre-applicants and applicants to ensure that local mitigation planning requirements are satisfied in order to maintain eligibility for HMGP funds.

Duties will include the following:

1. Reviewing HMGP project pre-applications to determine community's project plan status.

2. Providing technical assistance to project pre-applicants and applicants to ensure that project ideas are consistent with local mitigation plans.

3. Provide mitigation planning technical assistance to applicants that receive grant funds to develop or update local mitigation plans.

4.

5. Reviews community mitigation plans and plan updates to ensure eligibility for HMGP funding including completing HMGP plan review crosswalks, coordinating with FEMA, and providing review comments to communities.

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
ADMINISTRATIVE ASSISTANT

This position is responsible for assisting the SHMO and Mitigation Branch staff with administrative functions.

Duties will include the following:

1. Coordinating the collection of quarterly reports.

2. All other administrative support functions.

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
BUSINESS MANAGER

This position is responsible for working the SHMO and Mitigation Branch staff assisting with fiscal functions.

Duties will include the following:

1. Monitoring and tracking payroll expenditures.

2. Reviewing requests for funds to ensure proper coding and spending authority.

3. Working with Mitigation Branch Fiscal POC to develop reports and reconcile grant expenditures.

4. Monitor audit reports in communities that have active mitigation grants.

5. Provide technical expertise in the areas of fiscal management and auditing; assisting staff with issues related to these items.

6. Liaison with the Ohio DPS Fiscal Department on a variety of issues to ensure effective and efficient fiscal controls.

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
FISCAL SPECIALIST

This position is responsible for working the SHMO and Mitigation Branch staff assisting with fiscal functions.

Duties will include the following:

1. Processing payment requests to include reviewing coding, requesting draw of funds, and entering payments into the State's accounting system.

2. Tracking payroll and cash activity on mitigation grants.

3. Maintaining fiscal/grant administrative files to track grant awards and project deobligations/close-outs.

4. Performs administrative fiscal functions related to mitigation grant programs (files paperwork for grant number in accounting system, processes voided checks, requests vendor set-up for new subgrantees, completes journal vouchers, etc.).

5. Monitors mitigation grant program fiscal activity (i.e. cash management, spending authority).

6. Provides assistance to the mitigation grants branch on fiscal issues.

7. Files quarterly reporting online.

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
GOVERNORS AUTHORIZED REPRESENTATIVE (GAR) AND ALTERNATE GAR

The GAR is responsible for coordinating all activities for emergency management in the State of Ohio and has the following duties as they relate to the Section 404-Hazard Mitigation Grant Program (HMGP):

1. Interacting with Ohio communities, state legislators, Congressional delegation, media, and citizens to discuss HMGP.

2. Securing state matching funds.

3. Participating in the development of, review of, and the approval of strategic and planning documents for administration and implementation of HMGP.

The Alternate GAR assists the GAR in the overall administration of FEMA's disaster programs in Ohio as authorized under the Robert T. Stafford Act after a Presidential disaster declaration and is also the person at OEMA with direct responsibility for the Mitigation Branch. As such, the Alternate GAR has the following duties as they relate to the Section 404-Hazard Mitigation Grant Program (HMGP):

1. Assisting the GAR with the three duties identified above.

2. Assisting the SHMO with the day-to-day administrative issues as they pertain to HMGP (the Mitigation Branch is one of three Branches directly under the supervision of the Alternate GAR).

TASKS ASSIGNMENTS AND ACTIVITIES
HAZARD MITIGATION GRANT PROGRAM
CONTRACTUAL / COOPERATIVE AGREMEENTS FOR PROVISION OF SPECIALIZED TECHNICAL ASSISTANCE

1. BCA Technical and data development assistance to include the development of all data necessary to run the full flood data module including but not limited to generation of first floor elevation data, and hydrologic / hydraulic data to develop flood elevations, discharges and frequencies.

2. Expert appraisal services to include but not limited to acting as the state review appraiser which will review and provide comments/recommendations for locally developed appraisals for property acquisition projects.

3. Environmental review and consultation services for research completed through the Ohio DNR and the Ohio State Historic Preservation Office in support of all projects. The services of a Historical Consultant may be required, on a case by case basis, to respond to the Historic Preservation Office requests.

STATE MANAGEMENT COST PLAN BUDGET WORKSHEET

DR-1805-OH
Performance Period: 10/24/08 - 10/24/13
(Declaration - Closeout)

SUMMARY	
Personnel:	$256,046.96
JFO Personnel:	$4,314.29
Equipment and Supplies:	$1,800.00
Contractual:	$31,000.00
Local Management Cost	$25,000.00
Total:	$318,161.26

Assumptions:
1. 10 project applications - 30 planning applications
2. Fiscal support - 40% of one FTE for one year
3. Administrative Asst - 30% of one FTE for three years
4. Management Cost based on 6 month lock-in: $318,204.00

PERSONNEL

Staff ID	Hours	Salary	Personnel Cost	Fringe Rate	Fringe Cost	Total Cost
GAR	0	$0.00	$0.00	38.39%	$0.00	$0.00
Alternate GAR	0	$0.00	$0.00	38.39%	$0.00	$0.00
SHMO	1000	$35.77	$35,770.00	38.39%	$13,732.10	$49,502.10
Mitigation Specialist #1	601	$31.33	$18,829.33	38.39%	$7,228.58	$26,057.91
Mitigation Specialist #2	2080	$22.71	$47,236.80	38.39%	$18,134.21	$65,371.01
Mitigation Specialist #3	605	$28.31	$17,127.55	38.39%	$6,575.27	$23,702.82
Mitigation Specialist #4	0	$21.71	$0.00	38.39%	$0.00	$0.00
Mitigation Specialist #5	0	$21.71	$0.00	38.39%	$0.00	$0.00
Mitigation Planner	241	$33.60	$8,097.60	38.39%	$3,108.67	$11,206.27
Administrative Asst	1872	$18.36	$34,369.92	38.39%	$13,194.61	$47,564.53
Fiscal Specialist	832	$28.35	$23,587.20	38.39%	$9,055.13	$32,642.33
Grand Total:	**7231**					**$256,046.96**

JFO Personnel - 10/28/08 - 11/08/08

Staff ID	Hours	Salary	Personnel Cost	Fringe Rate	Fringe Cost	Total Cost
SHMO	0	$37.10	$0.00	38.39%	$0.00	$0.00
Mitigation Specialist #1	47	$29.87	$1,403.89	38.39%	$538.95	$1,942.84
Mitigation Specialist #2	0	$31.34	$0.00	38.39%	$0.00	$0.00
Mitigation Specialist #3	0	$28.31	$0.00	38.39%	$0.00	$0.00
Mitigation Specialist #4	0	$26.28	$0.00	38.39%	$0.00	$0.00
Mitigation Specialist #5	0	$0.00	$0.00	38.39%	$0.00	$0.00
Mitigation Planner	51	$33.60	$1,713.60	38.39%	$657.85	$2,371.45
Grand Total:	**98**					**$4,314.29**

EQUIPMENT AND SUPPLIES

Item	Cost	Description
Postage	$300.00	
Supplies	$500.00	General office supplies (binders, folders, etc.) and office equipement repairs
Equipment	$1,000.00	Copier maintenance and repairs
Grand Total:	**$1,800.00**	

CONTRACTUAL

Item	Cost	Description
USGS	$20,000.00	Benefit/cost analysis data development
Nash-Wilson	$10,000.00	State review appraiser for flood acquisition projects @ $1,000 per project
ODNR-DNAP	$1,000.00	Environmental review consultation cost @ $100 per hour
Historical Consultant	$0.00	Historic preservation specialist for any issues related to SHPO concerns
Grand Total:	**$31,000.00**	

LOCAL MANAGEMENT COST PASS THROUGH

Item		Cost	Description
Approved Project Applications	$	25,000.00	Local management cost pass through @ $2,500 per project
Approved Planning Applications	$	-	No management cost pass through for planning applications
Grand Total:	**$**	**25,000.00**	

Ohio Emergency Management Agency

2855 W. Dublin-Granville Road ● Columbus, Ohio 43235

Application Packet for the
Hazard Mitigation Grant Program (HMGP)
FEMA-1805-DR-OH
Hurricane Ike Wind Event – September 2008
Declared Ocotber 24, 2008

Note: This packet has been developed for prospective subapplicants to develop a Hazard Mitigation Grant Program (HMGP) application. It outlines the specific information required for the State and Federal government to review proposed mitigation activities. Ohio EMA cannot forward an incomplete application to FEMA for project approval. Ohio EMA Mitigation Branch staff is available to provide technical assistance to complete your application.

The deadline to submit an application is **July 24, 2009**. All applications must be received by 4:00 pm to be considered for possible funding. Electronic copies of the completed application are preferred; but hard copies will be accepted.

Applications must be submitted to:

Ohio Emergency Management Agency
Steve Ferryman, State Hazard Mitigation Officer
2855 W. Dublin-Granville Road
Columbus, Ohio 43235
Email: saferryman@dps.state.oh.us.

A FEMA approved Local Hazard Mitigation Plan (LHMP) is required by 44 CFR Part 206.434 to be eligible for a FEMA HMGP grant award.

The applicant must be in good standing with NFIP. If not, the applicant will work, in good faith, with the Ohio Department of Natural Resources - Division of Water, to resolve any programmatic deficiencies and or violations of its flood damage reduction regulations identified as a result of an evaluation of its floodplain management program, prior to project approval.

The questions marked (SHMT) should be answered thoroughly! Those questions are among several that the State Hazard Mitigation Team will review when prioritizing projects for final funding.

Section III: Project Worksheets (Pages 15-18) must be filled out for each structure within your project.

This application *does not* guarantee project approval or funding for any project or portion of a project as described herein. Submission of this application will result in a review for cost effectiveness, environmental compliance, and its prioritization by the State Hazard Mitigation Team. While the Ohio Emergency Management Agency attempts to minimize the overdevelopment of HMGP applications to ensure at least some funding; it is possible that funding will not be awarded.

Should assistance be required in the preparation of your application, please contact Ohio EMA Mitigation Branch at (614) 889-7153 or the State Hazard Mitigation Officer, Steve Ferryman at (614) 799-3539 or email at saferryman@dps.state.oh.us.

SECTION I: GENERAL APPLICATION

The general application section must be completed fully. This application cannot be processed if this section is not completed.

APPLICANT INFORMATION	
Applicant (Organization) Name:	
Applicant County:	
Applicant Address:	
Congressional District:	
Ohio House District:	
Ohio Senate Districts:	
Federal Tax ID Number:	
State Tax ID Number:	
FIPS Code:	
DUNS Number:	
NFIP Participation Status:	

Is Applicant small impoverished community? ☐ **YES** ☐ **NO. If yes, please provide explanation below:**

Is Applicant delinquent on any Federal debt? ☐ **YES** ☐ **NO. If yes, please provide explanation below:**

AUTHORIZED APPLICANT'S AGENT CONTACT INFORMATION		
Contact Information	**Primary Point of Contact (POC)**	**Secondary Point of Contact**
First Name:		
Last Name:		
Title:		
Agency/Organization:		
Address 1:		
Address 2:		
City/State/Zip:		
Phone:		
FAX:		
E-mail:		

Is the preparer of this application either: ☐ **Primary POC** ☐ **Secondary POC** ☐ **Other**
If other is checked please provide name, title and telephone number below:

(SHMT). Does community currently participate in other ongoing hazard mitigation programs (adopted floodplain management codes to protect against the hazard of flooding, building codes to protect against multiple hazards, the Community Rating System, Firewise, developed/implemented a stormwater management utility? Please explain:
NARRATIVE DETAIL ABOUT THE COMMUNITY (Please provide demographic, geographic, and hazard history information on the community)
LOCAL HAZARD MITIGATION PLAN NAME
LOCAL HAZARD MITIGATION PLAN FEMA APPROVAL DATE
DESCRIBE HOW YOUR PROPOSED MITIGATION ACTIVITY IS CONSISTANT WITH YOUR FEMA APPROVED LOCAL HAZARD MITIGATION PLAN?

PROJECT DESCRIPTION
1-1. Select the type of hazards the proposed project will mitigate: ☐ Flood ☐ Wind/tornado ☐ Severe thunderstorm/lightning ☐ Earthquake ☐ Wildfire ☐ Land subsidence/landslide ☐ Winter storm/ice ☐ Other (please describe):
1-2. Identify the type of proposed mitigation activity (check all that apply): ☐ Acquisition/demolition ☐ Acquisition/relocation ☐ Building elevation ☐ Building retrofit ☐ Stormwater or small drainage project that reduces localized flooding ☐ Small levee/floodwall/berm to protect critical facility or single structure ☐ Tornado/wind/storm saferoom ☐ Other (please describe):
1-3. Describe, in detail, the existing problem as it affects the project area (not the entire community):
1-4. Describe, in detail, the proposed scope of work (what are you planning to do)? *If available, please attach a vendor's estimate and/or a contractor's bid for the scope of work:*
1-5. (SHMT). Describe the viability of the proposed mitigation project. Is it an appropriate strategy? Is it consistent with community plans/goals? Does it solve a problem independently or constitute a functional portion of a solution?
1-6. (SHMT). Describe the durability of the financial and social benefits that will be achieved through the proposed mitigation project. Will the mitigation option, to the extent practicable, contribute to a long term solution to the problem it is intended to address?
1-7. Describe any other on-going or proposed projects in the area that may impact, positively or negatively the proposed project (for example is there a proposed sanitary sewer that will be placed in the project area?
1-8. Provide the number for each structure type (listed below) that will be affected by the project and included in the scope of work (even if they are alternate properties): ☐ Residential buildings: ☐ Residential vacant lots: ☐ Business/commercial buildings: ☐ Public buildings: ☐ Schools/hospitals/houses of worship: ☐ Other:

1-9. List the total number of persons that will be protected by the proposed project:
1-10. Describe the type(s) of protection and/or level of protection the proposed project will provide:
1-11. Describe the physical location of the project area including street numbers, neighborhoods, and zip codes; and, if available, please provide precise longitude and latitude coordinates for the overall project site:
1-12. Project location maps and photographs ☐ Attach one copy of a city or county scale map (large enough to show the entire project area) with the project site and structures clearly marked on the map. ☐ Attach one copy of the Flood Insurance Rate Map (FIRM), including the panel information, and the Flood Boundary and floodway map (if available) with the project site and location of structures clearly marked on the map. *FIRMs are typically available from your local floodplain administrator, or a smaller version, a FIRMette can be produced by going to FEMA's website: http://msc.fema.gov/. See the HMGP Application Workbook for additional information on creating a FIRMette.* ☐ Attach five photographs of each structure in the project. The photographs must be taken in accordance with the "Photographing Your project" guidance located in *the HMGP Application Workbook*. *Please submit your photographs on a CD.* ☐ Attach a minimum of three photographs of the project area. 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; and pictures of streetscapes looking both ways on streets where major project activities are to occur.

Property Summary Information

Please complete the table below for individual parcels and/or buildings that will be included in the project. The Priority Ranking column should be completed for all projects that involve multiple private properties and property owners. Additional Lines may be added if necessary.

Priority Ranking	Property Owner	Street Address (include city/state/zip)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
19		
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22		
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26		
27		
28		
29		
30		

Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimated time-line for the critical activities not to exceed a period of two years for performance (e.g., designing, engineering, permitting, etc.) See the HMGP Application Workbook for a sample Schedule of Work.

Milestone	Number of Days / Months to Complete

Estimated Project Budget

Below, please complete the appropriate categories to estimate the project's budget. Details of all the estimated costs of the project are critical! Do not include contingency costs in the budget.

Project Budget Detail			
Category	Quantity or Number	Unit Cost	Total ($)
Property appraisal			
Property acquisition (parcels that also include buildings)			
Vacant parcel acquisition			
Closing costs/legal fees (recording, pro-rated taxes, etc.)			
Asbestos assessment and abatement			
Demolition / site restoration / seeding			
Engineering and/or design			
Building elevation			
Elevation Certificate(s)			
Building jacking and moving costs for relocation projects			
Site preparation including foundation, water, sewer and utility hookups for relocation projects			
Renter's URA			
Non-URA relocation assistance			
Building retrofit equipment (please describe):			
Building retrofit construction/remodeling costs (please describe):			
Permit fees			
Project management salary			
Other (please describe):			
Other (please describe):			
TOTALS:			

Funding Sources			
Total Project Cost Estimate	$		
		Dollars	Percentage
Proposed Federal Share (cannot exceed 75%)		$	%
Proposed Non-Federal Share		$	%

Non-Federal Share Identification			
Category	Source Name	Funding Type	Amount ($)
1. State Share			
2. Applicant Share -- Cash			
3. Applicant Share -- In-Kind **			
4. Applicant Share -- Other Sources			
Grand Total (*This must match the "total project cost estimate" above)*			**$**

If you would like to make any comments, please enter them below:

****In-Kind Contribution Description**

Using the categories found on the Project Budget Detail table, identify those categories and costs that are intended to be counted as in-kind. Please ensure that any item listed below should be reflected in the Project Budget Detail table as well as the Non-Federal Share Identification table above.

Category	Number	Unit Cost	Total ($)
In-kind labor (please describe):			
In-kind materials (please describe):			
In-kind equipment (please describe):			

1-15. (SHMT). Does the applicant have sufficient staff and resources for implementation of the proposed mitigation project? Please explain:

☐ Attach a letter of commitment on the applicant's letterhead committing to the non-Federal share of this project signed and dated by the appropriate community official (see the HMGP Application Workbook for an example letter of commitment).

Maintenance Schedule and Costs *DO NOT include these costs in the Project Budget Detail Table. They are being requested as they must be factored into the benefit-cost analysis.*
1-16. For proposed projects that involve the retrofit or modification of existing public property or would result in the public ownership or management of property, structures, or facilities, please describe the long-term maintenance activities *(If the proposed project only involves the retrofitting, elevating or other modification to private property where the ownership will remain private after project completion, DO NOT complete this table)*:
1-17: Identify the entity that will perform this maintenance: ☐ Attach a letter of maintenance commitment on the applicant's letterhead committing to maintenance of each property within the project; signed and dated by the appropriate community official(s). See the HMGP Application Workbook for an example of a maintenance commitment letter.

SECTION II: ENVIRONMENTAL REVIEW

Because HMGP projects involve Federal funds, all projects must undergo a historic preservation and environmental review as part of the grant application process. Moreover, all projects must be compliant with the National Environmental Policy Act (NEPA) and associated Federal, state and local laws and regulations to obtain funding. NO WORK other than eligible pre-award costs (usually design and engineering related) can be done prior to the NEPA review process. This application cannot be processed if this section is not completed.

Decision Making Process / Alternatives Review

The NEPA process requires that at least two alternative actions be considered that addresses the same problem/issue as the proposed project. In this section list two feasible alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative"

2-1. Describe the process you used to decide that this project is the best solution to the problem. Please detail all efforts made at obtaining public input (e.g., public meetings, a workgroup to assist with the development of the project, etc.):

☐ Attach either a copy of a published public notice and any additional documentation of public input (see the HMGP Application Workbook for a sample public notice and more information on this requirement).

2-2. Discuss the "No Action Alternative." Identify the impacts of the project area if the no action alternative is taken:

2-3. Identify another feasible alternative. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please identify all of the following for the alternative project: Project description, project location, scope of work, impacts of the alternative if implemented, and estimated budget/costs:
2-4. Explain why this project is the best alternative:

Compliance with Specific Laws and Regulations *Please answer the questions below as they pertain to specific environmental / historic preservation laws and regulations*
2-5. *National Historic Preservation Act – Historic Structures*. Does the proposed project affect or is it in close proximity to any buildings or structures that are historically significant or individually listed on the National Register of Historic Places? If yes, please describe the effects of the proposed project on such properties:
2-6. *National Historic Preservation Act – Archeological Resources.* Does the proposed project involve any ground disturbance activity? If yes, please describe the general description of width, length, and depth of proposed ground disturbing activity:
2-7. *National Historic Preservation Act – Archeological Resources.* Please describe the current land use in the project area, the previous land use in the project area (if known), and any previous ground disturbances (if known):
2-8. *National Historic Preservation* Act *-- Archeological Resources.* Are there any known archaeological resources found on properties that will be affected by the project? If yes, please explain:
2-9. Endangered Species Act and Fish and Wildlife Coordination Act. Does the proposed project remove vegetation? If yes, please describe the type and amount affected:
2-10. *Endangered Species Act and Fish and Wildlife Coordination Act.* Is the proposed project in or near any type of waterway or body of water (within 1/2 mile)? If yes, please describe the type / dimensions / proximity of the project to the water body. Also, please describe the effect of project on the water body:

2-11. *Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands).* Will the project involve work near or in a waterway, dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as "waters of the U.S." as identified by the US Army Corps of Engineers or on the National Wetland Inventory? If yes, please describe the activity and describe the alternatives considered to eliminate or minimize impacts to wetlands:

2-12. *Executive Order 11988 (Floodplain Management)*. Is the project located in a FEMA identified 100 or 500 year floodplain (on a FIRM map), in a FEMA identified floodway, or identified as a floodplain through some other source? If yes, please describe the alternatives considered to eliminate or minimize the impacts to floodplains:

2-13. *Executive Order 11988 (Floodplain Management)*. Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation? If yes, please describe:

☐ If yes, attach documentation of the hydrologic and hydraulic analysis from a qualified engineer to demonstrate how drainage and flood flow patterns are changed and that identifies down and upstream effects.

2-14. *Coastal Zone Management Act*. Is the project located in a designated Coastal Erosion Zone or below the Ordinary High Water of Lake Erie? *Please contact the ODNR Office of Coastal Management for more information)* If yes, please describe how the proposed project will affect these areas:

☐ If yes, please attach a permit from the ODNR Coastal Management Office or attach a request for information and response letter regarding coastal zone management requirements for the proposed activity.

2-15. *Farmland Protection Policy Act.* Will the project convert more than 5 acres of farmland outside the boundaries of a city or village? If yes, please describe:

2-16. *The Resource Conservation and Recovery Act (RCRA) and The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) – Hazardous and Toxic Materials.* Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project? Are any properties currently or that have been used in the past for commercial enterprises? Please explain:

☐ If yes for any property in the proposed project, please submit the hazardous material survey form in Appendix E of the Application Workbook. You application will not be processed without it.

2-17. *Executive Order 12898, Environmental Justice for Low Income and Minority Populations.* Is the project in an area of low income or minority populations? Will the project cause any changes that may affect nearby low income or minority populations, result in adverse effects, or change availability of services? Please explain:

2-18. *Special Flood Hazard Area.* If the project is located in a SFHA, will all NFIP requirements be addressed (local flood hazard area development permit, hydrologic and hydraulic analysis if applicable. Etc.? Please explain:

2-19. *Stafford Act Section 308 - Nondiscrimination in Disaster Assistance (42 U.S.C. 5151).* Does the project comply with Section 308 of the Stafford Act? *(Section 308 states that disaster assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, disability, English proficiency, or economic status.)* Please explain:

SECTION III: PROJECT WORKSHEETS – ACQUISITION / ELEVATION / RELOCATION / RETROFITTING

Prepare a separate worksheet (pages 15 through 18) for each individual property to be acquired, elevated, or relocated. Please note that the last page of the worksheet must be signed by the property owner.

SITE INFORMATION	
Owners Name *(Must be the person whose name is on the property's deed)***:**	
Spouse's Name (If applicable):	
Street Address (Including city, state, zip) **or Physical/Legal Location:**	
Latitude/Longitude (See the Application Workbook for instructions):	
CID Number: (This can be obtained from your FIRM or FIS)	
FIRM Panel Number:	
FIRM Effective Date:	
What is the chosen mitigation action for this site?	☐ Acquisition/demolition ☐ Acquisition/relocation ☐ Building elevation ☐ Building retrofit ☐ Small levee/floodwall/berm to protect critical facility or single structure ☐ Tornado/wind/storm saferoom ☐ Other (please describe):
Project Cost: (Estimated Cost to Mitigate this property)	
Maintenance Cost: (Estimated Cost to Maintain this property)	

STRUCTURE INFORMATION

This information can be obtained from tax records, appraisal letters from homeowners, title documents, etc.

3-1. Building type:

☐ 1-story w/o basement ☐ 2-story w/o basement ☐ Split-level w/o basement
☐ 1-story w/ basement ☐ 2-story w/ basement ☐ Split-level w/ basement
☐ Mobile/Manufactured home ☐ Other (please describe):

3-2. Building use:

☐ Primary residence ☐ Rental property ☐ Secondary residence ☐ Commercial/industrial
☐ Public building ☐ Multi-family ☐ Other (please describe):

If the building is currently being used as a residence, was it ever used as something other than residential in the past (e.g., converted from an old service station)? If yes, please describe the use below:

☐ If the property is a rental property, please provide documentation of the monthly rent (copy of lease or canceled check).

3-3. Foundation type: ☐ Basement ☐ Crawl Space ☐ Slab on grade ☐ Piers/piles/columns Does the building have a walk-out basement or lower level? ☐Yes ☐No Is it finished or partially finished? ☐Yes ☐No
3-4. Construction type: ☐ Wood frame ☐ Concrete block ☐ Brick ☐ Other
3-5. Provide Certified First Floor Elevation (FFE) If Available:
3-6. Date of construction for the structure:
3-7. Total square footage of the structure (do not include accessory structures):
3-8. Total Building Replacement Value (can be obtained from http://www.building-cost.net/, Auditor's Tax Card, Appraisal, Contractor Estimate, etc.): Note: If you use http://www.building-cost.net/, only the total cost of materials may be used for the BRV. Print out or save as a pdf file and attach to the application ☐ Attach the Building Replacement Value documentation.
3-9. Is flood insurance carried on the structure or contents now or at any time in the past? ☐Yes ☐No. If yes, please provide the policy number if known:

History of Hazards / Damages to the Property

List all the current and past damages to the property (including damages to the structure, its contents, and displacement costs. Include damage from declared disaster events and other hazard events that did not result in a Presidential declaration. Damages should be tied to one event per line. Provide proof of all costs of repairs with receipts, insurance claims documents, repair or damage estimates, or any other documentation if possible. ***NOTE: This data is not required if the property is substantially damaged (and an official substantial damage determination has bee completed), in the 100-year floodplain, and the mitigation option is acquisition.***

Date (Date of event – one event per line)	Precipitation Amount (if known)	Description of Damages (For flood events include depth of flooding inside of the structure)	Cost of repairs/replacement/displacement structure/content (to the extent possible, provide documentation of these costs)
Ex. 6/30/1998	*Ex. 7 inches*	*Ex. Basement full, five feet of water on the first floor. Foundation wall collapsed, carpet/drywall on first floor ruined.*	*Ex. SBA loan for $110,000: Building damages $69,114 and content damages - $20,734*

Building Elevation Data

This section should only be completed for flood mitigation projects where the mitigation action is elevating the building.

3-10. What is the lowest floor elevation (including basement) of the structure to be elevated (feet above sea level)?

3-11. What is the base flood elevation (BFE) at the building site (feet above sea level)?

3-12. What is the proposed elevation height (feet above sea level)? *A minimum of 1 foot of freeboard above the BFE is required for elevated buildings.*

3-13. Proposed foundation type: ☐ Pilings/piers/columns ☐ Extended foundation walls ☐ Other (please describe):

Attachments

The following must be attached for each property for which a project worksheet is completed as applicable.

☐ Attach five photographs of each structure in the project. The photographs must be taken in accordance with the "Photographing Your project" guidance located in the HMGP Application Workbook. *Please submit your photographs on a CD.*

☐ Include a copy of the tax parcel card from the County Auditor's office for each parcel/structure.

☐ Include a completed hazardous materials survey for each structure that is currently or has been indicated as being non-residential. This is not applicable to residential structures/parcels that have always been in residential use.

☐ Include a completed substantial damage determination from the community's floodplain administrator (if applicable). This can be either a letter from the floodplain administrator indicating the structure is substantially damaged or a signed and dated summary form from the FEMA Residential Substantial Damage Estimator.

☐ Attach the Building Replacement Value documentation. Print-out from http://www.building-cost.net/, Auditor's Tax Card, Appraisal, Contractor Estimate, etc.

Property Owner Acknowledgements and Signatures

The property owner of the site described above must acknowledge and sign below. Failure to do so will result in the application NOT being processed.

I / we, _____ , am/are the legal owner(s) of the property located at:
(Property owner name)

_____ , hereby acknowledge and agree to the following:
(Property address)

1. That this project, if funded, may result in a mitigation action to the property described above.

2. That should the project be implemented my/our decision to participate is ***voluntary***.

3. That the project applicant nor any other governmental entity will use the power of eminent domain or condemnation for the purpose of forcing my/our participation into this program.

4. That I/we authorize the Federal Emergency Management Agency (FEMA) to release information from my Disaster Recovery Assistance File to the State of Ohio, including appropriate agencies of the State of Ohio responsible for providing disaster assistance and mitigation program assistance, and the appropriate local jurisdiction and/or their designated agent administering a hazard mitigation project grant, for the purposes of a mitigation action under FEMA's Hazard Mitigation Grant Program. This authorization permits the release of information that is deemed confidential under Federal and State Privacy Acts. This authorization is given to obtain and/or provide assistance I need as a result of this Federal disaster to ensure that benefits are not duplicated. This authorization includes only information necessary to allow the appropriate agencies or organizations to make this determination. This information is not to be used for any other purpose.

5. That the information provided on this form is done so to the best of my/our knowledge.

Signed by: _____, _____
(Printed or typed name of property owner) *(Date)*

Signature: _____ Signature:_____
(Printed or typed name of property owner) *(Date)*

SECTION III: PROJECT WORKSHEETS – DRAINAGE / STORMWATER PROJECTS

This worksheet must be completed for drainage, stormwater or other engineered projects. These projects are unlike acquisitions, elevations or wind retrofits and rely on a significant amount of technical data for preparation.

History of Damages in the Project Impact Area

For these types of projects it is important to know the history of damages in the area where flooding will be reduced as a result of the project (Project Impact Area or PIA) so it can be understood how the proposed project will reduce damages. This information is necessary to perform a benefit-cost analysis. Please provide data only for buildings and infrastructure that were affected by the flood event and that will be protected to some level by the proposed project.

3-1. How many structures in the PIA were flooded (in other words how many structures had water inside of them)?	
3-2. How many structures in the PIA experienced yard flooding only?	
3-3. Please provide the following information in a table format for each past flood event: frequency of the flood event (or frequency of the precipitation event if flood frequency is not known), address of each structure, depth of flooding inside of each structure (inches and/or feet), duration of flooding in each structure (hours and/or days), dollar loss for each structure above (include structure, contents, property damage) impacted in questions 3-1 and 3-2 above. Also, attach a copy of the tax parcel card form the County Auditor's office for each property listed.	
3-4. Please provide the following information in a table format for each past flood event for roads in the PIA: A listing of the roads that were closed due to flooding, the duration of the closure (in days), the number of one-way traffic trips per road, and the detour or delay time per one-way trip (in hours), the amount of damages (in dollars) caused by flooding per road (i.e., washout materials, culvert damages, pipe damages).	
3-5. Was any non-profit or public facility in the PIA affected by these past flood events in the project? If yes, indicate the name / purpose of the each facility and the annual operating budget amount for the facility:	
3-6. List the costs incurred due to emergency measures in the PIA:	
3-7. List the costs incurred for debris removal within the PIA:	
3-8. How many days was the community without power (if not the entire community, the PIA)?	
3-9. How many days was the community without potable water (if not the entire community, the PIA)?	
3-10. How many days was the community without wastewater treatment (if not the entire community, the PIA)?	
3-11. Please attach any documentation for other indirect damages caused by flooding within the PIA (i.e., lost wages, police department overtime wages, public works clean up crew overtime wages, cost incurred on clearance of vehicles and other disaster-related materials, damages to electric panels in pumping facilities, levee breaches and damaged equipments).	

Project Design and Impacts *It will be necessary for the applicant to obtain engineering assistance for these projects and answer many of the questions below.*
3-12. Have preliminary plans for the stormwater management / drainage project been completed? ☐ Yes ☐ No. If yes, please attach a copy.
3-13. Have final approved plans and/or final hydrology/hydraulic studies from a registered professional engineer (P.E.) for the proposed project been completed? ☐ Yes ☐ No. If yes, please attach a copy and please provide the contact information for the firm/P.E. that completed the study: Will the project change (reduce or increase) any FEMA identified BFE's or reduce or enlarge the FEMA identified 100-year floodplain? ☐ Yes ☐ No. If yes, it will be necessary to submit for a Letter of Map Revision to FEMA. Please contact the Mitigation Branch for more information on this process. Based on hydrologic/hydraulic studies above, does the proposed project negatively any nearby property or structure? ☐ Yes ☐ No. If yes, please describe how this impact will be mitigated:
3-14. Provide a Summary Report from the consultant or P.E. describing the problem and the proposed solution with the necessary supporting engineering calculations for the project/solution. The report should also certify the level of protection and the magnitude of event the completed scope of work will mitigate (*for example, 40 homes will be protected against the 100-year flood event)*. Finally the Summary Report should provide an estimate of damages that is anticipated for events beyond the mitigation efforts. *(For example, the 40 homes can anticipate 15% structural damages for the 250-year flood event and 30% structural damages for the 500-year flood event).*

Statement of Assurances for Property Acquisition
All project applicants must acknowledge and sign below.
*Failure to do so will result in the application **NOT** being processed.*

Name of Project Sub-Applicant: _____

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

1. Will ensure that participation by property owners is voluntary. The prospective participants have been informed in writing that participation in the program is voluntary, that the Sub-applicant will not use its eminent domain authority to acquire their property for the project purposes should negotiations fail;
2. Will ensure each property owner will be informed, in writing, of what the Sub-applicant considers to be the fair market value of the property. The Sub-applicant will use the Model Statement of Voluntary Transaction to document this and will provide a copy for each property after award;
3. Will accept all of the requirements of the FEMA grant and the deed restriction governing the use of the land, as restricted in perpetuity to open-space uses. The Sub-applicant will apply and record a deed restriction on each property in accordance with the language in the FEMA Model Deed Restriction. The community will seek FEMA approval for any changes in language differing from the Model Deed Restriction.
4. Will ensure that the land will be unavailable for the construction of flood damage reduction levees and other incompatible purposes, and is not part of an intended, planned, or designated project area for which the land is to be acquired by a certain date;
5. Will demonstrate that it has consulted with the US Army Corps of Engineers regarding the subject land's potential future use for the construction of a levee system, and will reject future consideration of such use if it accepts FEMA assistance to convert the property to permanent open-space;
6. Will demonstrate that it has coordinated with its State Department of Transportation to ensure that no future, planned improvements or enhancements to the Federal aid systems are under consideration that will affect the subject property;
7. Will remove existing structures within 90 days of settlement;
8. Post grant award, will ensure that a property interested is conveyed only with the prior approval of the FEMA Regional Director and only to another public entity or to a qualified conservation organization pursuant to 26 CFR 1.170A-14;
9. Will submit every three years to the Grantee, who will then submit to the FEMA Regional Director, a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained consistent with the provisions of the grant. If the subject property is not maintained according to the terms of the grant, the Grantee and FEMA, its representatives, designated authorities, and assigns are responsible for taking measures to bring the property back into compliance; and
10. Will not seek or accept the provision of, after settlement, disaster assistance for any purpose from any Federal entity with respect to the property, and FEMA will not distribute flood insurance benefits for that property for claims related to damage occurring after the date of the property settlement.

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

_____
Type Name of Authorized Agent Title

_____ _____
Signature Date Signed

Model Deed Restriction for Property Acquisition
All project applicants must acknowledge and sign below.
*Failure to do so will result in the application **NOT** being processed.*

The deed conveying the property to the locality must reference and incorporate Exhibit A (or equivalent name). Exhibit A should be attached to the deed when recorded.

Exhibit A

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

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, ("The Stafford Act"), 42 U.S.C. § 5121 et seq., identifies the use of flood mitigation grants under § 5133, Flood Mitigation Assistance ("FMA"), to assist States and local governments in implementing cost-effective hazard mitigation measures to reduce injuries, loss of life, and damage and destruction of property,

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

WHEREAS, [State] has applied for and been awarded such funding from the [Department of Homeland Security] Federal Emergency Management Agency ("FEMA"), and has entered into a FEMA- State Flood Mitigation Assistance Grant Agreement ("Grant Agreement"), dated [date] and herein incorporated by reference;

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

WHEREAS, the [Village/City/County], acting by and through the [Village/City/County Board], has applied for and been awarded federal funds pursuant to an agreement with [State] dated [date] ("State-Local Agreement") and herein incorporated by reference;

WHEREAS, the terms of the Stafford Act, Federal program requirements consistent with 44 C.F.R. 206.434(e), the Grant Agreement, and the State-local Agreement require that the Grantee agree to conditions that restrict the use of the land to open space in perpetuity in order to protect and preserve natural floodplain values;

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

1. Terms. Pursuant to the terms of the Stafford Act, Federal program requirements consistent with 44 C.F.R. 206.434(e), the Grant Agreement, and the State-local Agreement, the following conditions and restrictions shall apply in perpetuity to the Property described in the attached deed and acquired by the Grantee pursuant to FEMA program requirements concerning the acquisition of property for open space:

    a. Compatible uses. The Property shall be used only for purposes compatible with open space, recreational, or wetlands management practices; in general, such uses include parks

for outdoor recreational activities, nature reserves, unimproved permeable parking lots and other uses consistent with Flood Mitigation Assistance Grant Guidance for open space acquisition.

b. Structures. No new structures or improvements shall be erected on the Property other than:

- A public facility that is open on all sides and functionally related to the open space use;
- A public rest room; or
- A structure that is compatible with the uses described in Paragraph 1(a), above, and approved by the Director in writing prior to the commencement of the construction of the structure.
- Any structures built on the Property according to this paragraph shall be floodproofed or elevated to the Base Flood Elevation plus one foot of freeboard.

c. Disaster Assistance. No disaster assistance from any Federal source for any purpose related to the Property may be sought, nor will such assistance be provided;

d. Transfer. The Grantee agrees that it shall convey any interest in the Property only if the Regional Director of FEMA gives prior approval of the transferee in accordance with this paragraph. The Grantee may only convey an interest in the Property to another public entity or to an organization with conservation purposes qualified under Section 170(h) of the Internal Revenue Code of 1954, as amended, and applicable implementing regulations. However, the Grantee may convey an easement or lease to a private individual or entity for purposes compatible with the uses described in Paragraph 1(a), above, including agriculture, with the prior approval of the Regional Director.

If title to the Property is transferred to a public entity other than a qualified state or federal agency with a conservation mission, it must be conveyed subject to a Conservation Easement that shall be recorded with the deed and shall incorporate all terms and conditions set forth herein, including the easement holder's responsibility to enforce the easement. This shall be accomplished by one of the following means:

i. The Grantee shall convey, in accordance with section (d), above, a conservation easement to someone other than the title holder, or

ii. At the time of title transfer, the Grantee shall retain such conservation easement, and record it with the deed.

2. Inspection. FEMA, its representatives, and assigns, including [State], shall have the right to enter upon the Property, at reasonable times and with reasonable notice, for the purpose of inspecting the Property to ensure compliance with the terms of the grant.

3. Monitoring and Reporting. Every three years on [date], the Grantee, through [State], shall submit to the FEMA Regional Director a report certifying that the Grantee has inspected the subject Property within the month preceding the report, and that the Property continues to be

maintained consistent with the provisions of the grant.

4. Enforcement. If the subject Property is not maintained according to the terms of the grant, the Grantee, [State], and FEMA, its representatives, and assigns are responsible for taking measures to bring the Property back into compliance.

a. The State will notify the Grantee in writing and advise the Grantee that it has 60 days to correct the violation.

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

c. FEMA, its representatives and assigns may enforce the terms of the grant by taking any measures it deems appropriate, including but not limited to the following:

i. Requiring transfer of title in accordance with Paragraph 1(d). The Grantee shall bear the costs of bringing the Property back into compliance with the terms of the grant; or

ii. Bringing an action at law or in equity in a court of competent jurisdiction against the State or the Grantee.

5. Severability. Should any provision of this grant or the application thereof to any person or circumstance be found to be invalid or unenforceable, the rest and remainder of the provisions of this grant and their application shall not be affected and shall remain valid and enforceable.

Standard signature block:

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

Grantor's Signature	Date
Name (printed or typed)	Grantor's Title
Grantee's Signature	Date
Name (printed or typed)	Grantee's Title

Acknowledgements and Signatures
All project applicants must acknowledge and sign below.
*Failure to do so will result in the application **NOT** being processed.*

The (subapplicant name, County), Ohio, hereby acknowledges and agrees to the following:

1. To accept responsibility at its own expense, for the routine maintenance for projects funded as a result of this application that involve the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities. Routine maintenance shall include, but not be limited to such responsibilities such as keeping vacant land clear of debris, garbage, and vermin; mowing; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.
2. That any property which is acquired, deed restricted, and consequently owned by the subapplicant or other qualified entity as a result of a project funded from this application will remain in open space or be maintained as an open space compatible use, as defined by the Federal Emergency Management Agency, *in perpetuity (forever).*
3. That it will work, in good faith, with the Ohio Department of Natural Resources – Floodplain Management Program, to resolve any programmatic deficiencies and or violations of its flood damage reduction regulations identified as a result of an evaluation of its floodplain management program.
4. That this application *does not* guarantee funding for any project or portion of project as described herein. Submission of this application will result in its review for cost effectiveness, environmental compliance, and its prioritization by the Ohio State Hazard Mitigation Team. While the Ohio Emergency Management Agency attempts to minimize the overdevelopment of HMGP applications to ensure at least some funding; it is possible that funding will not be awarded.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, DATA IN THIS APPLICATION AND ANY SUPPORTING DOCUMENTS ARE TRUE AND CORRECT

Prepared by:_____ Date:_____

Signature: _____ Date:_____

Signature: _____ Date:_____

Signature: _____ Date:_____

Please note that the above signature(s) must be made by an individual or individuals (in counties this is the three county commissioners, townships the three township trustees) with the legal signing authority for the respective local government or county.

If additional information is required, contact Steve Ferryman, State Hazard Mitigation Officer, at (614) 889-7153.

May 15, 2009
FEMA-DR-1805

Project Point of Contact
Community Name
Address
Community, Ohio Zip

RE: Invitation to Apply for DR-1805 Hazard Mitigation Grant Program Funding

Dear [Project Point of Contact],

As a result of the federal disaster declaration FEMA-DR-1805-OH declared on October 24, 2008, funding was made available through the Hazard Mitigation Grant Program (HMGP) to provide grants to local governments to fund long-term mitigation measures. The grants are 75% federally funded through the Federal Emergency Management Agency (FEMA), with a required 25% non-Federal match. The purpose of HMGP is to significantly reduce or permanently eliminate future risk to lives and property from natural hazards.

FEMA-DR-1805 HMGP funds are being targeted toward eligible mitigation projects that were not funded under the FY 2009 Pre-Disaster Mitigation (PDM) grant program and the HMGP funds made available as a result of FEMA-DR-1720. You were recently notified that your PDM project titled, ?, was not funded in the FY09 PDM grant cycle. Please consider submitting this project for possible funding under the HMGP.

Enclosed, please find a digital and paper copy of the HMGP Application Workbook and Project Application Form. Please be as thorough and accurate as possible in completing these forms. **Your project budget should not exceed $_____, which is the amount of your communities FY 2009 PDM application. Placing a cap on the project budget will help the Ohio EMA avoid overdeveloping project applications, but ensure that enough applications are developed to spend the allocated funding. It is important to note that project funding is not guaranteed.**

All sections of the HMGP application must be completed to be eligible for funding. The HMGP application Workbook provides guidance on project and application development. Due to the fact that your proposed mitigation project has been developed for a previous mitigation grant cycle, you will find that some of the steps in the HMGP Application Workbook will not apply. However, the application must be fully completed because it requests detailed information that is needed for this office to complete the necessary reviews, including the cost/benefit analysis and environmental consideration.

The following criteria must be met by applicants in order to be eligible for HMGP funding:

1. The community/county must have an approved Natural Hazard Mitigation Plan as a condition of receiving HMGP project grant funds. The project must be referenced in the plan as an action item, or fall under one of the plans goals and objectives. If you have questions concerning your natural hazard mitigation plan, please contact Dean Ervin, Ohio EMA Mitigation Planner at (614) 799-3681, or your county emergency management agency director.

2. The community must be participating, and be in good standing with the National Flood Insurance Program (NFIP). The Department of Natural Resources may conduct a site visit, contact the community by phone, or send a survey during the application review process to determine if a community is compliant with NFIP requirements.

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

- Property owners must voluntarily elect to participate in the program and sign a notice of voluntary interest form.
- The acquired property will be deed restricted requiring that it will be maintained as open space in perpetuity, and that no future federal disaster assistance will be made available at the site.
- Replacement housing for those whose properties are acquired cannot be in another 100-year floodplain.
- Costs incurred prior to project approval are not reimbursable.
- **Property will be purchased based on the fair market value. Appraisals should not be completed for the HMGP application. For project budget development, you can estimate fair market value based on tax assessments, recent sales, etc.**
- Projects involving more than one property will need to conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)(for tenants only) and the State's Relocation Law.

All applications must be received at the Ohio Emergency Management Agency by no later than 4:00 PM on July 24, 2009. YOUR NAME, Ohio EMA Mitigation Specialist will be contacting you by May 18, 2009 to determine your interest in developing an HMGP application and offer technical assistance on project and application development. In the meantime, if you have any questions please contact YOUR NAME at (614) ???-????.

Sincerely,

Steve Ferryman, CFM
Chief, Mitigation Branch
State Hazard Mitigation Officer

cc: County EMA Director
Chief Elected Official
Field Liason
Sima S. Merick, Director, Mitigation, Recovery, Grants, Fiscal Division
File

May 26, 2009

Project Point of Contact
Community Name
Address
Community, Ohio Zip

RE: Invitation to Apply for DR-1805 Hazard Mitigation Grant Program Funding

Dear [Project Point of Contact],

As a result of the federal disaster declaration FEMA-DR-1805-OH declared on October 24, 2008, funding was made available through the Hazard Mitigation Grant Program (HMGP) to provide grants to Ohio communities for the purpose of updating local natural hazard mitigation plans. The grants are 75% federally funded through the Federal Emergency Management Agency (FEMA), with a required 25% non-Federal match. The purpose of HMGP is to significantly reduce or permanently eliminate future risk to lives and property from natural hazards.

FEMA approved local mitigation plans are a requirement in order for communities to be eligible for most federal mitigation grant programs. These plans must be updated, approved by FEMA, and adopted locally every five years to maintain eligibility for mitigation project grant funding. Our records indicate that in order to maintain mitigation grant project funding eligibility your community's mitigation plan must be updated and approved by FEMA on or before [date].

FEMA-DR-1805 HMGP funds are being targeted toward communities whose local mitigation plans will expire in 2009-2011 and have not submitted updated mitigation plans to Ohio EMA for review to date. Applicants with the earliest plan expiration dates will be prioritized, however the quality of the application will also be considered. **Please consider submitting an HMGP grant application for funding to update your local natural hazard mitigation plan. The enclosed CD contains a copy of the State of Ohio Hazard Mitigation Planning Grant Application.**

The following criteria must be met by applicants in order to be eligible for HMGP mitigation plan update funding:

1. The outcome of the mitigation planning sub-grant award must be a FEMA-approved mitigation plan that complies with the requirements in 44 CFR 201.6.
2. The community must be participating, and be in good standing with the National Flood Insurance Program (NFIP). The Department of Natural Resources may conduct a site visit, contact the community by phone, or send a survey during the

application review process to determine if a community is compliant with NFIP requirements.

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

- Costs incurred prior to project approval are not reimbursable.
- Completion of an application does not guarantee funding.

Please be as thorough and accurate as possible in completing this application. All applications must be received at the Ohio Emergency Management Agency by no later than 4:00 PM on Friday, August 7, 2009.

If you have any questions or need additional information, please do not hesitate to contact Dean Ervin, State Mitigation Planner at (614) 799-3681.

Sincerely,

Steve Ferryman, CFM
Chief, Mitigation Branch
State Hazard Mitigation Officer

cc: County EMA Director
Chief Elected Official of Community
Field Liason
Sima S. Merick, Director, Mitigation, Recovery, Grants, Fiscal Division
File

STATE OF OHIO
HAZARD MITIGATION
PLANNING GRANT APPLICATION

OHIO EMERGENCY MANAGEMENT AGENCY
2855 W. Dublin-Granville Road Columbus, Ohio 43235
614/799-3538

_____
DATE

Contact Name **Position**

_____

County Name

_____

INSTRUCTIONS: Please answer each question as fully as you can. Print or type your responses clearly. If you have questions about this application, please contact Dean Ervin, State Mitigation Planner at (614) 799-3681. Attach additional pages if necessary. Please mail your application to:

Ohio Emergency Management Agency
ATTN: Dean Ervin, State Mitigation Planner
2855 West Dublin-Granville Road
Columbus, Ohio 43235

PART A - COMMUNITY PLANNING

1. Describe the staff and resources needed to implement this mitigation planning activity and the applicant's ability to provide these resources.

2. Describe how this planning activity will benefit the citizens in your community.

3. If this is a multi-jurisdictional plan, please identify the jurisdictions that will be covered in the plan:

List all jurisdictions in the County	**Is this jurisdiction covered in your current mitigation plan?** (indicate Yes or No)	**Will they be invited to participate in the plan update?** (indicate Yes or No)

PART B - MITIGATION EFFORTS

4. List and briefly describe two hazard mitigation activities that are identified in your current plan and describe their implementation. How did these activities reduce damages?

5. Describe the progress made in local mitigation efforts.

6. Do your community regulations currently include mitigation provisions? (for example, floodplain management regulations, building regulations, zoning regulations)

7. Do your community plans include mitigation provisions? (e.g. comprehensive land use plan, capital improvement plan, emergency management plan, zoning plan, etc.)

8. Do any local business or government incentives exist to encourage mitigating new and retrofitting existing construction against natural hazards? (e.g. tax relief/credits, shared financial participation)

9. What public awareness campaigns or training classes are currently being offered in your county that emphasize mitigation ideas, responsibilities, and opportunities for individuals and businesses to reduce property losses?			
Title & Sponsor(s)	**Type of campaign/training** (ex. exposition, newsletter, class)	**Hazard Addressed**	**No. of people reached last year**

PART C - CORE PLANNING GROUP AND MITIGATION PLANNING

10. Does the committee that developed your current natural hazard mitigation plan still meet? Please highlight the group's activities.

11. Please list the local stakeholders (businesses, non-profit organizations, academic institutions) that will be invited to participate on the Committee that will develop the updated plan.

12. Has your community started developing an updated all natural hazard mitigation plan? (If yes, summarize the progress that has been made.)

13. Will you hire a contractor to help develop your local hazard mitigation plan update? (if yes, please list the services they will perform such as write the plan, facilitate meetings, coordinate community input, etc.)

14. Please describe your plan to involve the public in the development and maintenance of your local mitigation Plan.

PART D - HAZARD IDENTIFICATION & RISK ANALYSIS

15. Please provide an assessment of the frequency (high, moderate, low, very low, not applicable) **and severity** (catastrophic, extensive, serious minor) **of an event for each of the following hazards:**

Hazard	Frequency	Severity
Coastal Erosion	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic

Wildfire	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Earthquake	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Windstorms	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Fire	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Flooding	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Winter Storm	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Land Subsidence	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Mud/Landslide	☐ Not Applicable ☐ Very Low ☐ Low	☐ Minor ☐ Serious

	☐ Moderate ☐ High	☐ Extensive ☐ Catastrophic
Severe Summer Storms	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	 ☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Drought	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	 ☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Tornado	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	 ☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Dam / Levee Failure	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	 ☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Invasive Species	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	 ☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic
Other	☐ Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High	 ☐ Minor ☐ Serious ☐ Extensive ☐ Catastrophic

16. Please provide a description of any modifications that will be made to your risk assessment as part of the update, (i.e. incorporating newly identified hazards, changes in areas vulnerable to hazards, improving loss estimates, updating your critical facilities list, etc.)

17. Please describe any new or additional research / studies that will be incorporated into the updated mitigation plan (i.e. new/updated FEMA Flood Insurance Rate Map or study, USGS Flood Report, academic report, etc.)

PART E – MITIGATION PLAN UPDATE SCOPE OF WORK

18. Describe the strategy for completing this planning activity, including the plan review process, adoption, and FEMA's approval.

19. Please enter the Plan update work schedule. See example below.			
Task Description	**Start Date**	**Finish Date**	**Duration** (no. of days, etc.)
Example: Conduct research for Risk Assessment	October 2009	December 2009	3 Months
		Total Duration:	

SAMPLE WORK SCHEDULE			
Task Description	**Start Date**	**Finish Date**	**Duration** (no. of days, etc.)
Review current mitigation plan guidance and requirements	**October 2009**	**November 2009**	**1 month**
Review existing mitigation plan and local resources available to assist in the update process.	**November 2009**	**January 2010**	**2 months**
Hire contractor to write plan and facilitate local meetings	**January 2010**	**March 2010**	**2 months**
Compile data, studies and information collected since initial plan approval	**March 2010**	**June 2010**	**4 months**
Schedule and conduct six mitigation planning committee meetings	**June 2010**	**September 2010**	**3 months**
Update Hazard Identification and Risk Assessment to include 2007 flood and September 2008 wind storm	**September 2010**	**November 2010**	**2 months**
Review draft plan, make necessary revisions, forward to Ohio EMA for review, Ohio EMA will send to FEMA for approval.	**November 2010**	**March 2011**	**4 months**
Adopt the FEMA approved plan, return to Ohio EMA for final approval.	**March 2011**	**April 2011**	**1 month**
		Total Duration:	**1 year, 7 months**

PART – F COST ANALYISIS

20. This is a cost-share initiative. Federal funds provide 75% of the funding with a 25% non-federal match. The non-federal match can be local government allocations and/or in-kind services. Please indicate how your county intends on funding the mandatory 25% match.

21. Describe how you will manage the costs and schedule, and how you will ensure successful performance.

22. Please enter the budget table information for this project (Please add more rows if needed):

Task Description	Estimated Cost	Federal Share	Local Share	Comments

23. Please use this opportunity to clarify your answers to any of the above questions; to comment on your community's ability to write, fund and implement an all-natural hazard mitigation plan; or to comment on this application.

I acknowledge that all information on this application is true to the best of my knowledge. If awarded this grant, I understand that the end result must be a FEMA-approved natural hazard mitigation plan that must be adopted by each jurisdiction participating in the plan to maintain mitigation project eligibility.

_____ _____

Signature and Title of Local Official Date

Hazard Mitigation Grant Program (HMGP) Application Workbook

STATE OF OHIO

Emergency Management Agency

Mitigation Branch

Revised:
May 14, 2009

The mission of the Mitigation Branch is to integrate hazard mitigation principles in a variety of ways to make Ohio communities more sustainable and citizens more resilient in the face of future disaster events.

Congratulations! You have decided to develop a full project application under the Hazard Mitigation Grant Program (HMGP). In developing a full project application, you are taking steps to improve your community's resiliency to natural hazards and if the project is selected and funded, implement actions that will from a long term or permanent solution to reduce the potential of damage and/or loss of life.

The HMGP is offered through the Federal Emergency Management Agency (FEMA) on whose behalf the Ohio Emergency Management Agency (Ohio EMA) - Mitigation Branch administers in Ohio. In this partnership effort, communities have a role in developing quality project applications, the state has a role in ensuring the proper environmental review and cost effectiveness analysis is completed, and FEMA has a role in providing tools and assistance for overall program administration and also has final approval of all HMGP projects.

This Application Workbook is meant to accompany the State of Ohio HMGP Project Application (also referred to herein as the HMGP Application). It is the intent of this Workbook to clarify and provide insight, instruction, and tips for completing the HMGP Application.

My OHIO EMA Mitigation Branch point-of-contact for this application is:

Table of Contents

An Introduction to Hazard Mitigation in Ohio

Mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The key words in this definition are “long-term” which implies things like temporary measures are not mitigation measures. Nor are measures that are regular operations/maintenance functions like servicing a pump that is part of a larger flood control system considered mitigation.

Why do we mitigate? Simply stated, Ohioans are subject to several kinds of hazards. Flooding, winter storms, tornadoes, severe thunderstorms, and landslides are Ohio’s most prevalent hazards as defined by a combination of frequency and impact. Of these, flooding is far and away Ohio’s most common hazard with flood hazard areas occurring in all 88 counties and most municipalities. Since Ohio has a long history of settlement, many homes, businesses, and infrastructure was constructed before modern codes which have now begun to incorporate hazard reduction. Thus, there is a lot of development at risk from hazards.

As a result of the Disaster Mitigation Act of 2000, communities across the nation and in Ohio are undertaking hazard mitigation planning. Mitigation actions can sometimes be difficult to quantify and can be undertaken and/or funded by a variety of sources. For example, a public outreach campaign on hazard mitigation can be done at a relatively low cost by any community. However larger projects often rely on several sources of funding. FEMA and its hazard mitigation programs provide funding for a variety of mitigation projects. HMGP is one of the largest sources of mitigation funding in Ohio. However, it is important to remember that there are some mitigation activities that HMGP can fund and some it cannot – FEMA mitigation programs do not necessarily fund all mitigation activities.

Mitigation is valuable to society in these ways:

- It creates safer communities by reducing loss of life and property damage. For example, the rigorous building standards adopted by the 20,000 communities that participate in the National Flood Insurance Program (NFIP) across the country are saving the nation more than $1.1 billion a year in prevented flood damages. The NFIP is one of the nation’s oldest flood mitigation programs.
- It allows individuals to minimize post-flood disaster disruptions and recover more rapidly. For example, homes built to NFIP standards incur less damage from floods. And when floods do cause damages, flood insurance protects the homeowner’s investment, as it did for the more than 200,000 Gulf Coast residents who received more than $23 billion in payments following the 2005 hurricanes. Similarly, buildings constructed to seismic codes, or those constructed to withstand other hazards see a similar decrease in disruptions.
- It lessens the financial impact on individuals, communities, and society as a whole. For example, a recent independent study by the Multihazard Mitigation Council shows that each dollar spent on mitigation saves society an average of four dollars.

A Summary of the Hazard Mitigation Grant Program

Purpose of the Program

Authorized under Section 404 of the Stafford Act, the Hazard Mitigation Grant Program administered by the Federal Emergency Management Agency (FEMA) provides grants to States and local governments to implement long-term hazard mitigation measures. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. HMGP funds are not meant to repair damaged structures to restore their function before they were damaged; rather HMGP is used to improve that structure to make it more resistant to the hazard during future events.

Eligible Applicants

Hazard Mitigation Grant Program funds are available following a Presidential disaster declaration. Eligible applicants include States, local governments, Indian Tribal governments, and some Private Non-Profit organizations. Communities may apply for HMGP assistance on behalf of affected individuals and businesses. Individual property owners cannot apply to participate in HMGP unless the property owner is one of the eligible applicant types listed above.

Types of Projects that can be Funded

All funds must be used to reduce or eliminate losses from future disasters. Examples of projects include:

- Elevating flood-prone homes or businesses;
- Acquiring (and either demolishing or relocating) flood-prone homes from willing owners and returning the property to open space;
- Retrofitting buildings to minimize damage from high winds, flooding, earthquakes, and other hazards;
- Protective measures for utilities (*e.g.,* electric and gas); water and sanitary sewer systems and/or infrastructure (*e.g.,* roads and bridges);
- storm water management projects (*e.g.,* culverts, retention basins) to reduce or eliminate long-term risk from flood hazards;
- Construction of safe rooms (*e.g.,* tornado and severe wind shelters) for public and private structures that meet the FEMA construction criteria in FEMA 320 “Taking Shelter from the Storm” and FEMA 361 “Design and Construction Guidance for Community Shelters; and
- Implementing minor flood control projects to protect critical facilities.

Generally the project should:

- Substantially reduce the risk of future damage, hardship, loss, or suffering from a major disaster;
- Have a beneficial impact in the designated disaster area;
- Conform with federal floodplain, wetland, and environmental regulations;
- Solve a problem, or part of a problem when there is assurance that the whole project will be completed;
- Be cost-effective in that it addresses a problem that is repetitive or that poses a significant risk if left unsolved;

- Contribute substantially to the problem's long term solution;
- Provide cost-effective protection over the expected project life;
- Have manageable future maintenance requirements;
- Be determined to be the most practical, effective, and environmentally sound alternative among the possible options; and
- Have the documented support of the local community.

Some of the reasons that projects/applications have been determined to be ineligible:

- Project application fails to meet requirements under the National Environmental Policy Act (NEPA) for adequate public involvement in the development of the alternatives;
- Project is for operation and maintenance versus disaster related mitigation;
- Project is the responsibility of another federal agency such as the. U.S. Army Corps of Engineers, the Natural Resources Conservation Service, and FEMA's Public Assistance Program;
- Project is the result of deferred maintenance versus natural hazard related;
- Project has an inadequate cost/benefit ratio (in other words not cost effective); and
- When HMGP project is part of a larger effort, no assurance is made that the whole project will be completed.

Funding Constraints

In Ohio, HMGP funding is based on up to 15% percent of total disaster assistance funds spent by FEMA for mitigation measures to be implemented during the recovery after a Presidential declared disaster. Because there is always more demand than funds available, these funds are competitive. Funds are cost shared 75% Federal 25% non-Federal. Sometimes part of the non-Federal cost share is picked up by the state – this is determined on a disaster by disaster basis.

HMGP grant applications are submitted to the Ohio Emergency Management Agency, which sets mitigation priorities and awards grants based on available funding and State criteria. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations, including the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds. A mitigation plan must identify hazards, assess community needs, and describe a community-wide strategy for reducing risks associated with natural disasters.

The 5% and 7% Set Aside

Under HMGP, the state has the discretion to fund projects that either involve actions where it is difficult to measure the benefits and costs of the project, and projects that involve some aspect of mitigation planning. These are called 5% and 7% projects respectively. Examples of projects that can be funded under each include:

5% Set Aside Projects
NOAA weather radios
Warning systems
Generators and/or generator hook-ups
Lightning protection projects

7% Planning Projects
Initial creation of a community hazard mitigation plan
Update of a community hazard mitigation plan
Special studies that contribute to an update of a community hazard mitigation plan

Ohio Mitigation Priorities

It is important to understand the priorities of hazard mitigation in Ohio. The two documents that identify these priorities are the State of Ohio All Hazard Mitigation Plan (adopted May 2008), the Administrative Plan that is revised after each Presidential disaster declaration, and the Mitigation Action Strategy which is developed for each Presidential disaster declaration.

The State of Ohio All Hazard Mitigation Plan is a document that takes a statewide analysis of the hazards and exposure to people and the built environment. It is used to determine the anticipated losses the state faces incorporating local mitigation plan hazards and actions. It also identifies state mitigation priorities based on this statewide analysis as well as an analysis of local mitigation plan priorities. For example a state mitigation priority is the acquisition and demolition of flood prone structures as this is a permanent mitigation solution.

The Administrative Plan and the Mitigation Action Strategy, both which are updated after each disaster, identifies priorities based on the disaster that resulted in HMGP funds being made available. These documents also identify mitigation priorities. For example, one priority identified is mitigation projects coming from counties that were declared in the disaster. Such projects have more favorable scoring factors when projects are being ranked for funding versus those that are submitted from counties that weren't declared in the disaster (as HMGP applications are taken from communities statewide). Also, the Mitigation Action Strategy might identify a specific mitigation focus that becomes a priority for that disaster. For example, for the flooding disaster that occurred in June 2006, the Mitigation Action Strategy included priority to assist Adams County with the development of a hazard mitigation plan because it was the only remaining county in Ohio that had neither developed a plan or was in the process of developing a plan.

It is important to understand that, in general, the 5% and 7% projects have a lower relative priority than standard HMGP projects, especially those coming from the counties which were declared in the disaster where the HMGP funding originated. They are most often funded when that type of project is specified in the Mitigation Strategy, if the overall pool of project applications is either small or includes many project applications that are not likely to be funded, or when there may be a need to include some smaller project to fully allocate the FEMA funding.

An Overview of Ohio's HMGP Project Application Process

The application process begins soon after a Presidential declaration is made. The steps include the following:

- HMGP briefings are conducted in counties that were declared
- The pre-application period opens at the conclusion of the last scheduled briefing
- Notice is given statewide of the open pre-application period
- Project pre-applications are developed and submitted to Ohio EMA

- The State Hazard Mitigation Team (SHMT) meets to review and rank the project pre-applications
- The highest ranked pre-applications are selected and applicants are invited to develop full project applications
- Full applications developed and submitted to Ohio EMA, usually within 6-9 months of the disaster declaration
- State reviews projects to ensure eligibility
- The SHMT meets for a second time to rank the full project applications. This is especially important when there are more eligible applications developed and approvable than funds available.
- State submits the highest ranked project applications to FEMA within 12-18 months of the disaster declaration
- FEMA obligates funds after submittal of applications and concurrence of their eligibility. This must occur within 24 months of disaster declaration

It is important to note that applicants who are invited to develop full project applications are not guaranteed project funding. While Ohio EMA strives to not unduly overdevelop project applications as it can be a task that takes time and resources, at the same time Ohio EMA must develop enough full project applications to ensure that all funding is allocated. This is why, when applicants are asked to develop full project applications, they are asked to develop a project with a not-to-exceed federal and/or state share.

The 10-Step Project Development Process

Developing a HMGP project application is not just an exercise in completing the paper application; rather, at a minimum involves at least some public participation and at its best involves an extensive amount of public participation. For example, the application requires that at least two alternatives be identified to the project proposal. How are those alternatives evaluated? How has it been determined that the project proposal is the best mitigation idea? Also, where a mitigation project proposal involves mitigating individual properties, it is necessary to prioritize the properties based on applicant developed criteria. What are fair criteria? How is this done in an objective manner?

The 10-step project development process was initially used as a tool by Federal and state mitigation staff to assist local communities in the development of mitigation projects under HMGP. Local communities are encouraged to use this process to ensure a complete application package, so a well-defined project is forwarded to the state for review and selection with it ultimately being approved by FEMA.

Although the use of this process is not required, it is strongly recommended for most projects, and is especially recommended for projects that involve mitigation activities to private property and buildings. Following all steps may not be as important for infrastructure projects, stormwater management projects, or the 7% planning / 5% initiative projects.

STEP ONE - MEETING WITH LOCAL OFFICIALS

A meeting is first held between mitigation staff either from FEMA or Ohio EMA to explain the available community mitigation opportunities to local officials. In the case of disaster affected communities, this may occur within weeks of the event. At a minimum the Chief Executive Officer of the community, (i.e., county commissioner(s), mayor, township trustee(s)), legislative body members (i.e., city or village council members), floodplain administrator, public works officials, building officials, and planning/zoning officials, and county emergency management officials should be present. Items of discussion will include, but not be limited to: Purpose and benefits of mitigation, importance of compliance with the National Flood Insurance Program (NFIP), mitigation as part of disaster assistance programs, and the Hazard Mitigation Grant Program (HMGP). Minimally, mitigation representatives from FEMA and/or Ohio EMA, Department of Natural Resources (DNR), Small Business Administration (SBA), and other Individual Assistance programs might be invited to attend the meeting.

Usually this meeting will occur during the pre-application period; however, it could also occur after a pre-application is selected to discuss aspects of the full project application. A packet of information with materials on various mitigation programs and a Pre-Application form will be left with local officials. If officials are interested in developing a mitigation project they could complete the pre-application form at the time of the meeting, and send the form back with the Ohio EMA or FEMA mitigation staff. If the officials do not want to commit at that time, they must return the pre-application to the Ohio EMA by the deadline date provided on the pre-application form.

STEP TWO - REVIEW THE COMMUNITY'S HAZARD MITIGATION PLAN

It is important, at the very beginning of this process, to review the community's hazard mitigation plan. If it is unfamiliar, a local hazard mitigation plan identifies hazards, contains a risk assessment and/or vulnerability analysis, and contains community mitigation goals, objectives and actions. **A requirement of receiving HMGP funds is that the proposed project must meet a goal, objective, or action item in the local plan** – this linkage must also be explained in the HMGP Application.

A good resource for this step is the county emergency management office. In most instances, the county emergency management office is the keeper of the community's hazard mitigation plan (the community plan may be incorporated into a countywide plan). The county emergency management office can help you review the existing plan and, if necessary, assist with coordinating the plan's update if necessary.

It is necessary to document this information in Section I of the HMGP Application.

STEP THREE - PUBLIC MEETING

If a community is selected to develop a full project application, based on the selection of its pre-application, another meeting with local officials is held to discuss scheduling a public/town meeting. The public meeting should be held as soon as possible. The same information will be presented at the public meeting with residents as with the local officials. A public meeting allows the residents of the community to participate in the project development process, and offer their ideas regarding possible solutions.

A sample agenda for the public meeting can be found in the appendices.

STEP FOUR - ORGANIZE A PROJECT DEVELOPMENT COMMITTEE

When the public meeting is completed and agreement is reached to go forward with project development, a committee/team should be created. The committee/team will be responsible for following this process for project development, obtaining information needed to complete the project application, and submittal of the project application to the Ohio EMA. Membership on this committee/team is important. At a minimum the following individuals should be participants: a local official, mayor or CEO, at least one council member, community floodplain administrator, economic development/community action representative, planning commission member, (if appropriate), and one or more community members at large (usually persons that have been affected by the disaster and/or may be a participant in the proposed project). Each committee member should understand that development of a mitigation project takes time and commitment.

The committee should elect a Chairperson, a Secretary, and determine meeting times and other administrative activities at the first meeting. Good note taking is important. The notes should be typed and distributed at meetings. If good notes are taken half the job of writing the project description will be accomplished.

A sample agenda for the first project development committee meeting can be found in the appendices.

STEP FIVE - DEFINE THE PROBLEM

Defining the problem is an important part of the process. The community must know what the entire problem is that they want to solve before deciding on a solution. The problem must be stated clearly. The HMGP Application requires that the problem be described fully. The committee must describe the purpose of the project, give the exact project location, and describe the project in detail explaining how it will reduce future damages. Associating each step in the process with the actual application may help them to understand how important this step is to developing their project.

STEP SIX - IDENTIFY ALTERNATIVES

Once the problem has been identified, the committee is ready to brainstorm possible solutions. The group should entertain a range of ideas. Nothing should be thrown out as a way of solving the problem. A good technique is to go around the group and write the ideas using a flip chart until all the ideas have been verbalized.

Once the alternatives have been identified the committee should review them to see if duplication has occurred. At this time the group may elect to throw out some of the ideas and re-write the statements. The committee should ensure that everyone clearly understands what each statement means. This should be documented concisely and will be needed for the written project description. There should be at least three, but no more than five good alternatives including the no action alternative for the committee to work with.

STEP SEVEN - DEVELOP CRITERIA

Once the alternatives have been stated clearly, the group should select the criteria for evaluating each alternative. It is important to note that a detailed explanation of each alternative considered and the justification for selection of the best alternative will be part of the project description.

Certain items should automatically be part of the criteria, especially those related to the HMGP. Examples are:

1. Is it good for the community?
2. Does it solve the problem?
3. Is it a long-term solution?
4. Is it cost-effective? Is it technically feasible?
5. Does it comply with floodplain and wetlands regulations?
6. Does it transfer the problem?
7. Does it meet a goal, objective, or action in the community's mitigation plan?

Each one of the criteria should be explained concisely in the project description. The group should add additional criteria as appropriate to their needs. Of the criteria above, #5 is probably the most important from the standpoint of the project being funded. Projects must pass a benefit-cost analysis in order for Federal funds to be used. Please consult with Ohio EMA for further information.

STEP EIGHT - SELECT BEST ALTERNATIVE

A matrix may be developed to assist with evaluation of alternatives against the established criteria. The committee could give a numerical value to each criterion, or use "yes/no", or even plus/minus when evaluating the alternatives. It should be noted that just because an alternative receives the highest score, it is not necessarily the best solution. The committee may select another alternative as their best solution, but they should be able to justify in detail their selection.

Once the group has selected a solution, another public meeting could be held to present the solution(s) to the residents of the community. Buy-in from the community is important to implementation! Also, it is now important to go back to STEP TWO to determine whether the selected alternative can be linked to a goal, objective or action in the local mitigation plan as it may be necessary to update the plan based on the committee's findings.

STEP NINE - COMPLETE THE PROJECT APPPLICATION

This will be the most time consuming step. It is essential that the HMGP Project Application be fully completed and instructions followed. The Ohio EMA Mitigation Branch point-of-contact can be helpful in overcoming obstacles, clarifying what is being asked, and providing examples from other projects. The information below is meant to provide guidance on the most important sections of the application.

Scoping the Project – Strategies

Once the best solution(s) has been selected, the solution must be scoped out. For projects that involve mitigation actions to private property and buildings, the residents of the project area should be surveyed to find out how many of the residents wish to participate in the project. In addition to the survey, this is the time that the *Acquisition/ Elevation/ Relocation/ Retrofitting Project Worksheet* should be completed from those who wish to participate in the project.

You have been or will be provided a Federal and State share that is not to be exceeded for the project. This means a couple of things. First, the Federal share cannot exceed 75% of the total project. Second, this will give you an idea as to how much in local matching funds will be needed for the project. Ohio EMA Mitigation staff can assist in identifying different sources of local matching funds; however, it is up to the applicant to seek these sources out. Also, if the Federal and/or state share is not enough to fully implement the project idea as written in the project pre-application, it will be necessary to adjust the scope and budget of the project. It is important to ensure that the project as proposed will actually result in a mitigated condition. For example, if a stormwater project is being proposed, it must be shown that the project will reduce flooding and damages.

For projects that involve mitigation actions to private property and buildings, it is a good idea to "overdevelop" the project by having alternate properties included. What this means is that as a project budget is prepared, it may be determined that only a certain number of willing participants can actually participate (due to funding constraints). In the application, go ahead and include some or all of the additional properties. Why? Ohio EMA has seen with many projects that because the program is voluntary on the part of the property owner, there are almost always property owners who choose not to participate. Unfortunately, due to program rules, properties cannot be added to the

project unless they have already been approved by FEMA. By adding these "alternate" properties, FEMA clearance is obtained, the properties can be added if a higher priority property drops out, and all of the grant funds are spent!

Completing the Project Worksheets

Section III of the HMGP Application includes specific project worksheets that should be completed at this time, if applicable. Information obtained from those worksheets will assist in the development of the project description, scope of work, project budget, and completing Section II – Environmental Review.

Where the *Acquisition/ Elevation/ Relocation/ Retrofitting Project Worksheet* is required, it is important that this is filled out as completely and accurately as possible. This is especially important for the *History of Hazards / Damages to the Property* table. The information recorded in that table will be used to perform the benefit-cost analysis that is required for every structure in every project. Specific information is necessary here, vague information cannot be used. If there are any copies of damage estimates (from insurance forms, contractor estimates, etc.) attach them to the worksheet. Also, please do not forget to have the property owners sign the worksheet as the acknowledgements on the worksheet are necessary to process the application.

The *Drainage / Stormwater Project Worksheet* must be completed for all such projects. It is likely that an engineer or similar design professional will have to complete the worksheet, since these types of projects tend to be engineered solutions.

Establishing a Priority List

This is necessary when a project involves mitigation actions to private properties and buildings. As explained above, it is strongly recommended that alternate properties be included in the scope of the project. Since there will only be so much funding available for the project, a priority list must be established so project funds will be spent in a fair and equitable manner. As a HMGP project is implemented, the local project manager uses the priority list to begin mitigation actions and proceeds down the list until funds run out.

Criteria for establishing the priority of properties in a project can be varied and should be selected by the project development committee. Also the criteria could be given a larger or smaller relative weight. An example of priority criteria and results is listed below:

> *After a devastating flood in 1998, the Village of Corning in Perry County developed a HMGP project application for acquiring/demolishing, elevating, and retrofitting several homes. The criteria selected by the project development committee to prioritize the properties included repetitive flooding, depth of flooding, substantial damage, elderly living in the home, handicapped living in the home. Points were assigned for each of the criteria:*

Repetitive Flooding –	*flooded once*	*3 points*
	flooded twice	*6 points*
	flooded 3 or more times	*9 points*
Depth of Flooding --	*up to 2ft on first floor*	*2 points*
	2-4 feet on first floor	*4 points*
	over 4 feet on first floor	*6 points*
	basement	*add 2 points to each above*

Substantial Damage - Determined substantially damaged by floodplain administrator 6 points, not substantially damaged 0 points

Elderly?-	*no elderly living in home*	*0 points*
	1 elderly person	*1 point*
	2 or more elderly persons	*2 points*
Handicapped? -	*no handicapped living in home*	*0 points*
	1 handicapped person	*1 point*
	2 or more handicapped persons	*2 points*

Based on this scoring key, scores were assigned for each property and a total was calculated. The top five properties were: Imboden (25 points), Cales (25 points), Wycinski (24 points), Kinsel (23 points), and Ferguson (21 points).

Writing the Project Description

As Step Eight is being completed the group should start writing the actual project description and preparing the application. If the project development committee has kept good notes of their meetings and copies of all the additional information acquired, this step should not be difficult. Every aspect of the project should be described in detail.

Developing the Scope of Work (Project Milestones) and Schedule

The community should identify project milestones and prepare a work schedule for the project. The amount of time needed to complete the project should be outlined as well as the activities that will occur. If the project includes acquisition and/or relocation of structures, a plan for use/reuse of the acquired properties will also be required. For planning purposes, a two year implementation period should be used as the standard grant agreement is for that amount of time. A sample is provided below:

ESTIMATED PROJECT COMPLETION TIMELINE
ACQUISITION / DEMOLITION OF FLOODPRONE RESIDENTIAL STRUCTURES
(This HMGP project will be completed within two years of approval by FEMA)

FEMA approval of the project	*0 weeks*
Complete administrative paperwork and meet with State	*1.5 month*
Complete identification of project manager	*2 month*
Hire independent appraiser; identify title company and Bank to handle closing	*3 month*
Complete appraisals and receive acceptance from State	*6 month*
Make offers to property owner(s)	*7 month*
Complete closings on properties	*15 month*

Complete demolition of structure(s) (Including Grading and Seeding)	*18 month*
Conduct final review of files	*22 month*
Closeout project with State	*24 month*

Preparing the Project Budget

The budget table in Section I of the HMGP Application identifies most budget line items that are needed for commonly implemented mitigation projects.

The applicant should have some commitment from other programs for funding the project. The HMGP may contribute up to 75% of the total project cost, but the amount of funds available from the disaster and the number of projects selected will affect the amount awarded. During this step a meeting with appropriate program managers is recommended. This is a good way to identify the programs as well as obtain some funding commitment. It should also be noted that the committee should be looking into other financial programs from the beginning of the project development to ensure all appropriate officials are aware of the project, and all funding programs have been explored.

The Ohio EMA Mitigation Branch point-of-contact can provide samples of budgets for different type of mitigation projects.

Cost Effectiveness

The most important criteria for all projects in determining whether or not it can be funded is cost effectiveness. Federal law establishes a minimum threshold that every project must meet (except 7% and 5% projects). HMGP projects must be able to show that for each dollar spent on the project, there will be at lest one dollar of benefits. Said in another way, a benefit cost analysis (BCA) must show a benefit cost ratio (BCR) of 1 or above.

The Ohio EMA Mitigation Branch is responsible for performing BCAs for all HMGP projects. In order to do this, certain data must be available so it can be input into the computer program provided by FEMA to conduct BCAs. Some of this data is requested on the *Section III - Project Worksheets* when information on past flood damages is requested. **It is important that historical damage information be provided as completely and detailed as possible. In the past, project applications have had to be significantly reduced or eliminated because they were determined not to be cost effective.**

For flood mitigation projects (not including stormwater management or drainage projects) Ohio EMA can usually assist communities in developing flood hazard data where it is not available. Also, for flood mitigation projects where: 1) The mitigation option is acquisition/demolition, 2) the structure is in the 100-year floodplain, and 3) the structure was determined to be substantially damaged by the community's floodplain administrator, the substantial damage determination can be provided in lieu of a benefit cost analysis and per FEMA policy it is automatically cost-effective. This is a very powerful option; however, it means that the community's floodplain administrator must perform the duties outlined in its floodplain management regulations which includes making substantial damage determinations.

Environmental Considerations

The Ohio EMA is responsible for completing the Record of Environmental Consideration (REC). However, information necessary to complete the REC is provided by the project applicant in Section II of the HMGP Application.

This section is also where the information developed under Steps 5-8 of the 10-Step Process will be provided. Also, please keep in mind the following environmental issues or considerations:

- If the project involves the acquisition of a residential structure, it must be determined whether the use of that building was always residential. Sometimes, old buildings that were other uses (service stations, school buildings, etc.) have been converted into residences. In these instances, a hazardous materials property owner survey form must be completed. Also, if the property that is to be acquired is non-residential, the same survey form must be completed. If it is discovered that a site has underground storage tanks or requires environmental cleanup, HMGP funds cannot be used for such activities.
- There is often the need for a more detailed historical information when a hazard mitigation project is taking place in an area with a large number of historical buildings (as listed on the National Register of Historic Places), in a historic neighborhood or downtown area, or in communities that might be located in special historic areas such as the Ohio & Erie Canal National Heritage Corridor.
- Projects that involve ground disturbance where it hasn't already occurred (such as relocating a building to a new site, or stormwater management projects), may require significantly more environmental analysis than projects that involve retrofitting existing buildings or properties.

The Ohio EMA Mitigation Branch coordinates with several other state and federal agencies in performing the environmental review.

Public Notice

Public participation is required for HMGP projects under both the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). Section 106 of the NHPA states that public input should take place at all points during the development and implementation of a project, ideally as early as possible in the process. As a result, project specific public notification is required for all mitigation projects involving ground disturbance. This would affect all projects with the exception of planning and study projects.

Project specific public notification should conform to local standards of public notice. In Ohio, this means usually publishing a notice in a local newspaper, or, if a newspaper is not printed or widely circulated in the project area, posting of the notice in at least five places for not less than fifteen (15) days per Ohio Revised Code Section 731.25. A public notice can take the form of an article in a newspaper, an announcement at a town meeting, a media release, a public hearing, or a general public meeting. Physical evidence that the affected public was given adequate time to study a project and respond must be included in the HMGP Application.

The most recent official public notice must have occurred within 12 months of FEMA approving the project; otherwise a notice will have to be reprinted.

A sample public notice is included in the Appendices.

STEP TEN - FINAL REVIEW AND SUBMISSION OF PROJECT APPLICATION

The HMGP Application should be reviewed to ensure all required information has been provided, and the project is thoroughly defined. Review to ensure each question on the application is answered in the detail requested. Ensure maps and other attachments are included.

A letter of transmittal should be signed by officials of the community and attached to the project and application, and forwarded to:

Ohio Emergency Management Agency
Steve Ferryman, State Hazard Mitigation Officer
2855 W. Dublin-Granville Road
Columbus, Ohio 43235
Email: saferryman@dps.state.oh.us.

Tips for Completing Your Application

TAKING AND SUBMITTING PHOTOGRAPHS

PHOTOGRAPHING YOUR PROJECT

Photos of project structures or vacant lots are required for all hazard mitigation project applications. An application packet with good standardized photographs can help both the State Hazard Mitigation Team (SHMT) and the Federal Emergency Management Agency (FEMA) in understanding your project and may lead them to award funding to your project. The photographs are, also, necessary for completing the environmental and historic preservation reviews.

The following standards have been developed to assist you in taking and submitting photographs that are clear, discernable, and standardized. ***Projects with Photographs not submitted in the required manner will not be accepted and will require you to re-submit the photographs in the approved format prior to your application being considered.***

HOW TO TAKE THE PHOTOGRAPHS

When taking photos for a hazard mitigation project, use a digital camera with a resolution of at least 640 x 480 dpi or greater ("Thumbnail" sized images *will not* be accepted). A minimum of five pictures are required for each structure in your project or a minimum of three for each empty lot. Try to avoid harsh lighting conditions (mid-day sun or late evening), vegetation that obscures the structure, and photos that show both bright-lit and dark-lit areas. Multiple photographs may be necessary to document the overall appearance of the structure or empty lot. If possible, a second person should be included in the photos holding up a sign with the address on it.

To Photograph A Building Or Structure:

- A minimum of five photographs at an oblique angle as shown in the site diagram below, but don't be afraid to shoot at any other angle to get the best shot(s) available. See Diagram A.
- One photograph of each front elevation (facade) so that both the entire wall and the extent of the roof line appear in the image.
- One "streetscape" or contextual view showing the building and its neighbors.

Examples of photographs from a successful application, PDMC 2006 City of Fairfield, demonstrate appropriate photos to submit.

5391 Crystal Drive #1

5391 Crystal Drive #2

5391 Crystal Drive #3

5391 Crystal Drive #4

5391 Crystal Drive #5 and #6 (Streetscape Views)

To Photograph A Vacant Lot:

- A minimum of three photographs should be taken of each vacant lot. See Diagram B.
- One photograph from opposite corners of the lot and one "streetscape". Be sure that the photographs clearly show the entire lot from two angles, as shown in the site diagram below, but don't be afraid to shoot at any other angle to get the best shot(s) available.

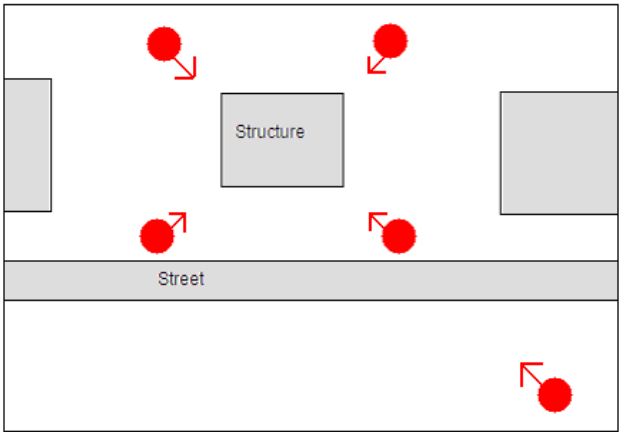


***Diagram A**: Illustrates five ideal location points as to photographing a structure involved in a project.*

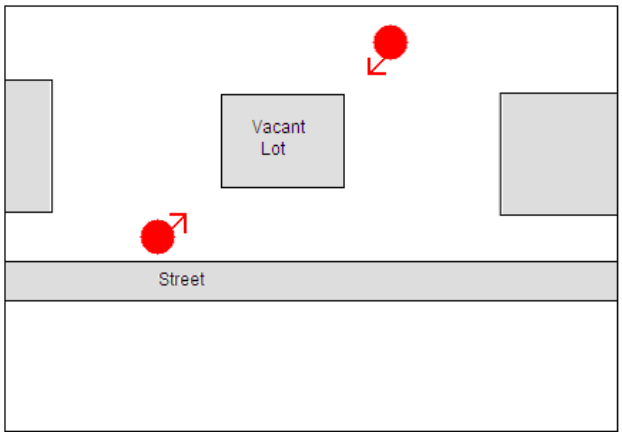


***Diagram B**: Illustrates three ideal location points as to photographing a vacant lot involved in a project.*

SAVING AND CATALOGING YOUR PHOTOGRAPHS

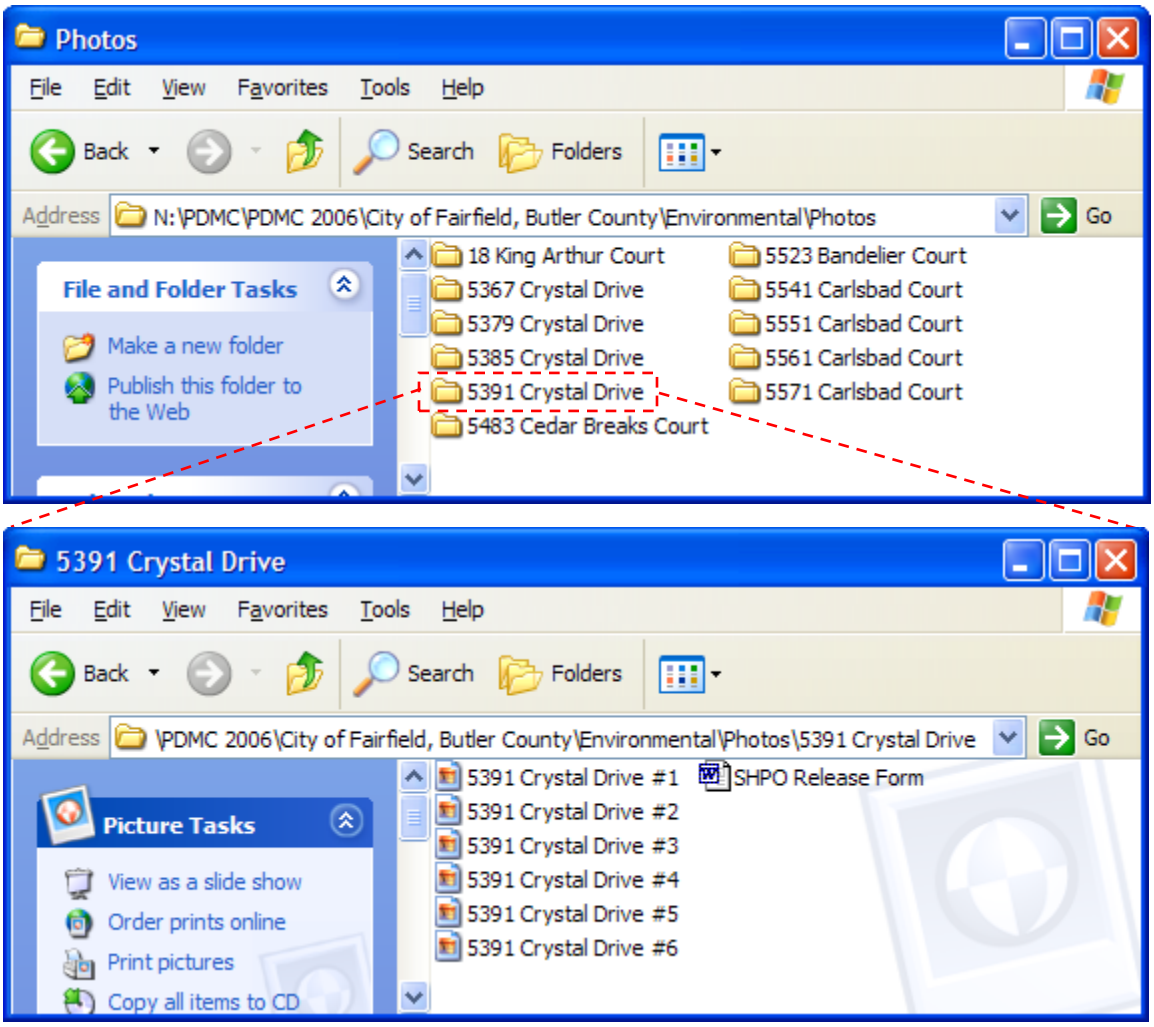
The photos must be saved in JPEG format with the street address as its name with#1, #2, #3, etc. to differentiate the photos. For example, like in the photos above, a picture would have a naming convention of:

5391 Crystal Drive #3 or 5391 Crystal Drive #7 (if more than five photos)

All the photos of the same structure or vacant lot must be placed in a file folder with the street address as its name. For example, like in the photos above, the file folder would have a naming convention of:

5391 Crystal Drive

An example of how the file folders and photos should look and be named:

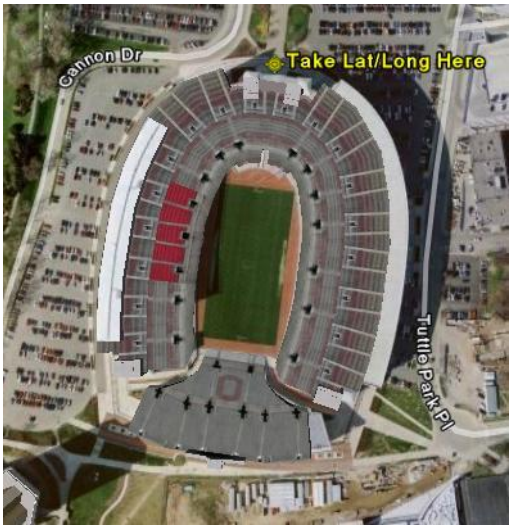


SUBMITTING YOUR PHOTOGRAPHS

The photos for your project must be submitted on a CD or DVD. Label the CD or DVD with the Project Name, the Disaster Number or Grant Name, the Community's Name, and the Date.

Mail the CD or DVD to your project point of contact at the Ohio EMA Mitigation Branch. If you have any questions on taking or submitting photographs for hazard mitigation projects, contact your project point of contact or the Ohio EMA Mitigation Branch at 614-889-7153.

TAKING LATITUDE & LONGITUDE



REQUIREMENT

All mitigation projects are required by FEMA to be geocoded using standard datum. The standard datum for GPS lat/long collection is NAD-83 or WGS-84. Coordinates must be in decimal degrees longitude and latitude with at least 6 decimal places for property locations and include a minus (-) to show west longitude.

Example

Latitude: 40.002998
Longitude: –83.019498
The Ohio State University football stadium "The Shoe".

TAKING LATITUDE / LONGITUDE MEASUREMENTS

To ensure consistency in data collection, GPS readings for latitudes and longitudes should be taken from one of the following places, listed in order of preference:

a. The front door of the structure; or

b. The center of the beginning of the driveway, road, or access way that is used to access the property; or

c. From the westernmost or easternmost point of the property closest to the road or access way (either SW, SE, NW, or NE corner of the property). This specifically applies to tribal lands, pacific regions, and other areas where actual addresses and easily recognizable property divisions may not exist.

Alternatively, the website: www.TerraFly.com may be utilized.

APPENDIX A: AGENDA FOR PUBLIC MEETING

	ITEM	TIME	PRESENTER
1.	**Introduction**	**:15**	**Local Official**
2.	**Purpose of Meeting**	**:20**	**Ohio EMA – MIT**

a. Define Mitigation
b. Why are we here?
c. Review HMGP 10-Step Process

3.	**Define the Problem**	**:15**	**Ohio EMA – MIT**

a. Brainstorming with general public (Example – Sheet flow from hills, too much debris in streams too much rain)

4.	**List Possible Solutions**	**:15**	

a. Brainstorming with general public (Examples – Clear debris from streams, Do Nothing, Elevation of structures)

5.	**Criteria for Review**	**:10**	

a. Discuss criteria as a means of selecting the best solution (Examples – Cost-effective, permanent solution, good for the community)

6.	**Establish Mitigation Committee**	**:15**	

If there is buy-in from the community, then establish the committee.

a. Membership should have a least one person from the impacted area
b. Set a date and identify location for the first meeting

7. Adjourn

APPENDIX B: AGENDA FOR FIRST COMMITTEE MEETING

The community has decided to participate in the Hazard Mitigation Grant Program (HMGP). The Committee is the voice of the community and represents the community.

	ITEM	TIME
1.	Organize the Committee - Administrative details	:30
2.	Review the Problem - Use the public meeting flip chart	:10
3.	Review the Solutions - Use the public meeting flip chart	:10
4.	Review Criteria - Use the public meeting flip chart - Add additional criteria if appropriate	:10
5.	Focus on the Problem - Project location - Define the problem more precisely (reduce the list)	:20
6.	Review solutions against criteria - Evaluate solutions against set criteria - Determine best solution if possible	:30
7.	Prepare for next meeting - Set date, time and location	:10

APPENDIX C: SAMPLE LETTER OF COMMITMENT
(PLEASE PLACE ON OFFICIAL LETTERHEAD)

As a potential sub grantee in the Hazard Mitigation Grant Program, ____(*Community Name*)____ hereby commits the matching funds necessary for the ____(*Project Type*)____ project located at ____(*Addresses/Location*)____.

Upon FEMA project approval, ___(*Community Name*)____ is responsible for ____*(%)*____of the total project cost and intends to utilize the following non-federal sources:

-In-Kind Contribution, In Kind service, in the amount of _____,
available as of _____***(Example)***
(Date)

-General Fund, Funds, In Kind service, in the amount of _____,
available as of _____ ***(Example)***
(Date)

-Community Development Block Grant, in the amount of _____,
Funds available as of _____ ***(Example)***
(Date)

As chief elected official(s), I/we understand the responsibilities of a sub grantee in the Hazard Mitigation Grant Program (HMGP) and hereby authorize the use of these non-federal funds for this proposed project.

_____ _____
Signature of Applicant Date

_____ _____
Signature of Applicant Date

_____ _____
Signature of Applicant Date

APPENDIX D: SAMPLE PUBLIC NOTICE

PUBLIC NOTICE REQUIREMENT INSTRUCTION FORM

Instructions: Typically projects that are involved with EO 11988 (Protection of Floodplains), EO 11990 (Protection of Wetlands), preparation of an Environmental Assessment or the preparation of an Environmental Impact Statement, require that the public be consulted in the decision making process and then notified of the final conclusion. This usually takes place in the form of a public notice. **In order to be compliant with the public notice requirement, one of two options must be completed.**

Option 1: Publish the public notice in a local/community newspaper for a minimum of 3 days. FEMA will allow for a 30-day public comment period which will take effect the day after the last notice has been published. Along with the standard verbiage detailed below, the published public notice must also refer all comments to Amanda Ratliff, Regional Environmental Officer (information referenced under *Option 1* below).

Option 2: Hold a community/public meeting to discuss the project. Any questions/comments should be directed to Amanda Ratliff, Regional Environmental Officer.

The following three paragraphs must be included as part of the public notice regardless of which option is chosen.

Public Notice

(Community Name), in conjunction with the Ohio Emergency Management Agency (OHIO EMA) and the Federal Emergency Management Agency (FEMA) has applied for a Hazard Mitigation Grant Program Project for (provide project type and description - example "the acquisition and demolition of two residential structures along the Red River in City X, Z County").

Under the National Environmental Policy Act (NEPA), EO 11988 and EO 11990, public notice is required of any federal actions that affect floodplains or wetlands. All necessary permits will be obtained prior to construction and completion of the project.

The objectives of the Hazard Mitigation Grant Program are to prevent future losses of lives and property, to implement state or local Hazard Mitigation plans, to enable mitigation measures to be implemented during immediate recovery from disaster, and to provide funding for identified and approved hazard mitigation projects.

Option 1:

Public participation is encouraged. Interested parties and/or citizens are invited to comment on the project either in writing to:
Amanda Ratliff, Regional Environmental Officer
FEMA Region V
536 South Clark Street, 6th Floor
Chicago, IL 60605

Or comments may be directed via e-mail to Ms. Ratliff: **amanda.ratliff@dhs.gov**

Option 2:

(Community Name) has scheduled a Public Meeting for (date), (time), and (place). The purpose of this meeting is to discuss the Hazard Mitigation Grant Program and its potential use in the implementation of long term hazard mitigation measure in (Community Name). Public participation at the meeting is encouraged.

APPENDIX E: HAZARDOUS MATERIALS
PROPERTY OWNER SURVEY FORM

Owner(s) Name *(Must be the person(s) whose name is on the property's deed)***:**	
Street Address (Including city, state, zip) **or Physical/Legal Location:**	
Owner(s) Phone Number:	

As owner(s) of the above referenced property, I/we represent and certify that I/we have used due diligence to determine, to the best of my (our) knowledge, that the description of the property described herein is accurate with respect to the presence or absence of contamination from toxic or hazardous substances. The term "property" refers to the physical piece of legally recorded land that is to be acquired.

1. Is or was the property currently or previously used for governmental, commercial, light industrial or industrial activities? ☐ Yes ☐ No. If yes, list specific type and nature (Use additional sheets if necessary)

2. Are there any Aboveground Storage Tanks (AST), Underground Storage Tanks (UST), or Leaking Underground Storage Tanks (LUST) present on the property? ☐ Yes ☐ No. If yes, list type of each tank, capacity and condition.

3. Are there presently or has there been in the past any generation, treatment, storage, disposal, release, or spill of petroleum products, solid or hazardous substances and/or wastes (this includes pesticides, herbicides, or rodenticides), other than normal quantities of household substances? ☐ Yes ☐ No. If yes, list type of activity, substance, and quantity involved.

4. Is there presently or has there been in the past a transportation facility on what is now your property? This includes parking lots, railroad yards, railroad or roadway right-of-way? ☐ Yes ☐ No. If yes, list type of facility or activity.

5. Have you noticed any unusual odors or discoloration in your drinking water or on your property? ☐ Yes ☐ No. If yes, describe the location, color, and odor of the water.

6. For your property, is there presently or has there been in the past any:

   A.) Environmental investigations conducted by Federal, State, local government agencies, or private firms? ☐ Yes ☐ No.

Or;

   B.) Environmental or Occupational Safety and Health Administration (OSHA) citations or notices of violation? ☐ Yes ☐ No.

   If yes, list the type of investigation or violation and the preparer or origin of the investigation or violation.

7. Are there any drinking water wells or sewage septic tanks/systems on your property, or do any of the structures contain asbestos or lead containing materials? ☐ Yes ☐ No. If yes, identify the location.

8. If there are any issues not raised by the previous questions, please attach an extra sheet describing any other issues.

The property owner(s) acknowledge this certification regarding hazardous substances and/or waste is a material representation of fact upon which the Hazard Mitigation Grant or Flood Mitigation Assistance program applicant and other government entities rely upon to execute the property purchase. The property owner(s) certify the information contained within this HAZARDOUS MATERIALS PROPERTY SURVEY FORM is a full disclosure of all available information to the best of their knowledge and the owner(s) has exercised due diligence in obtaining all relevant information. Failure to disclose may result in repaying all funds to the State of Ohio.

Preparer:

Signature: _____ Date: _____

Typed or Printed Name

Owner(s):

Signature: _____ Date: _____

Typed or Printed Name

APPENDIX F: SAMPLE MAINTENANCE AGREEMENT LETTER
(PLEASE PLACE ON OFFICIAL LETTERHEAD)

Ohio Emergency Management Agency
Mitigation Branch
2855 West Dublin Granville Rd.
Columbus, OH 43235

The City of Anywhere Parks Department will maintain the property acquired through the Hazard Mitigation Grant Program, *title of project*. The property will be maintained as open space in perpetuity. It is understood the property shall be used only for purposes compatible with open space, recreational or wetlands management practices, in accordance with deed restrictions.

The estimated annual cost to maintain each acquired property is $_____.

As chief elected official(s), I/we understand the responsibilities of a subgrantee in maintaining the project sites in accordance Hazard Mitigation Grant Program (HMGP) guidance.

_____ _____
Signature of Applicant Date

_____ _____
Signature of Applicant Date

_____ _____
Signature of Applicant Date

APPENDIX G: CREATING A FIRMette

A FIRMette is a full-scale section of a FEMA Flood Insurance Rate Map (FIRM) that you create yourself online by selecting the desired area from an image of a Flood Insurance Rate Map. The FIRMette also includes the map title block, north arrow, and scale bar. There is no charge for making a FIRMette. And because a FIRMette is a full-scale section of an official FEMA Flood Insurance Rate Map, it can be used in all aspects of the NFIP, including floodplain management, flood insurance, and enforcement of mandatory flood insurance purchase requirements.

FIRMette Web Address:
http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1

FIRMette Tutorial:
http://msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=-1&content=firmetteHelp_0&title=FIRMette%20Tutorial

There are several ways to find your flood map:

Option A: Find your flood map using Product Search by Address. Use this option to find the flood map for any street address is the U.S.

Option B: Find your flood map using the Product Catalog. This option involves selecting your state, county, community, and flood map from a list. Most communities include an Index Map that you can view to determine the panel ID of your flood map.

Option C: Find your flood map using Map Search. Use this option to locate your flood map geographically by zooming in on a map of the U.S.

The Ohio Department of Natural Resources – Floodplain Management Program can assist you with locating the FIRM map for your project area. They can be contacted at 614-265-6750 or through their website at:
http://www.dnr.state.oh.us/tabid/3511/Default.aspx.

APPENDIX H: FLOOD ZONE DESIGNATION DEFINITIONS

Flood zones are geographic areas that FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area.

Low to Moderate Risk Areas

In communities that participate in the NFIP, flood insurance is available to all property owners and renters in these zones:

ZONE	DESCRIPTION
B, C, and X	Areas outside the 1-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.

High Risk Areas

In communities that participate in the NFIP, mandatory flood insurance purchase requirements apply to all of these zones:

ZONE	DESCRIPTION
A	Areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because detailed analyses are not performed for such areas; no depths or base flood elevations are shown within these zones.
AE, A1-A30	Areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. In most instances, base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
AH	Areas with a 1% annual chance of shallow flooding, usually in the form of a pond, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
AO	River or stream flood hazard areas, and areas with a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Average flood depths derived from detailed analyses are shown within these zones.
AR	Areas with a temporarily increased flood risk due to the building or restoration of a flood control system (such as a levee or a dam). Mandatory flood insurance purchase requirements will apply, but rates will not exceed the rates for unnumbered A zones if the structure is built or restored in compliance with Zone AR floodplain management regulations.
A99	Areas with a 1% annual chance of flooding that will be protected by a Federal flood control system where construction has reached specified legal requirements. No depths or base flood elevations are shown within these zones.

DR-1805 HMGP APPLICATION
SCORING SHEET AND INSTRUCTIONS

As a member of the SHMT, you are being asked to score each of the DR-1805 applications based on criteria similar to that used in the National Evaluation for the Pre-Disaster Mitigation Program and criteria found in 44 CFR 206.434. Please score each of the applications using a scoring range from 0-115 based on the breakdown on the blank scoring sheet. The evaluation criteria, an example scoring sheet, and blank scoring sheet are attached.

You may find that the application doesn't contain the information you need for a particular scoring portion. This is the reason for the team meeting. At the meeting, the OEMA Mitigation Branch staff assigned to that application will provide a staff report. Mitigation Branch staff will report on any additional information collected on the project, discuss cost effectiveness and provide insight into local match commitment. Other team members will provide important input that may factor into your score. For example, the Ohio Department of Development may be able to provide insight into the community's ability to manage a complex grant (this gets at the financial and staff resources which is the third factor in scoring). The Ohio Department of Natural Resources will be able to provide insight as to whether a community is doing day-to-day mitigation through participation in the Community Rating System (CRS), Cooperating Technical Partner (CTP), and the National Flood Insurance Program (NFIP).

During the SHMT meeting, each project will be reviewed and discussed before scores will be requested – you can and should adjust your score based additional information from this discussion!

After the meeting, a composite score will be developed. This composite score will be used to rank the applications. A separate NFIP score will be provided by the Ohio Department of Natural Resources. The top ranked projects will be forwarded to FEMA for application review and funding. Some minor adjustments to project work scopes may be necessary to ensure that HMGP funds are maximized.

PLEASE NOTE THAT ALL PROJECTS, TO BE APPROVED BY FEMA UNDER HMGP MUST MEET MINIMUM ELIGIBILITY CRITERIA! These criteria include environmental suitability, cost effectiveness, eligibility of the mitigation action proposed, mitigation plan consistency, and being in good standing with the NFIP.

The goal of going through this exercise is to select and forward the "best of the best" projects from Ohio in a fair and objective manner.

EVALUATION CRITERIA

Evaluation factors for mitigation projects under HMGP and the respective weighting of each are:

1. *Was the community in the declared disaster area? (25 percent – this is an all or nothing score);*
2. *Viability of the proposed mitigation project. Is it an appropriate strategy? Is it consistent with community plans/goals? Is it potentially cost-effective? Does it solve a problem independently or constitute a functional portion of a solution? (25 percent);*
3. *Sufficient staff and resources for implementation of the proposed mitigation project (15 percent);*
4. *Durability of the financial and social benefits that will be achieved through the proposed mitigation project. Will the mitigation option, to the extent practicable, contribute to a long term solution to the problem it is intended to address? (15 percent);*
5. *Does the proposed mitigation project address a hazard where there has been repetitive impacts or occurrences in the project area? (10 percent);*
6. *Protection of critical facilities as defined below (5 percent)*;*
7. *Inclusion of outreach activities appropriate to the proposed mitigation project (e.g., signs, press releases, success stories, losses avoided analysis) that advance mitigation and/or serves as a model for other communities (5 percent); and*
8. *BONUS: If the project is for flood hazard mitigation, does it include acquisition/demolition which is the priority mitigation activity for the State of Ohio? (10 points – this is an all or nothing score);*
9. *BONUS: Does community participate in other mitigation programs (CRS, FEMA CTP, Firewise, adopted building codes, have a stormwater management utility)? (5 points);*

*Per FEMA PDM Guidance, critical facilities are defined as Hazardous Materials Facilities, Emergency Operation Centers, Power Facilities, Water Facilities, Sewer and Wastewater Treatment Facilities, Communications Facilities, Emergency Medical Care Facilities, Fire Protection, and Emergency Facilities)

Scoring Example

Community Name: City of Floodville

Criteria	Max Points	Score
Was the community in the declared disaster area? (25 percent – this is an all or nothing score)	25	25
Viability of the proposed mitigation project. Is it an appropriate strategy? Is it consistent with community plans/goals? Is it potentially cost-effective? Does it solve a problem independently or constitute a functional portion of a solution? (25 percent)	25	15
Sufficient staff and resources for implementation of the proposed mitigation project (15 percent)	15	10
Durability of the financial and social benefits that will be achieved through the proposed mitigation project. Will the mitigation option, to the extent practicable, contribute to a long term solution to the problem it is intended to address? (15 percent)	15	7
Does the proposed mitigation project address a hazard where there has been repetitive impacts or occurrences in the project area? (10 percent)	10	2
Protection of critical facilities (5 percent)	5	0
Inclusion of outreach activities appropriate to the proposed mitigation project (e.g., signs, press releases, success stories, losses avoided analysis) that advance mitigation and/or serves as a model for other communities (5 percent)	5	0
BONUS: If the project is for flood hazard mitigation, does it include acquisition/demolition which is the priority mitigation activity for the State of Ohio? (10 points)	10	10
BONUS: Does community participate in other mitigation programs (CRS, FEMA CTP, Firewise, adopted building codes, have a stormwater management utility)? (5 points)	5	2
TOTAL	115: (100 + 15 Bonus Points)	71 (59+12 bonus points)

Blank Scoring Sheet

Community Name: _____

Criteria	Max Points	Score
Was the community in the declared disaster area? (25 percent – this is an all or nothing score)	25	
Viability of the proposed mitigation project. Is it an appropriate strategy? Is it consistent with community plans/goals? Is it potentially cost-effective? Does it solve a problem independently or constitute a functional portion of a solution? (25 percent)	25	
Sufficient staff and resources for implementation of the proposed mitigation project (15 percent)	15	
Durability of the financial and social benefits that will be achieved through the proposed mitigation project. Will the mitigation option, to the extent practicable, contribute to a long term solution to the problem it is intended to address? (15 percent)	15	
Does the proposed mitigation project address a hazard where there has been repetitive impacts or occurrences in the project area? (10 percent)	10	
Protection of critical facilities (5 percent)	5	
Inclusion of outreach activities appropriate to the proposed mitigation project (e.g., signs, press releases, success stories, losses avoided analysis) that advance mitigation and/or serves as a model for other communities (5 percent)	5	
BONUS: If the project is for flood hazard mitigation, does it include acquisition/demolition which is the priority mitigation activity for the State of Ohio? (10 points)	10	
BONUS: Does community participate in other mitigation programs (CRS, FEMA CTP, Firewise, adopted building codes, have a stormwater management utility)? (5 points)	5	
TOTAL	115: 100 + 15 Bonus Points	

OHIO DEPARTMENT OF PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

Ted Strickland, Governor
Henry Guzmán, Director

- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

Nancy J. Dragani
Executive Director

Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
(614) 889-7150
www.ema.ohio.gov

STATE-LOCAL GRANT AGREEMENT
HAZARD MITIGATION GRANT PROGRAM - CFDA 97.039
FEMA-DR-XXXX-OH
DECLARED (00/00/00)
(7% HMGP PLANNING GRANT)

This Grant Agreement (the "Agreement") is made and entered into by, and between, the State of Ohio, Department of Public Safety, Ohio Emergency Management Agency, located at 2855 West Dublin-Granville Road, Columbus, Ohio 43235-2206 (herein referred to as the "Grantee"); and, the (Name of Entity), (County), located at XXXXXXX,XXXXX, , XXXX, XXXX (herein referred to as the "Sub-grantee").

The purpose of this Agreement is to provide financial assistance from Sub-Grantor to Sub-Grantee for the development of an all-natural hazards mitigation plan for cost-effective hazard mitigation activities that complement a comprehensive mitigation program and reduce injuries, loss of life, and damage and destruction of property.

This agreement will be in effect for the period beginning **ENTER DATE YEAR** and **ENTER DATE YEAR.**

1. Pursuant to section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code 5121, et, seq,. as amended, and 44 Code of Federal Regulations Part 206 local governments are required to develop an all natural hazards plan as a prerequisite for receiving Hazard Mitigation Grant Program funding for project development.

2. Pursuant to the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5121, et. seq. ("Stafford Act") as amended, the Federal Emergency Management Agency ("FEMA") has been authorized by Congress to make grants to states to mitigate natural disasters. The Ohio Emergency Management Agency ("Ohio EMA"), has received grant funds for that purpose.

3. The Ohio Emergency Management Agency has been designated as the Grantee to receive, administer, and disburse FEMA mitigation funds for local government mitigation activities in areas of Ohio and to provide technical assistance with the Hazard Mitigation Grant Program (HMGP). The HMGP is authorized by Section 404 of the Stafford Act, Public Law 93-288. Grantee shall monitor and evaluate the implementation of mitigation activities and control the disbursement of HMGP funds from FEMA.

4. The (**NAME ENTITY)** is the Sub-grantee and has submitted an application, which is incorporated herein by reference, to the Grantee setting forth a list of activities (herein referred to individually as "Plan"). The Grantee and FEMA have approved the development of an All Natural Hazards Plan along with any exceptions that have been made prior to signing of this agreement. The Sub-grantee

agrees to complete the PLAN within two years of FEMA approval, unless a time extension is granted by the Grantee.

5. Sub-grantee shall participate in the development of, and shall coordinate and monitor the implementation of the local hazard mitigation measures; and shall regulate and control development within hazardous areas.

6. Sub-grantee has the legal authority to accept mitigation funds and shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state mitigation funds. The financial management system must comply with 44 Code of Federal Regulations (CFR) Part 13, OMB Circular A-87, and Auditor of State Bulletin 99-05.

7. Sub-Grantee hereby agrees that the grant funds shall be used solely for undertaking and completing an all-natural hazards mitigation plan and that the expenditure of grant funds shall be supported by contracts, invoices, vouchers, paid receipts and other documentation, as appropriate, evidencing the actual costs incurred by Sub-Grantee. Costs incurred prior to the complete execution of this Agreement are not allowable, unless specifically authorized by Sub-Grantor. Only those costs, which are allowable as defined in 44 CFR Part 13, Part 206 and OMB Circular A-87, will be paid:

All funds received by Sub-Grantee pursuant to this Agreement shall be deposited in a separate, non-interest bearing account specifically designated for this Project or accounted for separately by Sub-Grantee

a. This Grant Agreement in the amount of **$ XXXXXX** ("Funds") will serve as the contract between the Grantee, Ohio EMA and the Sub-grantee, the **NAME ENTITY** for the purpose of the approved project. This grant amount represents the total Federal and State share of the cost of the Project plus an administrative allowance as described below.

b.

Total estimated cost of the mitigation project is	$	**XXXXXX**
Total HMGP contribution is:	$	**XXXXX**
Total State of Ohio contribution is:	$	**XXXXX**
Local contribution:	$	**XXXXX**

c. Sub-grantee agrees to provide the necessary local cost share as required by 44 CFR Part 13.24 and the funding will be available within the specified period of time for completion of the Projects. Documentation of the use of the local cost share is required.

d. Obligations of Grantee are subject to provisions of Section 126.07 of the Ohio Revised Code.

e. In the event that the Project does not become operational and/or is abandoned, no further funds shall be paid by Sub-Grantor to Sub-Grantee, except those already obligated by Sub-Grantee and for which Sub-Grantee has submitted a request to Sub-Grantor for reimbursement.

f. In the event there are unused Project funds, Sub-Grantee shall return the funds to Sub-Grantor within sixty (60) days of the termination of the grant or the completion of the plan, whichever is earlier.

g. Sub-Grantee shall administer the Project throughout the term of this Agreement. The Authorized Representative shall submit quarterly financial and narrative progress reports to the State Hazard Mitigation Officer as outlined, within fifteen (15) days following the end of each calendar quarter.

January – March	Due April 15
April – June	Due July 15
July – September	Due October 15
October – December	Due January 15

Sub-Grantee shall submit a final financial and narrative report to the State Hazard Mitigation Officer within thirty (30) days prior to the expiration of the grant or within thirty (30) days after completion of the all-natural hazards mitigation plan, whichever is earlier. Quarterly and final reports shall include the status of the Project, estimated completion date, and expenditures to date.

Failure to provide the required reports will result in suspension of grant funds until the required reports are provided and approved by the Grantee.

h. Sub-Grantee shall maintain, for at least three (3) years from the date of completion or abandonment of the Project, or from the date of termination of this Agreement, all records pertaining to the project, including, but not limited to, contracts, invoices, vouchers, paid receipts, and other supporting documentation.

i. Sub-Grantee shall comply with all applicable federal, state, and local laws, rules, regulations, ordinances, codes, and standards, including, but not limited to, policies and guidelines established by the Mitigation Branch of the Ohio Emergency Management Agency, 44 Code of Federal Regulations Part 13 Section 206, and Office of Management and Budget Circular A-87.

8. Obligations are to be met by the Sub-Grantor for the payment of grant funds.

a. Upon receipt of a fully-executed Agreement, Notice of Award, Notice of Authorized Agent, Internal Revenue Service form W-9 and a list of all persons participating as Core Group members with their associated agency or company the Sub-Grantor shall advance 10% of its share of the total project cost to Sub-Grantee to allow Sub-Grantee to start the Project.

b. Upon receipt of a completed hazard identification, risk assessment, hazard profile and analysis, loss estimate, problem identification, established goals and action plans, analysis, which is accepted by the Mitigation Branch of the Ohio Emergency Management Agency and which has been forwarded to the Federal Insurance and Mitigation Administration Region V, Sub-Grantee shall be entitled to reimbursement of 40% of Sub-Grantor's share of the total project cost. Payment shall be issued as reimbursement for actual expenses and is contingent upon receipt of quarterly financial and narrative reports and demonstration of the local matching share.

c. Upon receipt of a draft all-natural hazards mitigation plan which has incorporated all reviewer comments on the document previously provided, which is accepted by the

Mitigation Branch of the Ohio Emergency Management Agency and which has been forwarded to the Federal Insurance and Mitigation Administration Region V, Sub-Grantee shall be entitled to reimbursement of 25% of Sub-Grantor's share of the total project cost. Payment shall be issued as reimbursement for actual expenses and is contingent upon receipt of quarterly financial and narrative reports and demonstration of the local matching share.

d. Upon receipt of a final and adopted all-natural hazards mitigation plan, which has incorporated all reviewer comments on the documents previously provided and which is accepted by the Mitigation Branch of the Ohio Emergency Management Agency the Mitigation Branch will forward the final plan to the Federal Emergency Management Agency for approval. Upon FEMA approval, the Sub-Grantee must update the State of Ohio Mitigation Web Portal with all relevant information from the new or updated local hazard mitigation plan. Sub-Grantee shall be entitled to reimbursement of the final 25% of Sub-Grantor's share of the total project cost after the plan is approved by FEMA and the State of Ohio Mitigation Web Portal has been updated. Payment shall be issued as reimbursement for actual expenses and is contingent upon receipt of quarterly financial and narrative reports and demonstration of the local matching share.

9. To the extent permitted by law, Sub-Grantee agrees to be responsible for any and all liabilities or claims caused by or resulting from Sub-Grantee's completion of the Project and under this Agreement. Nothing in this Agreement shall be construed as an assumption of liability by either the Ohio Emergency Management Agency or the Federal Emergency Management Agency.

10. In the event Sub-Grantee fails to utilize the funds granted under this Agreement for the purpose set forth in the Project and in accordance with the terms and conditions of this Agreement, Sub-Grantee shall be in default. In such an event, Sub-Grantor may (a) withhold further payment of funds to Sub-Grantee and/or (b) require Sub-Grantee to reimburse all or any portion of the funds granted to Sub-Grantee under this Agreement and/or (c) terminate the Agreement. Each remedy herein conferred upon or reserved by Sub-Grantor is intended to be exclusive of any other available remedy existing in law or in equity.

Delay or omission to exercise any right or option accruing to Sub-Grantor upon any default by Sub-Grantee shall not impair any such option and shall not be construed as a waiver thereof by Sub-Grantor.

11. Any notices, requests or other communications required by or given under this Agreement and/or relating to the Project shall be in writing and addressed to the following individuals:

In the case of Sub-Grantee:

Name **«DIR_NAME» , EMA Director .**
Authorized Agent
Address **«ADD1» .**
«ADD2» .
Telephone: **«VOICE» .**
Facsimile: **«FAX» .**
E-Mail: **«EMAIL» .**

12. Miscellaneous Provisions.

    a. Requests for amendment or modification of this Agreement shall be in writing and shall specify the requested change(s) and the justification for the change. All amendments or modifications shall be set forth in a written addendum, executed by the parties.

    b. This Agreement and any documents referred to herein and attached hereto constitute the complete understanding of the parties and supersede any and all other discussions, agreements, understandings, either oral or written, between them with respect to the subject matter of this Agreement. Whenever possible, each provision of this Agreement shall be interpreted in such a matter as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or other provisions of this Agreement.

    c. Neither this Agreement nor any rights, duties, or obligations described herein may be assigned by Sub-Grantee without prior consent of Sub-Grantor.

13. Sub-grantee shall return to Grantee any HMGP and State funds, which are not supported by audit or other federal or state review of documentation maintained by the Sub-grantee. (44 CFR Part 13.26)

14. Sub-grantee shall comply with all applicable state and local ordinances, laws, regulations, building codes and standards applicable to this project

15. During the entire term of this Agreement, Sub-Grantee shall maintain good standing in the National Flood Insurance Program (NFIP) and shall comply with all local regulations, codes, and standards pertaining to NFIP.

16. Sub-grantee shall comply with 44 CFR Part 13.36 in all procurements, including the contract provisions found in subsection 13.36 (i)(l)- (13). In particular,

    a. Sub-grantee shall comply, as applicable, with provisions of federal laws and regulations pertaining to labor standards, and the State of Ohio Prevailing Wages laws and regulations.

    b. Sub-grantee shall not enter into any contract with any party which is debarred or suspended from participating in federal assistance programs, or is otherwise ineligible pursuant to E.O. 12549, Debarment and Suspension, as implemented at 44 CFR Part 67.

17. Sub-grantee has read, understands, and shall comply with the State of Ohio Audit Requirements/Compliance Standards (attached), and OMB Circular A-133.

18. Sub-grantee shall comply with all applicable federal, state and local ordinance, laws, regulations, requirements, labor standards, building codes and standards as pertains to this project and identified in 44 CFR Part 13, and agrees to provide maintenance as appropriate.

19. ENFORCEMENT (44 CFR PART 13.43)

a. If the Sub-grantee fails to comply with the terms of the award, whether stated in a federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

1). Temporarily withhold cash payments pending correction of the deficiency;
2) Disallow all of part of the cost of the activity or action not in compliance;
3) Wholly or partly suspend or terminate the current award for the program;
4) Withhold further awards for the program;
5) Take other remedies that may be legally available.

b. In taking an enforcement action, the awarding agency and/or the Grantee will provide an opportunity for such hearing, appeal, or other administrative proceeding to which the Grantee or Sub-grantee is entitled under any statute or regulation applicable to the action involved.

c. Costs resulting from obligations incurred by the Sub-grantee during a suspension or after termination of an award are not allowable unless the awarding agency expressly authorizes them in the notice of suspension or termination. Other costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if:

1). The costs result from obligations which were properly incurred before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are not cancelable, and,

2) The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes place.

20. ENVIRONMENTAL COMPLIANCE

a. Sub-grantee will comply with 44 CFR Part 10 Environmental Considerations, National Environmental Policy Act (NEPA), and other federal and state environmental laws and regulations in the implementation of the Project. The Grantee will provide the Sub-grantee with a signed copy of the Record of Environmental Review (RER) and supporting letters and documentation as soon as FEMA approves the project. The RER will identify any special conditions placed on the project that may impact demolition activities, the elevation of any structures, underground storage tanks, cutting of trees or removal of fences or vegetation and disposal of any materials in approved dump sites and so on.

b. Failure to comply with any environmental condition or requirement will result in the Sub-grantee reimbursing to the Grantee any federal or state funds expended on a property where environmental non-compliance has occurred.

21. CLOSE-OUT (44 CFR PART 13.50)

a. The Project will be reconciled and closed-out following Federal Emergency Management Agency approval of the all-natural hazards mitigation plan and receipt of a close-out report for the grant.

b. Sub-grantee will notify the Grantee as soon as the Project has been completed, and will provide a Final Progress Report and financial report within 30 days. Grantee will conduct a final site visit within 30 days of receiving the final progress report and financial report, and

provide the Sub-grantee with a their findings within 30 days of the visit. The findings will outline the results of the site visit and in particular any upward or downward adjustment to allowable costs.

c. Sub-grantee will immediately refund any balance of unobligated cash advanced that is not authorized to be retained for use on other grants.

b. The closeout of the grant does not affect the right of the awarding agency to disallow costs and recover funds on the basis of a later audit or other review, the obligation to return any funds due as a result of later refunds, corrections, or other transactions, records retention as required in Part 13.42, Property management requirements in Parts 13.31 and 13.32, and audit requirements in Part 13.26.

d. Any funds not returned within a reasonable period of time after request, may result in an administrative offset against other requests for assistance, withholding advance payments otherwise due, and other action permitted by law.

22. AUDIT REQUIRMENTS (0MB Circular A-133)

In accordance with the Single Audit Act of 1984 as amended and guidance described in OMB Circulars A-102, A-110 (if applicable), and A-133, the following procedures will assure compliance with those standards in the administration of the Hazard Mitigation Grant Program (HMGP) to eligible Sub-grantees, pursuant to a Presidential Declaration of major disaster in the State of Ohio.

a. The Governor's Authorized Representative (GAR) will provide the Auditor of State a listing of all State agencies and local governments which have been approved to receive Federal funds under the HMGP. This will serve as notice to State field examiners to inquire about the funds at the time of the respective Sub-grantees single audit, ensuring at a minimum, the inclusion of those funds in the Audit Report's "Schedule of Federal Financial Assistance".

b. The Sub-grantee has the obligation to comply with all applicable rules and regulations of the HMGP, to include OMB Circulars A-87, A-102, A-110, A-128, and A-133, if appropriate. If the applicant desires copies of the OMB Circulars, they are available from the County and/or State Auditor's Office.

c. The Single Audit Act of 1984 as amended requires local governments, state agencies/departments, and private non-profit organizations expending a total of $500,000 or more in federal financial assistance in any fiscal year to have a single audit performed.

   Those local governments, state agencies/departments, or private non-profit organizations expending less than $500,000 in federal financial assistance must supply the GAR with a letter from a clerk/treasurer, for each fiscal year HMGP funds are received, certifying that status.

d. Audit reports must be sent to the GAR by the Sub-grantees within one (1) month of Audit Report publication. Failure to do so, without reasonable justification, could result in suspension of any further advances of funds or final reimbursement by the GAR under the HMGP.

e. If during any single audit the Sub-grantee has been informed of non-compliance findings regarding this program, the Sub-grantee shall verbally notify the GAR immediately and prior to publication of the Audit Report.

f. The Sub-grantees will correct the finding(s) within thirty (30) days of written notification of non-compliance, if not sooner, and notify the GAR in writing of the actions taken.

g. Findings against the Sub-grantee remaining uncorrected by the Sub-grantee will be deducted from the applicant's final reimbursement by the GAR in the amount of funds questioned in the Audit Report. If the GAR has already dispersed final settlement, and a subsequent audit report identifies non-compliance by the Sub-grantee, collection proceedings will be initiated by the GAR against the Sub-grantee in the amount of the questioned costs.

h. Throughout the lifetime of the HMGP, it is the responsibility of the Sub-grantee to inform the State (or private) examiner of their participation in this program at the time of their respective single audits.

i. The GAR will receive a listing from the State Auditor's Office of any regular or single audits completed for each Sub-grantees jurisdiction/organization. The audits will not be forwarded to the GAR, this is an administrative requirement for each Sub-grantee to complete.

j. The GAR will review each audit report received to assure that:

1. If applicable, the grant(s) received that fiscal year are included in the "Schedule for Federal Financial Assistance" portion of the Audit Report, and that the report properly addresses the HMGP, as required under the Single Audit Act and appropriate OMB guidance:

2. Any of the program activities, which may have been tested by the State Examiner are in compliance with all regulations pertaining to the HMGP and single audit requirements;

3. Audit findings against the Sub-grantee pertaining to this grant will be rectified within thirty (30) days of receipt of the Audit Report by the Sub-grantee, either with guidance from, or, established by the State.

23. From the onset of application approval, the GAR will work closely with the Sub-grantee to include site mid-program reviews and inspections of completed, approved projects by the GAR.

23. ETHICS REQUIREMENT

In accordance with Executive Order 2007-01S, [Grantee, Subgrantee, Recipient] by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) it has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) it will take no action inconsistent with those laws and this order. Grantee, Subgrantee, Recipient] understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this grant and may result in the loss of other contracts or grants with the State of Ohio.

STATE OF OHIO
HAZARD MITIGATION GRANT PROGRAM (HMGP)
GRANT AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year set forth below:

SUB-GRANTEE – CITY OF XXXXXX

_____ _____
Date

_____ _____
Date

_____ _____
Date

GRANTEE

_____ _____
NANCY J. DRAGANI, Executive Director Date
Ohio Emergency Management Agency

OHIO DEPARTMENT OF PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

Ted Strickland, Governor
Thomas J. Stickrath, Director

- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

Nancy J. Dragani
Executive Director

Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
(614) 889-7150
www.ema.ohio.gov

STATE-LOCAL GRANT AGREEMENT
HAZARD MITIGATION GRANT PROGRAM - CFDA 97.039
FEMA-DR-(XXXX)-OH
DECLARED (XXXX XX, XXXX)

This Grant Agreement (the "Agreement") is made and entered into by, and between, the State of Ohio, Department of Public Safety, Ohio Emergency Management Agency, located at 2855 West Dublin-Granville Road, Columbus, Ohio 43235-2206 (herein referred to as the "Grantee"); and, **(Sub Grantee)**, located at **(Street Address)**, **(City)**, **(State) (Zip Code)** (herein referred to as the "Sub-grantee").

This agreement will be in effect for the period beginning (Approval Date) and ending (Date=2 years from approval date).

1. Pursuant to the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5121, et. seq. ("Stafford Act") as amended, the Federal Emergency Management Agency ("FEMA") has been authorized by Congress to make grants to states to mitigate natural disasters. The Ohio Emergency Management Agency ("Ohio EMA"), has received grant funds for that purpose.

2. The Ohio Emergency Management Agency has been designated as the Grantee to receive, administer, and disburse FEMA mitigation funds for local government mitigation projects in areas of Ohio and to provide technical assistance with the Hazard Mitigation Grant Program (HMGP). The HMGP is authorized by Section 404 of the Stafford Act, Public Law 93-288. Grantee shall monitor and evaluate the implementation of mitigation projects and control the disbursement of HMGP funds from FEMA.

3. **(Sub-grantee), (County)** is the Sub-grantee and has submitted an application, which is incorporated herein by reference, to the Grantee setting forth a list of activities (herein referred to individually as "Project"). The Grantee and FEMA have approved the Projects along with any exceptions that have been made prior to signing of this agreement. The Sub-grantee agrees to complete the Project within two years of FEMA approval, unless a time extension is granted by the Grantee.

4. Sub-grantee shall participate in the development of, and shall coordinate and monitor the implementation of the local hazard mitigation measures; and shall regulate and control development within hazardous areas.

5. Sub-grantee has the legal authority to accept mitigation funds and shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state mitigation funds. The financial management system must comply with 44 Code of Federal Regulations (CFR) Part 13, OMB Circular A-87, and Auditor of State Bulletin 99-05.

6. Sub-grantee shall use the mitigation funds solely for the approved scope of work in the Project. Only those costs, which are allowable as defined in 44 CFR Part 13, Part 206, Part 207 and OMB Circular A-87, will be paid:

a. This Grant Agreement in the amount of **$576,522.00**

("Funds") will serve as the contract between the Grantee, Ohio EMA and the Sub-grantee for the purpose of the approved project. This grant amount represents the total Federal, State and Local share of the cost of the Project plus in-direct management cost allowance as described below.

b.

Total estimated cost of the mitigation project is	**$ 560,000.00**
Total HMGP (Federal) contribution is:	**$ 420,000.00**
Total State of Ohio contribution is:	**$ 70,000.00**
Local contribution:	**$ 70,000.00**

c. Total in-direct management cost allowance is **$2,500.00**. In-direct management cost funds are to be used to offset in-direct costs, administrative expenses, and other expenses not directly chargeable to a specific project that are reasonably incurred in administering and managing the mitigation project (e.g., travel, telephone, supplies, etc.).

d. Sub-grantee agrees to provide the necessary local cost share as required by 44 CFR Part 13.24 and the funding will be available within the specified period of time for completion of the Projects. Documentation of the use of the local cost share is required.

e. Obligations of Grantee are subject to provisions of Section 126.07 of the Ohio Revised Code.

7. Sub-grantee shall return to Grantee any HMGP and State funds, which are not supported by audit or other federal or state review of documentation maintained by the Sub-grantee. (44 CFR Part 13.26)

8. Sub-grantee shall maintain records for the period set forth in 44 CFR Part 13.42 and shall give state and federal agencies access to, and the right to examine all records and documents related to use of mitigation funds.

9. Sub-grantee shall comply with all applicable state and local ordinances, laws, regulations, building codes and standards applicable to this Project.

10. Sub-grantee agrees to maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP; and agrees to bring into NFIP compliance all structures identified through Community Assistance Visits (CAV's) to the maximum extent possible. Failure to enforce NFIP requirements for all development in identified flood hazard areas will result in the Sub-grantee repaying the HMGP and state funds related to the Project.

11. Sub-grantee shall comply with 44 CFR Part 13.36 in all procurements, including the contract provisions found in subsection 13.36 (i)(l)- (13). In particular,

a. Sub-grantee shall comply, as applicable, with provisions of federal laws and regulations pertaining to labor standards, and the State of Ohio Prevailing Wages laws and regulations.

b. Sub-grantee shall not enter into any contract with any party which is debarred or suspended from participating in federal assistance programs, or is otherwise ineligible pursuant to E.O. 12549, Debarment and Suspension, as implemented at 44 CFR Part 67.

12. Sub-grantee has read, understands, and shall comply with the State of Ohio Audit Requirements/Compliance Standards (attached), and OMB Circular A-133.

13. Sub-grantee shall submit to the Grantee quarterly progress reports (QPR), due the 15th day of the month following the end of the quarter on the following schedule:

    a.

January – March	Due April 15
April – June	Due July 15
July – September	Due October 15
October – December	Due January 15

    b. Failure to provide the required reports will result in suspension of grant funds until the required reports are provided and approved by the Grantee.

14. DEED RESTRICTIONS

Sub-grantee agrees to the following assurance for projects, which involve acquisition and relocation:

a. The following restrictive covenants shall be conveyed in the deed to any property acquired, accepted, or from which structures are removed:

   1) The property shall 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 below:

      a. A public facility that is open on all sides and functionally related to a designated open space or recreational use:

      b. A rest room; or

      c. A structure that is compatible with open space, recreational, or wetland management usage and proper floodplain management policies and practices, which the Director approves in writing before the construction of the structure begins.

   3) After completion of the project, no application for additional disaster assistance will be made for any purpose with respect to the property to any Federal or State entity or source, and no Federal or State entity or source will provide such assistance.

a. 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 storage in the open of wheeled vehicles which are easily movable (except mobile homes and recreational vehicles); unimproved, previous parking lots; and buffer zones.

b. Any structures built on the property according to A. above, shall be floodproofed or elevated to the 100-year Base Flood Elevation <u>plus one foot of freeboard</u>.

c. Title to the property may be transferred <u>only</u> to another governmental entity, with the approval of the Grantee and the FEMA V Regional Administrator. The Sub-grantee <u>will retain all development rights to the land.</u>

15. Sub-grantee shall comply with all applicable federal, state and local ordinance, laws, regulations, requirements, labor standards, building codes and standards as pertains to this project and identified in 44 CFR Part 13, and agrees to provide maintenance as appropriate.

16. ENFORCEMENT (44 CFR PART 13.43)

a. If the Sub-grantee fails to comply with the terms of the award, whether stated in a federal statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

1). Temporarily withhold cash payments pending correction of the deficiency;
2) Disallow all of part of the cost of the activity or action not in compliance;
3) Wholly or partly suspend or terminate the current award for the program;
4) Withhold further awards for the program;
5) Take other remedies that may be legally available.

b. In taking an enforcement action, the awarding agency and/or the Grantee will provide an opportunity for such hearing, appeal, or other administrative proceeding to which the Grantee or Sub-grantee is entitled under any statute or regulation applicable to the action involved.

c. Costs resulting from obligations incurred by the Sub-grantee during a suspension or after termination of an award are not allowable unless the awarding agency expressly authorizes them in the notice of suspension or termination. Other costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if:

1). The costs result from obligations which were properly incurred before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are not cancelable, and,

2) The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes place.

17. ENVIRONMENTAL COMPLIANCE

a. Sub-grantee will comply with 44 CFR Part 10 Environmental Considerations, National Environmental Policy Act (NEPA), and other federal and state environmental laws and regulations in the implementation of the Project. The Grantee will provide the Sub-grantee with a signed copy of the Record of Environmental Considerations (REC) and supporting letters and documentation as soon as FEMA approves the project. The REC will identify any special conditions placed on the project that may impact demolition activities, the elevation of any structures, underground storage tanks, cutting of trees or removal of fences or vegetation and disposal of any materials in approved dump sites and so on.

b. Failure to comply with any environmental condition or requirement will result in the Sub-grantee reimbursing to the Grantee any federal or state funds expended on a property where environmental non-compliance has occurred.

18. CLOSE-OUT (44 CFR PART 13.50)

a. Sub-grantee will notify the Grantee as soon as the Project has been completed, and will provide a Final Progress Report and financial report within 30 days. Grantee will conduct a final site visit within 30 days of receiving the final progress report and financial report, and provide the Sub-grantee with a their findings within 30 days of the visit. The findings will outline the results of the site visit and in particular any upward or downward adjustment to allowable costs.

b. Sub-grantee will immediately refund any balance of un-obligated cash advanced that is not authorized to be retained for use on other grants.

c. The closeout of the grant does not affect the right of the awarding agency to disallow costs and recover funds on the basis of a later audit or other review, the obligation to return any funds due as a result of later refunds, corrections, or other transactions, records retention as required in Part 13.42, Property management requirements in Parts 13.31 and 13.32, and audit requirements in Part 13.26.

d. Any funds not returned within a reasonable period of time after request, may result in an administrative offset against other requests for assistance, withholding advance payments otherwise due, and other action permitted by law.

19. AUDIT REQUIRMENTS (OMB Circular A-133)

In accordance with the Single Audit Act of 1984 as amended and guidance described in OMB Circulars A-102, A-110 (if applicable), and A-133, the following procedures will assure compliance with those standards in the administration of the Hazard Mitigation Grant Program (HMGP) to eligible Sub-grantees, pursuant to a Presidential Declaration of major disaster in the State of Ohio.

a. The Governor's Authorized Representative (GAR) will provide the Auditor of State a listing of all State agencies and local governments which have been approved to receive Federal funds under the HMGP. This will serve as notice to State field examiners to inquire about the funds at the time of the respective Sub-grantees single audit, ensuring at a minimum, the inclusion of those funds in the Audit Report's "Schedule of Federal Financial Assistance".

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Audit Report.

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g. Findings against the Sub-grantee remaining uncorrected by the Sub-grantee will be deducted from the applicant's final reimbursement by the GAR in the amount of funds questioned in the Audit Report. If the GAR has already dispersed final settlement, and a subsequent audit report identifies non-compliance by the Sub-grantee, collection proceedings will be initiated by the GAR against the Sub-grantee in the amount of the questioned costs.

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   1. If applicable, the grant(s) received that fiscal year are included in the "Schedule for Federal Financial Assistance" portion of the Audit Report, and that the report properly addresses the HMGP, as required under the Single Audit Act and appropriate OMB guidance;

   2. Any of the program activities, which may have been tested by the State Examiner are in compliance with all regulations pertaining to the HMGP and single audit requirements;

   3. Audit findings against the Sub-grantee pertaining to this grant will be rectified within thirty (30) days of receipt of the Audit Report by the Sub-grantee, either with guidance from, or, established by the State.

k. From the onset of application approval, the GAR will work closely with the Sub-grantee to include site mid-program reviews and inspections of completed, approved projects by the GAR.

20. ETHICS REQUIREMENT

In accordance with Executive Order 2007-01S, [Grantee, Subgrantee, Recipient] by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) it has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) it will take no action inconsistent with those laws and this order. Grantee, Subgrantee, Recipient] understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this grant and may result in the loss of other contracts or grants with the State of Ohio.

STATE OF OHIO
HAZARD MITIGATION GRANT PROGRAM (HMGP)
GRANT AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year set forth below:

SUB-GRANTEE – (Sub-grantee), (County)

_____ _____
Date

_____ _____
Date

_____ _____
Date

GRANTEE

_____ _____
Nancy J. Dragani, Executive Director **Date**
Ohio Emergency Management Agency

DESIGNATION OF APPLICANT'S AGENT

RESOLUTION

BE IT RESOLVED BY _____ OF _____
(Governing Body) (Public Entity)

THAT _____, _____
(Name of Incumbent) (Official Position)

is hereby authorized to execute for and in behalf of _____

_____, a public entity established under the laws of the State of Ohio

this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act (Public Law 288, 23rd Congress) or otherwise available from the President's Disaster Relief Fund.

THAT _____, a public entity established under the laws of the State of Ohio, hereby authorized its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurances and agreements as listed in the Grant Agreement.

Passed and approved this _____ day of _____, 20__.

_____
(Name and Title)

_____
(Name and Title)

_____
(Name and Title)

CERTIFICATION

I, _____, duly appointed and _____ of
(Title)
_____, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the _____ of _____
(Governing Body) (Public Entity)

on the _____ day of _____, 20__.

Date: _____

_____ _____
(Official Position) (Signature)

*Name of Incumbent need not be provided in those cases where the governing body of the public entity desires to authorize any incumbent of the designated official position to represent it.

FEMA Form 90-83, MAR 81

Record of Grant Activity
Community / FEMA-DR-XXXX-OH / CFDA #97.039

Date	Vendor/Source	Warrant/ Pay-In #	Federal Funds Received	Federal Funds Disbursed	State Funds Received	State Funds Disbursed	Local Funds Received	Local Funds Disbursed	Managmt. Cost Funds Received	Managmt. Cost Disbursed
	TOTALS:									

Updating Hazard Mitigation Plans

Ohio Emergency Management Agency

FEMA

Federal Emergency Management Agency

What this Workshop Will Cover

Part 1 – Why prepare hazard mitigation plans?

Part 2 – Overview of the plan update process

Part 3 – New FEMA Requirements

Part 4 – Useful Information

Why Prepare Hazard Mitigation Plans?

- Disaster recovery costs will continue to rise due to:
  - inflation
  - population increases
- For every dollar spent on mitigation
  - $4 dollars are saved in money not spent on response and recovery

ONHW and Multi–hazard Mitigation Council

Benefits from Hazard Mitigation Plans

- Reduced loss of life, damage to property, essential services, critical facilities, and economic disruption
- Reduced short-term and long-term recovery and reconstruction costs
- Eligibility for pre-disaster and post-disaster grant funding
- A roadmap for coordinating hazard mitigation planning efforts
- A more disaster resistant community

Hazard Mitigation Plan v. Emergency Operation Plan

Hazard Mitigation Plan:

A pre-disaster plan written to demonstrate how a jurisdiction will lower its risk and exposure to disasters

Emergency Operation Plan (EOP):

A response plan written to demonstrate how a jurisdiction will respond to an emergency or a disaster

R. Kent Baxter, DHS-FEMA Region VI

Hazard Mitigation Planning - What is it?

- A collaborative effort
- Hazards that can cause damage are identified
- Vulnerability to hazards are assessed for buildings and Infrastructure
- Consensus is reached on how to minimize or eliminate the hazard's effects

Part 2

Overview of the

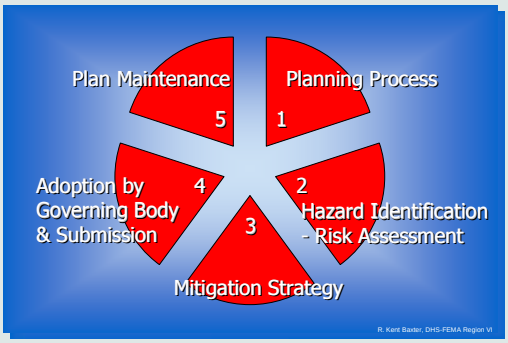
Hazard Mitigation

Planning Update Process

Hazard Mitigation Plans Contain

- Plan Process Documentation
- Hazard Identification
- Risk Assessment
- Mitigation Strategy
- Plan Maintenance
- Plan Adoption

5 Step Process



Step 1: The Planning Process

- Updating public involvement in the planning process:
  - Opportunity to comment during drafting of the plan
  - Opportunity for neighboring communities, businesses, academia, etc. to provide comments
- Review and incorporate existing plans, studies, reports, and technical information
- The planning process must be fully documented

Step 2: Hazard Identification - Risk Assessment

Update information for all natural hazards in the plan and add new hazards that can cause damage such as:

- Flooding (riverine and flash floods)
  (NOTE: Use new digital Flood Insurance Rate Maps (D-FIRMS) if available)
- Severe winter storms (blizzards, ice storms, extreme cold)
- Severe summer storms (tornadoes, hail, high winds, lightning)
- Landslides and subsidence
- Other hazards such as earthquakes, levee/dam failures, extreme heat, drought, wildfires, etc.

Hazard identification

Update information about the natural hazards identified in the plan <u>since the plan was adopted</u> for the following:

- Location – the areas that would likely be affected by the identified hazard
- Extent – the likely magnitude or potential severity of the hazard
- Previous occurrences – a history of past disasters (Presidential disasters and local events that caused damage)
- Probability of future events

Risk Assessment

- Identification of areas and populations most vulnerable to each identified hazard, including types and numbers of buildings (current and future), infrastructure, and critical facilities
- Estimate of potential dollar losses to vulnerable structures and infrastructure from hazards
- Description of existing land uses and development trends in relation to identified hazard areas

Step 3: The Mitigation Strategy

The blueprint for reducing potential losses based on findings from the risk assessment

- Description of mitigation goals
- Identify and analyze a comprehensive range of possible actions and projects that would prevent or reduce damage or protect citizens
- Document the process and criteria used to prioritize mitigation actions, and who initiates, administers, and implements mitigation actions

Step 4: Submission and Adoption

- Committee approves the updated plan
- Updated plan is submitted to the Ohio EMA for initial review
- Ohio EMA forwards the updated plan to FEMA Region V for review and tentative approval
- FEMA considers the plan to "meet FEMA requirements" and sends a formal letter to Ohio EMA. Participating jurisdiction then formally adopts the plan.
- Two copies of the adopted plan are sent to Ohio EMA who then forwards one copy to FEMA

NOTE: Be sure to allow ample time for Ohio EMA and FEMA to review and approve your plan update before the current plan expires. It is recommended to provide at least 90 days for review.

Step 5: Plan Maintenance Process

- Plans should be monitored and evaluated according to the process outlined in the plan
- Plans must be updated every 5 years or the jurisdiction becomes ineligible for a number of FEMA grants (i.e., HMPG, PDM, FMA and SRL)
- Include steps for incorporating the plan into capital improvement plans, land use plans, development codes, etc.
- Public and other agencies invited to participate in the plan maintenance process

Documentation of the Planning Process

- Describe the plan update process and if a consultant was used
- Identify plan participants
- Describe the roles of each person and each agency involved in preparing the plan
- Describe how the public was Involved

Part 3

Changes and Additions to FEMA's Hazard Mitigation Planning Requirements

NOTE: The numbers on the slides in Part 3 are linked to the July 2008 FEMA Crosswalk used for reviewing local hazard mitigation plans

3. Multi-Jurisdictional Planning Participation

Requirement §201.6(a)(3)

Subsection B is a "new" requirement:

Does the updated plan identify all participating jurisdictions, including new, continuing, and the jurisdictions that no longer participate in the plan?

How to Address Requirement 3 §201.6(a)(3)B

Include the following:

A list of participating jurisdictions that identifies continuing and new participants

A list of jurisdictions, if any, that participated in the initial multi-jurisdiction but are not included in the updated plan

4. Documentation of the Planning Process

Requirement §201.6(c)(1)

Subsection F is a "new" requirement:

Does the updated plan document the process used by the planning team to review and analyze each section of the plan and indicate which sections were revised as part of the update process?

How to Address Requirement 4 §201.6(c)(1) Subsection F

- **Describe the process used to review, analyze and decide which sections of the plan need updating**
- **Discuss opportunities for participating in the update provided to <u>each</u> of the following: the public, neighboring jurisdictions, agencies, businesses, academia, non-profits and other interests**
- **Indentify the studies, reports, existing plans, and new information that were reviewed and incorporated into the updated plan**
- **Describe the process used for making decisions about changes to the plan**
- **Identify page numbers that were revised and briefly describe what was amended**

An <u>Example</u> of How to Address Requirement §201.6(c)(1)F

Description of review/analysis	Revised	Location in plan
Section 1 – Citizen Involvement Each jurisdiction reviewed the public and agency involvement programs separately – They all concluded that their notification and participation processes worked fine	No	No changes were made
Section 2 – Profiles Each jurisdiction's profile was analyzed separately by the approving jurisdiction – Population information was updated and city XX and village YY added socio-economic data.	Yes	Changes made to pages 2-3, 2-5 and 2-7
Section 3 - Hazard Identification/Risk Assessment - FEMA disaster declarations and NFIP information were added for all jurisdictions. Wildfire was added and risks were analyzed by village YY.	Yes	Changes made to pages 3-4, 3-6 and 3-8, YY's section 3, p.4
Section 4 – Goals and Mitigation Actions 8 mitigation actions were completed and discussed by the county – 10 new mitigation actions were added and prioritized following the process – This is described in detail on pages where changes were made.	Yes	Changes made to pages 4-2 through 4-12
Section 5 – Monitoring and Updating The Steering Committee reviewed the process – It works fine	No	No changes were made

8. Assessing Vulnerability: Addressing Repetitive Loss Properties

Requirement §201.6(c)(2)(ii)

Subsection F is a "new" requirement:

Does the new or updated plan describe vulnerability in terms of the types and numbers of repetitive loss properties located in the identified hazard areas?

Example 1 *of How to Address Requirement 8 - §201.6(c)(2)(ii)F*

Jurisdiction	NFIP CID	Floodplain	Repetitive Loss Residential	Repetitive Loss Commercial	Repetitive Loss Industrial
Franklin County	390167	Darby Creek	# of homes $ lost	# of structures $ lost	# of structures $ lost
		Scioto River	# of homes $ lost	# of structures $ lost	# of structures $ lost
		Olentangy River	# of homes $ lost	# of structures $ lost	# of structures $ lost
		Alum Creek	# of homes $ lost	# of structures $ lost	# of structures $ lost
		Big Walnut Creek	# of homes $ lost	# of structures $ lost	# of structures $ lost
		Blacklick Creek	# of homes $ lost	# of structures $ lost	# of structures $ lost
See map on page xx		Walnut Creek	# of homes $ lost	# of structures $ lost	# of structures $ lost

Example 2 *for Addressing Requirement 8 - §201.6(c)(2)(ii)F*

"Jurisdiction A" has been a member of the NFIP since 1979. Their current floodplain ordinance was adopted in 1998. Two floods occurred on Walnut Creek (1985 and 2004). Four insured homes, built before 1979, were flooded in 1985. In 2004, another smaller flood occurred. Two homes were again flooded. These two homes suffered about $7,000 in damage. They are repetitive loss structures. "Jurisdiction A" has added mitigation actions to elevate these two homes.

(NOTE: Privacy laws prevent use of addresses)

15. Identification and Analysis of Mitigation Actions: NFIP Compliance

Requirement: §201.6(c)(3)(ii)

Subsection A is a "new" requirement:

Does the new or updated plan describe the jurisdiction(s) participation in the NFIP?

Page A - 10 - Local Mitigation Plan Review Crosswalk

How to Address Requirement 15 A §201.6(c)(3)(ii)A:

For Jurisdictions <u>participating</u> in the NFIP, provide the following information:

- **Dates of the most recent floodplain study and maps**
- **Indicate whether the floodplain study and maps need updating**
- **Indicate whether the floodplain ordinance meets current NFIP requirements.**
- **Describe the jurisdictions procedures for complying with the NFIP**
- **Whether the jurisdiction is a member of the Community Rating System (CRS)**

How to Address Requirement 15 A §201.6(c)(3)(ii)A:

For <u>non-participating</u> jurisdictions, provide one of the following explanations:

- **The jurisdiction does not have a Special Flood Hazard Area**
- **The jurisdiction has not been issued Flood Hazard Boundary Maps or Flood Insurance Rate Maps**
- **The jurisdiction provides reasons why it does not participate in the NFIP**

15. Identification and Analysis of Mitigation Actions: NFIP Compliance

Requirement: §201.6(c)(3)(ii)

Subsection B is a "new" requirement:

Does the mitigation strategy identify, analyze and prioritize actions related to continued compliance with the NFIP?

Page A - 10 - Local Mitigation Plan Review Crosswalk

How to Address Requirement 15 B §201.6(c)(3)(ii)B

Based on needs identified in "NFIP update," the mitigation strategy should:

- **Identify actions that bring a jurisdiction's flood program into compliance with the NFIP such as updating the floodplain ordinance, adopting new digitized floodplain maps, etc.**
- **Discuss floodplain monitoring activities and programs that exceed minimum NFIP requirements.**
- **Prioritize identified actions to achieve or maintain continued compliance with the NFIP.**

16. Implementation of Mitigation Actions

Requirement: §201.6(c)(3)(iii)

Subsection D is a new requirement:

Does the updated plan identify the completed, deleted or deferred mitigation actions as a benchmark for progress, and if activities are unchanged (*i.e.*, deferred), does the updated plan describe why no changes occurred?

NOTE: This requirement applies to single-jurisdiction plans or the county portion of a multi-jurisdiction plan.

17. Implementation of Mitigation Actions

Requirement: §201.6(c)(3)(iv)

Subsection B is a "new" requirement:

Does the updated plan identify the completed, deleted or deferred mitigation actions as a benchmark for progress, and if activities are unchanged (*i.e.*, deferred), does the updated plan describe why no changes occurred?

NOTE: This requirement applies to each "participating" jurisdiction separate from the county's discussion.

How to Address Requirements 16 & 17 §201.6(c)(3)(iii)D and §201.6(c)(3)(iv)B

The status of each mitigation measure should be discussed in the updated plan:

- **Mitigation actions that were successfully completed**
- **Explanations for deleting mitigation actions**
- **Reasons why mitigation actions were delayed beyond the time indicated in the adopted plan (e.g., lack of funding, change in priorities, lack of local support, etc.,)**
- **A modified list of prioritized mitigation actions including any new actions added during the plan update**

19. Incorporation into Existing Planning Mechanism

Requirement §201.6(c)(4)(ii):

Subsection C is a "new" requirement:

Does the updated plan explain how the local government incorporated the mitigation strategy and other information contained in the plan (*e.g.*, risk assessment) into other planning mechanisms, when appropriate?

•How to Address Requirement 19 §201.6(c)(4)(ii)C

- **Evaluate each goal and determine whether they remain valid and effective or need amending**
- **If mitigation actions were implemented through existing planning mechanisms, identify which mechanism(s) were used or discuss why existing planning mechanisms were not used (e.g., building codes, comprehensive land use plans, zoning ordinances or development codes, drainage plans, transportation plans, capital improvement plans, etc.)**
- **Describe any occasions when the impacts from hazardous events influenced development decisions made since the plan was adopted?**
- **Identify any actions taken that make participating jurisdictions more disaster resistant**

Conclusion

Hazard Mitigation Planning:

- **Can make your jurisdiction more disaster resistant**
- **Can save lives and money by preventing or reducing damage from hazardous events**
- **Keeps jurisdictions eligible for grant funds to implement mitigation actions**

(NOTE: Jurisdictions with an expired plan can't apply for certain mitigation grants, but can re-apply once the updated hazard mitigation plan is approved and adopted)

Part 4

Useful

Information

Pre-Adoption Suggestions

- **Submit the updated plan at least 90 days before the FEMA plan approval expires**
- **Include an annotated version of the FEMA Crosswalk (July 2008) with the submittal to Ohio EMA**

Sources for Disaster Information

FEMA Disaster Declarations

http://www.fema.gov/news/disaster_totals_annual.fema

National Climatic Data Center

Contains past event information for each county in the US for a variety of hazards

http://www4.ncdc.noaa.gov/cgi-win/wwcgi.dll?wwevent~storms

Spatial Hazard Events and Losses Database for the United States (SHELDUS) from the University of South Carolina

http://webra.cas.sc.edu/hvriapps/sheldus_setup/sheldus_login.aspx

FEMA Guides

- Local Multi-hazard Mitigation Planning Guidance **(July 1, 2008)**

  This guide represents FEMA's interpretation of the most recent hazard mitigation planning requirements

  http://www.fema.gov/library/viewRecord.do?id=3336

- FEMA Hazard Mitigation Planning Guides

  This website contains links to 9 guides for use in preparing hazard mitigation plans and grants

  http://www.fema.gov/plan/mitplanning/planning_resources.shtm

Handouts

- **FEMA Crosswalk (July 2008)**
- **Summary of Federal Disaster Declarations since 2004**
- **Federal Declarations by county**
- **Plan Update Evaluation Questions**

Contacts

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STATE OF OHIO
HMA QUARTERLY REPORT

Sub-grantee:	County:	Project Number:
Project Approval Date:	Project Completion Date:	Date Of Report:
Reporting Period: _____ 1st Qtr (Oct 1-Dec 31) 3rd Qtr (Apr 1-June 30) 2nd Qtr (Jan 1-Mar 30) 4th Qtr (Jul 1-Sept 30)	Funding Source: _____ HMGP (Hazard Mitigation Grant Program) FMA (Flood Mitigation Assist Program) RFC (Repetitive Flood Claims Program) SRL (Severe Repetitive Loss Program) PDM (Pre Disaster Mitigation Program)	Total Project Cost:
Percent Completion: _____% Is completion of work on schedule: Y N	Status of Costs: _____ (insert appropriate status) 1. Unchanged 2. Overrun 3. Underrun	

FEDERAL Funds Awarded:	FEDERAL Funds Expended Qtr:	Total FEDERAL Funds Expended:
STATE Funds Awarded:	STATE Funds Expended Qtr:	Total STATE Funds Expended:
LOCAL Share Committed: *	LOCAL Share Expended Qtr:	Total LOCAL Share Expended:
IN DIRECT Costs Awarded:	IN DIRECT Costs Expended Qtr:	Total IN DIRECT Costs Expended:

*Local Share Commitment =

ACQUISITION PROJECT		
Total Structures to be Acquired:	Structures Acquired This Qtr:	Total Structures Acquired To Date:
Demolitions this Qtr:	Total Demolitions To Date:	Total Not Participating:
Offers to purchase this Qtr:	Closings this Qtr:	Total Closings To Date:

Significant activities & developments that have occurred or shown progress **during the quarter** including a comparison of actual accomplishments to the work schedule objectives established in the application:

STATE OF OHIO
HMA QUARTERLY REPORT

List addresses of structures and parcels that have had an offer to purchase:

List addresses of structures and parcels that have been acquired:

List addresses of structures that have been demolished:

List addresses of structures and parcels not participating in the project:

Narrative discussing any problems, delays or adverse conditions that will impair the ability to meet the performance period identified in the Grant Agreement:

Report Submitted by: (Print Name)	
Title:	
Signature:	Date:

FINAL CLOSEOUT REPORT
VILLAGE OF XXXXX
(XXXXX COUNTY)
FEMA-DR-XXXX.XX-OH
1/21/2011

DRAFT DRAFT DRAFT DRAFT

Disaster #	Award	Advanced	Expended	= Adv - Exp	Revised Award	Need to Change
HMGP Federal - Grant #				0.00		**0.00**
HMGP State-Grant #				0.00		**0.00**
Sub-Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Local Share				0.00		0.00
In-direct Managment Costs - Grant #				0.00		**0.00**
Sub-Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Minus In-direct Management Costs		0.00	
	Project Cost	**0.00**	
	Federal Share	#DIV/0!	#DIV/0!
	State Share	#DIV/0!	#DIV/0!
	Local Share	#DIV/0!	#DIV/0!

FINAL CLOSEOUT REPORT
VILLAGE OF XXXXX
(XXXXX COUNTY)
FEMA-DR-XXXX.XX-OH
1/21/2011

HAZARD MITIGATION GRANT PROGRAM
STATE OF OHIO
MONITORING REPORT

"COMMUNITY"

FEMA-DR-0000-OH

Project Number 0000.0000

Conducted on 00/00/00

PREPARED BY

"STAFF NAMES"

OHIO EMERGENCY MANAGEMENT AGENCY
MITIGATION BRANCH
2855 W. DUBLIN-GRANVILLE ROAD
COLUMBUS, OHIO 43235
614-799-3530

Complete:	_____
Incomplete:	_____

INDIVIDUAL FILE REVIEW

ACQUISITION

Homeowner Name(s):

Project Address:

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

Action	Date	Reviewer
Review Property Appraisal(s)	_____	_____

Date of Appraisal _____ Appraisal Amount $_____

Parcel Number(s) _____

Reviewed by the State Y N Date _____

Cost of Appraisal $_____

APPEAL: Y N

Date of Appeal _____

Second Appraisal Completed Y N Date _____

Appraised Amount $_____ Reviewed by the State Y N

Comments

Review Offer to Purchase Letter (Community)	_____	_____

Date of Letter _____ Amount of Offer $_____

Comments

Review Offer Acceptance/Denial Letter	_____	_____

Date of Letter _____ Accepted Denied

Comments

Action	Date	Reviewer
Review Voluntary Transaction Agreement	_____	_____

Date of Agreement _____

Signed by Property Owner and Local Official Y N

Comments

Review Duplication of Benefit documents	_____	_____

Benefits Received $_____

Receipts Provided Y N Amount Verified $_____

Amount Deducted from Offer $_____

Other Deductions from Offer $_____

Comments

Review Hazardous Materials Form (Business/Industry only)	_____	_____

Signed Y N Date _____

Is there an identified impact? Y N

Comments

Review Warranty Deed	_____	_____

Date Deed Recorded _____

Reviewed Deed Restrictions Y N

Deed Restrictions Language Complete Y N

Comments

Action	Date	Reviewer
Review Closing Documents	_____	_____

Date of Closing _____

Amount of Purchase $_____

Amount of Closing Costs $_____

Amount of Legal Fees (if separate) $_____

Amount of Title Search (if separate) $_____

Amount to Seller after deductions $_____

Comments

Review demolition or removal of structures	_____	_____

Structure Demolished Y N

Expected date of Demolition if NO _____

Cost of Demolition/Removal $_____

Comments

Review Uniform Relocation Act	_____	_____

Rental Property Y N (If No, do not continue)

Name of Renter _____

Amount of URA Benefit $_____

Formula Calculation

Comments

INDIVIDUAL FILE REVIEW

Complete: _____

Incomplete: _____

ELEVATION

Homeowner Name(s):

Address:

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

Action		Date	Reviewer
Review Property Appraisal		_____	_____
Date of Appraisal	_____	Appraisal Amount	$_____
Parcel Number	_____		
Reviewed by the State	Y N	Date	_____
Cost of Appraisal	$_____		
Comments			
Review Contract/Elevation Documents		_____	_____
Date of Offer/Contract	_____	Date Owner Responded	_____
Did Owner Appeal?	Yes No	Date of Appeal	_____
Date of Elevation	_____		
Cost of Elevation	$_____	Date of Payment	_____
Cost of Elevation is less than appraised value		Y N	
If NO, amount greater than appraisal		$_____	
Review Elevation Certificate	Y N	Date	_____
Elevation of Structure	_____		
BFE	_____		
Comments			

Action	Date	Reviewer

Review Relocation Costs _____ _____

Dates out of residence _____ to _____ No./Days _____

Housing Cost $_____ Food Cost $_____

Other Expenses $_____

Identify

Comments

Review Duplication of Benefits _____ _____

Funds from other Asst. Programs for Elevation Y N (If NO, do not continue)

Identify Program(s) _____ Amount $_____

_____ $_____

Comments

Complete:	_____
Incomplete:	_____

INDIVIDUAL FILE REVIEW

OTHER RETROFITTING

Homeowner Name(s):

Address:

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

Action	**Date**	**Reviewer**
Review Contracts/Specifications	_____	_____

Describe Action Floodproofing Elevation/Utilities Other

Date of Offer/Contract _____

Date Owner Responded _____

Did Owner Appeal? Yes No Date of Appeal _____

Cost of Action $_____ Date of Payment _____

Date Started _____ Date Completed _____

Relocation Costs Y N Amount $_____

Comments

Complete:	_____
Incomplete:	_____

INDIVIDUAL FILE REVIEW

STRUCTURAL RELOCATION

Homeowner Name(s):

Address:

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

Action		Date	Reviewer
Review Property Appraisal		_____	_____
Date of Appraisal	_____	Appraisal Amount	$_____
Parcel Number	_____		
Reviewed by State	Y N	Date	_____
Cost of Appraisal	$_____		
Comments			
Review Contract/Specifications		_____	_____
Date of Relocation	_____ to _____		
Cost of Relocation	$_____		
Relocated to same property	Y N		
New Address	_____		
Relocated outside of the floodplain	Y N		
Comments			

STATE OF OHIO
Property Information Sheet
Hazard Mitigation Grant Program (HMGP)

PROJECT AND PROPERTY INFORMATION

Community Name:	Project number:	Record Number:
Property Owner Name:	Subgrantee:	
Address:	Community Tax_ID_No:	
City: / Zip Code:	County:	
Legal Description **(Include Parcel Number)**:		
Latitude: Provided / Longitude: Provided	Flood Source:	

MITIGATION ACTION:
- ☐ Buy Structure Land
- ☐ Buy Vacant only
- ☐ Move Structure Buy Land
- ☐ Buy Structure Only
- ☐ Elevate
- ☐ Flood proof
- ☐ Easement
- ☐ Renter Relocation Assistance

Select Funding Programs

☒ HMGP ☐ ICC ☐ CDBG ☐ EDA ☐ FMA ☐ Other

STRUCTURE INFORMATION

Base Flood Elev.

After Property Use
- ☐ Park
- ☐ Recreation
- ☐ Wetland
- ☐ Vacant Land
- ☐ Single Family
- ☐ Commercial
- ☐ Multifamily
- ☐ Industrial
- ☐ Agricultural
- ☐ Public/Church /School

Building Type
- ☐ Steel
- ☐ Site constr no masonry
- ☐ Site constr prt masonry
- ☐ Masonry
- ☐ Manufactured home
- ☐ Mobile home
- ☐ Wood
- ☐ Other

Foundation Type:
- ☐ Basement (B)
- ☐ Crawl Space ©
- ☐ Slab (S)
- ☐ Combo B/S/C
- ☐ Combo B/C
- ☐ Combo B/S
- ☐ Combo C/S
- ☐ Drvn piers/Posts
- ☐ Poured Piers
- ☐ Other

Year built

Square feet:

Floodway- Y N

Lot size

Elevation Type:
- ☐ Piers/Posts
- ☐ Fill on Grd
- ☐ Piers w/encl
- ☐ Fill Bsmnt
- ☐ Enclosed Foundation

Foundation Material
- ☐ Poured concrete
- ☐ Masonry Block/Brick
- ☐ Masonry Rubble/Roc
- ☐ Wood
- ☐ Steel
- ☐ No Foundation
- ☐ Other

Flood Zone

☐ A1-30, AE	☐ V1-30, VE	
☐ A-99	☐ M	☐ A
☐ AO	☐ B,X	☐ B
☐ P	☐ AH	☐ C,X
☐ C	☐ V	☐ AR
☐ X	☐ D	☐ VO

DUPLICATION OF BENEFITS INFORMATION

Duplication of Benefits		Subgrantee to complete Financial Information at Closing	
FEMA Disaster Housing/Minimal Repair	$	Duplication of Benefits sub-total:	$
IFG Real Property	$	Eligible Receipts:	$
IFG Mitigation	$	Total DOB minus receipts:	$
Insurance payment/home repair:	$	Purchase price/Fair Market Value	$
Other home repair funds:	$	Minus all deductions	$
=DOB SUBTOTAL	$	Total purchase price	

Comments:
Date of Offer:
Date of Acceptance:
Closing Date:

STATE OF OHIO
Mitigation Grant Program
REQUEST FOR PAYMENT

Section One: Subgrantee Information

Submit to:	**Name and Address of Subgrantee:**
Ohio Emergency Management Agency Mitigation Branch 2855 W. Dublin Granville Road Columbus, Ohio 43235	Flood County Commissioners 111 Water Street Flood City, Ohio 44444

Contact Person and Phone	**Subgrantee Federal Tax ID No:**	**Amount Requested:**
Joe Smith 614-555-5555	34-1111111	$86,915.00

Grant ID No:	**Project Name:**	**Request No:**
FEMA-DR-1805-OH CFDA 97.039	**Flood County Main St. Acquisition Project**	**1**

Program Type >> HMGP FMA PDM
(Circle one) SRL RFC

Section Two: Itemization of Expenditures

Fund Type	Total Award	Activity	Amount of this draw	Total Draw to Date	Award Balance Remaining
Project Funds (Federal)	200,000.00	Appraisals, Acquisition,	$86,600.00	$86,600.00	$113,400.00
		Closing Costs, Proj. Mgmt			
In-Direct Mgmt Costs-(Federal)	2,500.00	Copier Supplies, Postage	$315.00	$315.00	$2,185.00

Total of this Draw: $ 86,915.00

Local Match to Date: $26,000.00
Local Match Required: $66,667.00

Section Three: Certification

I certify that this request for payment has been drawn in accordance with the terms and conditions of the grant agreement cited above and that the amount drawn is proper for payment to the drawer. I also certify the data reported above is correct and the amount of the Request for Payment is not in excess of current needs.

Date:	**Signature:**	**Title:**
Date:	**Countersignature:**	**Title:**

FOR STATE USE ONLY BELOW

Received by: _____ Date: _____

Most recent QPR report received? Y N Date of Report: _____

INSTRUCTIONS FOR COMPLETING
THE REQUEST FOR PAYMENT FORM

This form will be used to request an advance or reimbursement of funds from the Ohio Emergency Management Agency (EMA) Mitigation Branch for all FEMA Hazard Mitigation Assistance (HMA) grant programs. Requests for an advance must be made no less than 40 days before funds are needed for payment.

Section One: Subgrantee Information

Name and Address of Subgrantee:	Self-explanatory.
Contact Person and Phone:	Enter name of person to be contacted with any questions related to the the payment request.
Subgrantee Federal Tax ID Number:	Enter the community tax identification #.
Amount Requested:	Enter the total amount of funds requested (should equal "Total of this Draw" block below.
Grant Identification Number:	Enter the project identification information. (i.e.: FEMA-DR-1805.2R-OH.)
Project Name:	Enter descriptive name (i.e., Clinton Buyout)
Request Number:	Enter the number of the request being made. (i.e.: for the third payment request being made - enter the number 3)
Program Type:	The program under which funds are available.

Section Two: Itemization of Expenditures

Fund Type:	These are the categories of funding that have been awarded to the sub grantee.
Total Award:	Award amount for each funding source award for the project.
Activity:	Enter the budget item(s) the funds are being requested for (i.e.: appraisal, acquisition, etc.)
Amount of this Draw:	Enter the total amount of funds requested for each fund type.
Total draw to date:	Enter the amount of funds requested for each fund type to date, ***including*** the amount of this draw that has been requested.
Balance Remaining:	Enter the balance of funds.
Total of this Draw:	Enter the total funds being requested.
Local Share to Date:	Enter the total amount of the local share expended for the project to date.

Section Three: Certification

Date:	Self explanatory
Signature:	Project Manager signature
Countersignature:	Signature of person with financial responsibility for funds.

FEMA-1805-DR-OH

Mitigation Action Plan

Declared October 24, 2008 for Ashland, Brown, Butler, Carroll, Champaign, Clark, Clermont, Clinton, Coshocton, Delaware, Fairfield, Franklin, Greene, Guernsey, Hamilton, Harrison, Highland, Hocking, Holmes, Knox, Licking, Madison, Miami, Montgomery, Morrow, Perry, Pickaway, Preble, Shelby, Summit, Tuscarawas, Union, and Warren Counties in the State of Ohio.

FEMA

Ohio Emergency Management Agency

Mitigation Action Plan
OBJECTIVES AND PRIORITIES
FEMA-1805-DR-OH
Declared October 24, 2008

Background of Storm Event

On September 14, remnants of Hurricane Ike moved through Ohio with hurricane force winds, causing widespread downing of trees and power lines throughout all 88 counties in the state. The high wind event was caused by a combination of the remnants of Hurricane Ike interacting with a cold front moving through the region. The low pressure system which was the remnants of Ike actually increased in intensity as it interacted with the front. This unusual increase in intensity and fast forward motion of the system produced category one hurricane force winds with wind gusts in the range of 75 mph across Ohio. As of early afternoon that day, more than 1.9 million customers throughout Ohio were without power. There were seven fatalities as the result of the storm, five were killed by falling trees and debris, one electrocution, and one drowning due to a boat capsizing.

On October 14, 2008, Governor Ted Strickland requested a Federal Major Disaster Declaration for 33 affected counties within the State of Ohio. On October 24, 2008, President George W. Bush designated the following counties eligible for Public Assistance (PA) and statewide eligibility for the Hazard Mitigation Grant Program (HMGP) under FEMA-1805-DR-OH: Ashland, Brown, Butler, Carroll, Champaign, Clark, Clermont, Clinton, Coshocton, Delaware, Fairfield, Franklin, Greene, Guernsey, Hamilton, Harrison, Highland, Hocking, Holmes, Knox, Licking, Madison, Miami, Montgomery, Morrow, Perry, Pickaway, Preble, Shelby, Summit, Tuscarawas, Union and Warren (See Attachment A).

Mitigation Objectives and Priorities

The objective of mitigation is to reduce future disaster losses through acquisition and relocation of hazard-prone structures, structural retrofitting, mitigation education of community officials and residents, wise land use and development practices, prudent use of resources and funding, and encouragement of National Flood Insurance Program (NFIP) implementation and compliance, among other measures. Mitigation measures can also be implemented on public facilities through the use of Section 406 mitigation under the Public Assistance program.

This Hazard Mitigation Action Plan lists specific objectives and priorities that are divided into three categories: Hazard Mitigation Grant Program; Promotion of Local Mitigation Planning; and Outreach/Best Practices.

Hazard Mitigation Grant Program

Ohio's priority for the HMGP is two-fold. First, the State would like to fund several projects that were not selected for funding during the Fiscal Year 2008 grant cycle under the Pre-Disaster Mitigation (PDM) Program and a prior HMGP disaster (DR-1720). These projects involve mitigation activities to reduce future flood damages such as acquisition and removal of flood prone structures from the floodplain. Supporting mitigation planning efforts and removing flood prone structures from floodplains is consistent with priorities in the State of Ohio Hazard Mitigation Plan. Additionally, selecting these projects benefits the 1805-DR-OH HMGP in that the projects are already developed which will allow for quicker implementation of the program. The second State priority for the HMGP is to utilize the 7% planning funds for applications from counties with approved Hazard Mitigation Plans that are approaching the five year deadline for plan expiration. In accordance with 44 CFR 201.3(d)(2) local Hazard Mitigation Plans must be updated within 5 years from the plan's approval.

Ultimately, the State of Ohio Hazard Mitigation Team (SHMT) will determine priorities for the 1805-DR-OH HMGP funding utilizing the previously ranked 2008 PDM-C and remaining 1720 projects to maximize the available funding for this disaster. The state does not plan on expediting the HMGP application process. All HMGP applications must be submitted to FEMA within 12 months of the disaster declaration.

Action	Lead Agency	Date Due
Brief the State of Ohio Hazard Mitigation Team on the proposed HMGP strategy and seek approval of the proposed priorities.	Ohio EMA	Tentatively scheduled for 12/9/2008 or through email
State mitigation staff will update the State Administrative Plan for 1805-DR-OH in accordance with new FEMA management cost rules.	Ohio EMA	1/31/2009
Prioritize and select projects that meet the goals and requirements of the HMGP for non-funded Fiscal Year 2008 PDM and DR-1720 projects.	Ohio EMA	4/24/2009
Solicit planning applications from local communities to update approved local hazard mitigation plans.	Ohio EMA	4/24/2009
Provide technical assistance on HMGP applications throughout the grant application cycle.	FEMA/ Ohio EMA	10/24/2009

Promotion of Local Hazard Mitigation Planning

The State Standard Hazard Mitigation Plan was approved on May 16, 2008. The State is eligible to receive HMGP funds based on 15 percent of the total estimated eligible Stafford Act disaster assistance. The Governor has requested that the HMGP be made available statewide. An approved Local Mitigation Plan (LMP) is required to receive HMGP project grant funds. In the State of Ohio, 84 of 88 counties have approved LMPs and the remaining 4 either meet requirements and are pending adoption or are in development.

In accordance with 44 CFR 201.3(d)(2) local Hazard Mitigation Plans must be updated within 5 years from the plan's approval. Due to the significant number of Plans approved in the State of Ohio, the planning initiatives are focused on the update rather than the development of plans. Ohio has up to 45 county and 9 local plans expiring by 2011 (see attachment B). Therefore, a major objective for DR-1805-OH is an outreach component focusing on plan update workshops.

Action	Lead Agency	Date Due
Analyze and prioritize the necessity of updates to LMPs in counties with plans expiring within the next two years	FEMA/ Ohio EMA	11/1/2008
Develop mitigation materials for planning update workshops	FEMA/ Ohio EMA	11/14/2008
Contact Local and County officials about interest and scheduling of planning workshops	FEMA/ Ohio EMA	11/14/2008
Test run planning workshop with a plan that is expiring by the end of 2009	FEMA/ Ohio EMA	Week of 11/17/2008 depending on scheduling
Conduct planning update workshops throughout the State of Ohio	Ohio EMA	3/09 – 4/09
Provide local applicants information on funding sources for plan updates	FEMA/ Ohio EMA	Ongoing
Provide technical assistance to state and local governments during the update process	FEMA/ Ohio EMA	Ongoing

Outreach

When disasters occur, local officials and citizens have heightened awareness of the need to protect people and property from devastating losses. By highlighting how mitigation can provide additional protection against future risk and losses, individual citizens, businesses, and government leaders may be inspired to take positive action. Effective outreach will be completed for 1805-OH by supporting the External Affairs program, when necessary, and developing handouts that specialize on effective mitigation techniques related to windstorms.

Section 404 of the Stafford Act provides funding for projects that reduce or eliminate damage from future hazard events. Pre-planning is critical to the success of projects that utilize 404 funds. Outreach material has not been developed in Region V that promotes effective mitigation techniques for windstorm only events. FEMA Region V and Ohio would like to develop an outreach strategy to promote the use of Section 404 mitigation funding for eligible mitigation projects for windstorm events.

Action	Lead Agency	Date Due
Develop outreach strategy to promote the use of Section 404 mitigation funds in future events for mitigation activities.	FEMA	11/21/2008
Coordinate mitigation activities and respond to any mitigation inquiries with External Affairs program	FEMA	ongoing

National Flood Insurance Program (NFIP) Coordination

The FEMA Floodplain Management and Insurance Branch (FM&I) and the Ohio Department of Natural Resources (ODNR) coordinated to determine the appropriate level of NFIP field-driven tasks. Given that this is a wind event only any follow-up needed will be directed from the respective Federal and State offices. FM&I and ODNR will support disaster activities through existing networks with no staff deployment at the Joint Field Office or participation in the Mitigation Action Plan. However, in an effort to ensure all communities are aware of the NFIP program and its benefits, invitation letters will be sent out to sanctioned communities inviting them to join the NFIP.

Mitigation Action Plan Team Members

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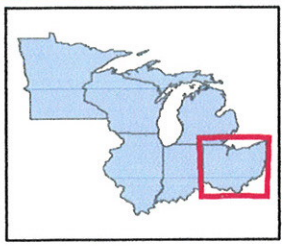
Nancy Dragani
State Coordinating Officer

FEMA-1805-DR, OHIO
Declared: October 24, 2008 - Public Assistance Only



DR_1805_PA

No Designation

FEMA

Department of Homeland Security
Federal Emergency Management Agency
R5 RRCC Geospatial Intellengence Unit
Author:fjc
Date: October 24, 2008
File:Ohio_DR_1805_map.mxd

Ohio Plans Expiring in 2009

Licking County 5/19/2009
Licking County-Unincorporated areas
All Participating Local Governments

Clermont County
New Richmond, Village of - 3/8/2009

Greene County
Xenia, City of – 10/25/2009

Sandusky County 10/19/2009
Sandusky County- Unincorporated Areas
All Participating Local Governments

Ohio Plans Expiring in 2010

Butler County 6/12/2010
Butler County-Unincorporated areas
All Participating Local Governments

Coshocton County 3/1/2010
Coshocton County-Unincorporated areas
All Participating Local Governments

Clermont County
Milford, City of – 11/21/2010
Monroe, Township of – 12/13/2010

Hamilton County 11/21/2010
Fairfax, Village of

Fulton County
Archbold, Village of – 11/29/2005
Fayette, Village of – 11/29/2005
Lyons, Village of – 11/29/2005
Metamora, Village of – 11/29/2005
Swanton, Village of – 11/29/2005
Wauseon, City of – 11/29/2005

Geauga County 12/22/2010
Chardon, City of – 12/22/2010
South Russell, Village of – 12/22/2010
Middlefield, Village of – 12/22/2010
Burton, Village of – 12/22/2010
Aquilla, Village of – 12/22/2010

Henry County 10/31/2010
Henry County-Unincorporated areas
All Participating Local Governments

Hocking County 8/30/2010
Henry County-Unincorporated areas
All Participating Local Governments

Jackson County 8/09/2010
Henry County-Unincorporated areas
All Participating Local Governments

Logan County 8/18/2010
Henry County-Unincorporated areas
All Participating Local Governments

Lucas County 5/03/2010
Henry County-Unincorporated areas
All Participating Local Governments

Muskigum County 2/22/2010
Muskigum County-Unincorporated areas
All Participating Local Governments

Trumbull County 11/29/2010
Trumbull County-Unincorporated areas
All Participating Local Governments

Tuscarawas County 9/7/2010
Tuscarawas County-Unincorporated areas
All Participating Local Governments

Wood County 11/21/2010
Wood County-Unincorporated areas
All Participating Local Governments

Ohio Plans Expiring in 2011

Athens County 11/7/2011
Amesville, Village of – 2/21/2011
Trimble, Village of – 11/7/2011
Athens County-Unincorporated areas
All Participating Local Governments

Champaign County 6/12/2011
Champaign County-Unincorporated areas
All Participating Local Governments

Clark County 6/23/2011
Clark County-Unincorporated areas
All Participating Local Governments

Clermont County 1/19/2011
Clermont County-Unincorporated areas
All Participating Local Governments

Crawford County 6/23/2011
Crawford County-Unincorporated areas
All Participating Local Governments

Darke County 2/13/2011
Darke County-Unincorporated areas
All Participating Local Governments

Defiance County 4/13/2011
Defiance County-Unincorporated areas
All Participating Local Governments

Fairfield County 11/7/2011
Fairfield County-Unincorporated areas
All Participating Local Governments

Fulton County 1/19/2011
Fulton County-Unincorporated areas

Gallia County 1/19/2011
Gallia County-Unincorporated areas
All Participating Local Governments

Geauga County 3/22/2011
Geauga County-Unincorporated areas

Guernsey County 7/27/2011
Guernsey County-Unincorporated areas
All Participating Local Governments

Hamilton County
Delhi, Township of - 2/13/2011

Hardin County 5/16/2011
Hardin County-Unincorporated areas
All Participating Local Governments

Huron County 2/15/2011
Huron County-Unincorporated areas
All Participating Local Governments

Madison County 6/23/2011
Madison County-Unincorporated areas
All Participating Local Governments

Mahoning County 12/12/2011
Mahoning County-Unincorporated areas
All Participating
Local Governments - 3/1/2011

Marion County 12/29/2011
Marion County-Unincorporated areas
All Participating Local Governments

Medina County 8/25/2011
Medina County-Unincorporated areas
All Participating Local Governments

Meigs County 5/30/2011
Meigs County-Unincorporated areas
All Participating Local Governments

Mercer County 12/29/2011
Mercer County-Unincorporated areas
All Participating Local Government

Miami County 7/27/2011
Miami County-Unincorporated areas
All Participating Local Governments

Monroe County 3/28/2011
Monroe County-Unincorporated areas
All Participating Local Governments

Morrow County 1/6/2011
Morrow County-Unincorporated areas
All Participating Local Governments

Ottawa County 2/13/2011
Ottawa County-Unincorporated areas
All Participating Local Governments

Perry County
Crooksville, Village of – 12/12/2011

Pickaway County 6/16/2011
Pickaway County-Unincorporated areas
All Participating Local Governments

Preble County 2/8/2011
Preble County-Unincorporated areas
All Participating Local Governments

Ross County 2/21/2011
Ross County-Unincorporated areas

Shelby County 12/12/2011
Shelby County-Unincorporated areas
All Participating Local Governments

Stark County 6/23/2011
Stark County-Unincorporated areas
All Participating
Local Governments – 11/16/2011

Williams County 1/6/2011
Williams County-Unincorporated areas
All Participating Local Governments

Wood County
Haskins, Village of – 2/8/2011
Milton Center, Village of – 2/8/2011