**Oregon Office of Emergency Management**

**HAZARD MITIGATION GRANT PROGRAM (HMGP)**

**PROJECT APPLICATION - DR #4258**

**FEMA-4258-DR-OREGON**

**Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides**

****

|  |
| --- |
| **Applicant Name:** **Project Title:** **Estimated Project Cost Total:** **COMPLETE APPLICATIONS MUST BE RECEIVED BY OEM MITIGATION NO LATER THAN 5 P.M. ON DECEMBER 30, 2016.** |

**Hazard Mitigation Grant Program**

The Hazard Mitigation Grant Program (HMGP) was created in November 1988, by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The HMGP assists States, Tribes, and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.

During the recovery phase of a disaster, local jurisdictions select projects that could reduce property damage from future disasters, and submit grant applications to the State. Indian Tribes and certain nonprofit organizations may also apply; and local governments may apply for assistance to benefit individual property owners and businesses.

The States administer the HMGP by establishing their mitigation priorities, facilitating the development of applications, and submitting applications to FEMA based on State criteria and available funding. The State also manages the project, monitors progress, and evaluates the effectiveness of projects implemented.

FEMA conducts a final eligibility review to ensure compliance with Federal regulations. HMGP projects must comply with Federal environmental laws and regulations, be cost-effective, and be technically feasible.

Federal law requires States and local jurisdictions to have a mitigation plan prior to receipt of HMGP funds. The plan identifies hazards, assesses community needs, and describes a communitywide strategy for reducing risks associated with natural disasters.

**Before you begin your application…**

All components of this application will be found on the OEM website and downloaded as needed once the redesign of the public web page is complete. The key components are:

* Project Application
* BCA/Property Site Inventory Worksheets for specific projects
* Attachment Index Template
* Required documents/forms depending on project type (i.e. acquisition or elevation)

**Please ensure that you include all necessary pieces for a complete application package. Pay special attention to the required documents for your chosen project.**

**The *Oregon State Hazard Mitigation Administrative Plan*** describes how the state administers FEMA-funded mitigation grants. This plan includes information on applicant, state and federal responsibilities throughout the application and grant award processes. Contact Angie Lane, State Hazard Mitigation Officer, angie.lane@state.or.us, if you would like a copy. The following describes how projects will be selected.

* Hazard mitigation documents from previous disasters should be reviewed to

identify projects for possible HMGP funding.

* Projects may be identified from other sources, but in all cases must support

Section 201.4/.5 and 201.6 plans in effect for the disaster area in question.

* At the request of the sub-applicant/Subrecipient, technical assistance (for

example, to discuss potential project alternatives and strategies) can be

provided by the State and/or FEMA. Neither the State nor FEMA can provide

comprehensive engineering analysis or review; however, engineering costs

can be an eligible project expense (as part of an overall HMGP project) when

approved by the State and FEMA in advance. Assistance with benefit-cost

analysis (BCA) can also be provided during the application phase by the State

to help evaluate whether or not a project meets the FEMA BCA criteria. Subapplicants

can choose to develop and submit their own project “full” BCA

results at their expense, or hire a contractor (which is considered a pre-award cost). Technical assistance can be requested during project development or in the project application (early in the HMGP process) or in quarterly progress reports once a project is approved and funded.

* Communities that have FEMA-approved, *current* 44 CFR Section §201.6

natural hazards mitigation plans will have ‘top’ priority status and projects

identified in these communities can generally be selected and approved

quickly if they meet the benefit-cost requirements and have minimal

environmental issues.

* For homes destroyed or damaged by landslides, private

property acquisitions (with subsequent restoration to open space) will be

considered early in the HMGP application process.

* For flood losses, homeowners that sustain substantially damaged homes (whether NFIP-insured or not) present high priority mitigation opportunities as well in any

presidentially-disaster or in any wet winter in Oregon. For this disaster, DR-

4258, HMGP funding is specifically targeted to 201.6 plan-eligible counties

(and cities therein to include Special Districts and consumer-owned utilities)

where their HMGP allocation (pending the identification and submission of

eligible projects) is initially determined based on 20% (state enhanced

mitigation plan) of the PA costs incurred in their respective county.

 Local natural hazards mitigation plans are required by FEMA for all

mitigation projects submitted for FEMA’s consideration. There will generally

be no exceptions in regard to this requirement unless the FEMA Regional

Administrator gives special consideration to the community in question.

Having a previously FEMA-approved mitigation that has expired is no

different than not having a FEMA-approved mitigation plan whatsoever.

* Eligible projects should:

1) be in conformance with the [*State Natural Hazards Mitigation Plan.*](http://www.oregon.gov/LCD/HAZ/Pages/nhmp.aspx)

2) have a beneficial impact upon the designated disaster area, whether or not

 located in the disaster area;

3) be in conformance with 44 CFR part 9, Floodplain Management and

 Protection of Wetlands (E.O. 11988), and 44 CFR part 10, Environmental

 Considerations (E.O. 11990);

4) solve a problem independently or constitute a functional portion of a

solution where there is assurance that the project as a whole will be completed. **Projects that merely identify or analyze hazards or problems are not eligible;** and

5) be cost effective and substantially reduce the risk of future damage,

 hardship, loss, or suffering resulting from a major disaster. The subapplicant

 must demonstrate this by documenting that the project:

a) addresses a problem that has been repetitive, or a problem that poses

a significant risk to public health and safety 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 present value basis;

c) has been determined to be the most practical, effective, and

environmentally sound alternative after consideration of a range of

options;

d) contributes, to the extent practical, to a long-term solution to the

problem it is intended to address; and

e) considers long-term changes to the areas and entities it protects, and

has manageable future maintenance and modification requirements.

Additionally, eligible projects shall conform with the following State criteria:

1) be based on a hazard vulnerability analysis of the geographic area in

question;

2) not encourage development in hazardous areas without appropriate

safeguards;

3) meet applicable permit requirements;

4) whenever possible, be designed to accomplish multiple objectives

including damage reduction, environmental preservation and/or

enhancement, and economic development or recovery; and

5) whenever possible, utilize existing agencies, resources, or programs to implement the project.

**Review the** [***Hazard Mitigation Assistance Guidance***](http://www.fema.gov/media-library-data/1424983165449-38f5dfc69c0bd4ea8a161e8bb7b79553/HMA_Guidance_022715_508.pdf)*,* (Feb. 27, 2015) for more information on eligible activities and project costs, and guidance for specific project types.

**Application Submittal Guidelines – Read Carefully!**

This application has been set up as a form. Each shaded box will expand to accommodate your answers which will appear in a different font color. All other parts of the application are locked. You will not be able to insert documents within the application.

1. **Please complete all elements of the application and answer all questions**.
	1. Enter “NA” when not applicable.
	2. Avoid “See Attachment” responses in lieu of a solid narrative in the application (for all parts of this application). Provide a narrative and then refer the reviewer to the specific attachment for additional information.
	3. When referring to an attachment with several pages, direct the reviewer to the specific page number(s) or section(s).
2. **List all attachments on the Attachment Index page**.
	1. Use a clear, concise name for the attachment.
3. **Provide the complete application package to OEM as follows**:
	1. **PUT ON CD** including all attachments printed **single sided – no back to back pages – main application in color, please.** Attachments can be black & white.
		* Do not insert the attachments within the application itself. Keep all attachments separate from the application itself. Identify them clearly in the body of the application and on the Attachment Index sheet.
		* Do not rearrange the order of the application.
		* Application, Benefit Cost Analysis and worksheets in **WORD format**. Attachments can be in PDF or Word format.
		* Each document must be clearly identified. Grouping in appropriately named file folders is also helpful. Your goal is to name files and folders in such a way that reviewers can scan through quickly and choose which document they need to review without having to open each document to determine what it is.

**If you have any questions please contact the State Hazard Mitigation Office:**

Angie Lane, State Hazard Mitigation Officer 503-378-4660 angie.lane@state.or.us

**Attachment Index**

Use the following template to list any supporting documentation that is **included on the CD**. Please clearly and concisely label each attachment, on this form which corresponds with file name on CD.In the first column list which section and item (from the HMGP application) the attachment refers to.*Example: Section 2, Item 1.* **If any required documentation is not included on the CD, the application will be considered incomplete and *will not* be considered for possible funding.**

|  |  |
| --- | --- |
| **Section # & Item** | **Attached Document Name** |
|  **1** |       |       |
|  **2** |       |       |
|  **3** |       |       |
|  **4** |       |       |
|  **5** |       |       |
|  **6** |       |       |
|  **7** |       |       |
|  **8** |       |       |
|  **9** |       |       |
|  **10** |       |       |
|  **11** |       |       |
|  **13** |       |       |
|  **14** |       |       |
|  **15** |       |       |
| **16** |       |       |
|  **17** |       |       |
|  **18** |       |       |
|  **19** |       |       |
|  **20** |       |       |
|  **21** |       |       |
|  **22** |       |       |
|  **23** |       |       |
|  **24** |       |       |
|  **25** |       |       |
|  **26** |       |       |
|  **27** |       |       |
|  **28** |       |       |
|  **29** |       |       |
|  **30** |       |       |
|  **31** |       |       |
|  **32** |       |       |
|  **33** |       |       |
|  **34** |       |       |
|  **35** |       |       |
|  **36** |       |       |
| **37** |       |       |
|  **38** |       |       |
|  **39** |       |       |
|  **40** |       |       |

For additional attachments add a supplemental attachment index and record it as “Supplemental Attachment Index” in #40. Fill out accordingly and include with completed application and attachments **on CD.**

**SECTION 1 Application Summary**

**1.1 Applicant Information**

1. Name of Applicant Organization/Agency:

2. County:  3. Congressional District:  4. Legislative District

5. Federal Tax ID #  6. DUNS # 7**.** County ID #

8. Is the agency registered in [SAM](https://www.sam.gov/portal/SAM/)? [ ]  Yes [ ]  No

9. Type of Organization/Agency:

[ ]  State Government [ ]  Local Government [ ]  Special District [ ]  Indian Tribe

 [ ]  Registered Private Nonprofit providing essential government-like services.

 (Please include a copy of the Articles of Incorporation)

10. Primary Contact Name for this Application *(The individual directly involved in*

 *overseeing the grant)*:

 11. Title:

 12. Phone:  13. Fax:  14. Email:

15. Mailing Address:

16. Application prepared by:

**1.2 Mitigation Plan Information**

1. Does the jurisdiction have a current **FEMA approved** multi-hazard mitigation plan?

 [ ]  Yes [ ]  No [ ]  Pending Approval (Please explain)

1. FEMA Approval Date of Current Plan  Expiration Date
2. Is the proposed project identified in the plan? [ ]  Yes [ ]  No
3. If yes, cite where it is in the mitigation plan and what its priority is:

1. If no, how is the project linked to the plan’s goals and mitigation strategy?

4. Describe how the proposed project relates to or is consistent with the [*State’s Enhanced Mitigation Plan*](http://www.oregon.gov/LCD/HAZ/docs/2015ORNHMP/2015ORNHMPApproved/Approved_2015ORNHMP.pdf):

**1.3 National Flood Insurance Program (NFIP Compliance)**

Provide documentation from the [NFIP](https://www.floodsmart.gov/floodsmart/) State Coordinator that your community currently has **no** outstanding NFIP or CAV issues/violations and that you have a “compliant” flood ordinance approved and adopted by the of award.

1. Please provide the date of your most recent National Flood Insurance Program (NFIP) Community Assistance Visit (CAV):

2. Did your community have any CAV/NFIP issues/violations from this visit? [ ]  Yes [ ]  No

**1.5 Project Information**

1. Project Title:

2. Project Cost Estimate\*: $

3. Hazard(s) the proposed project will mitigate:

 [ ]  Flood [ ]  Wind [ ]  Earthquake [ ]  Landslide

 [ ]  Wildfire [ ]  Other

4. Type of Project:

 [ ]  Acquisition & Demolition [ ]  Elevation [ ]  Floodproofing

 [ ]  Stormwater Management [ ]  Relocation [ ]  Seismic Retrofit

 [ ]  Minor Flood Control [ ]  Climate Resilience

[ ]  Other (Please describe)

5. Check **all** item(s) the project may impact:

|  |  |  |
| --- | --- | --- |
| [ ]  Wetlands | [ ]  Water Quality | [ ]  Health & Safety |
| [ ]  Floodplain | **[ ]** Coastal Zone | [ ]  Historic Resources |
| [ ]  Public Controversy | [ ]  Fisheries | [ ]  Vegetation removal |
| [ ]  Toxic or Hazardous Substances | [ ]  Potential for Cumulative Impacts | [ ]  Threatened & Endangered Species |
| [ ]  Previously undisturbed soil | [ ]  Other  |  |

6.Is this project located in a Special Flood Hazard Area (SFHA) as defined by the NFIP?

 [ ]  Yes [ ]  No

7. Is this site covered under or connected to a Project Worksheet under the Public Assistance Repair and Restoration Program? [ ]  Yes [ ]  No

a. If yes, Project Worksheet Number(s)

b. Describe why this mitigation measure was not included as part of this project:

8. Is the proposed project part of a larger project? [ ]  Yes [ ]  No

 a. If yes, please explain:

\*Projects that cost more than one million dollars require notification to and approval from FEMA Headquarters and may require addition time for approval.

**1.6 Additional Information for Acquisition/Elevation/Relocation Projects**

Include documentation of [voluntary interest](http://www.fema.gov/media-library-data/20130726-1630-20490-9770/voluntaray_participation_form_for_acquisition_of_open_space.pdf), certification that the property owners are Nationals of the United States or qualified aliens ([FEMA Form 90-69B](http://www.fema.gov/pdf/assistance/process/00903.pdf)) and copies of the sample deed restriction ([FEMA Model Deed Restriction](https://www.fema.gov/media-library-data/20130726-1848-25045-1210/fema_model_deed_restriction.pdf)) and the [model statement of assurances for property acquisition projects](http://www.fema.gov/media-library-data/20130726-1850-25045-9661/model_statement_of_assurances_for_property_acquisition_projects.pdf). The voluntary interest form must be signed by **each** homeowner either by using individual signed statements or through a group sign-up sheet. The statement of assurances is signed by the applicant agent.

If the property or properties were substantially damaged during the event, include documentation provided to the property owner(s) from the building official for each property.

For projects including more than one property, include a list of primary and alternate properties, include the address and owner name. Alternate properties may be approved after the initial award for the primary properties should overall funding be available under the HMGP for this disaster or should any of the primary properties fall out of the project. For large projects, enter primary and alternate properties into a spreadsheet and include on application disc.

1. Will the intended use of the acquired property comply with 44 CFR Part 80, FEMA [Property Acquisition and Relocation for Open Space](http://www.fema.gov/media-library-data/20130726-1721-25045-3264/web_page_3_acq_guidance_06_20_08.pdf) and the current [*Hazard Mitigation Assistance Unified Guidance, February 27, 2015*.](https://www.fema.gov/media-library-data/1424983165449-38f5dfc69c0bd4ea8a161e8bb7b79553/HMA_Guidance_022715_508.pdf) [ ]  Yes [ ]  No

2. Upon consultation with the US Army Corps of Engineers (USACE), are any of the proposed properties under consideration for future construction or planned improvements? Please include copies of clearances or any relevant letters/emails concerning this consultation.

 [ ]  Yes [ ]  No [ ]  Unsure

3. Upon consultation with the Oregon Department of Transportation (ODOT), are any of the proposed properties under consideration for use for future, planned improvements or enhancements to the federal aid systems, or other state transportation projects? Include copies of clearances or any relevant letters/emails concerning this consultation.

 [ ]  Yes [ ]  No [ ]  Unsure

 a. If yes, the affected property will not be eligible for this grant.

4. Is pre-event market value being used to in the proposed property valuations?

 [ ]  Yes [ ]  No [ ]  Unsure

5. Was the property damaged during the event? [ ]  Yes [ ]  No [ ]  Unsure

a. If yes, provide documentation of damages and/or insurance claims.

b. If no, provide history of damages and/or insurance claims from prior events.

* 1. **Additional Elevation Project Information**

For all properties, include a copy of the elevation certificate ([FEMA Form 81-31](http://www.fema.gov/library/viewRecord.do?id=1383)) or equivalent information/data used to determine the first floor elevation, a signed copy of the [Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area](http://www.fema.gov/library/viewRecord.do?id=3592) and a statement from the appropriate building official or structural engineer that the structure appears to be capable of elevation.

* 1. **Additional Relocation Project Information**

For all properties, include a statement from the appropriate building official or structural engineer that the structure appears to be capable of relocation.

* 1. **Project Affecting Floodplains or Wetlands**

For projects affecting floodplains or wetlands, including, but not limited to acquisition or elevation projects, the Applicant must provide public notice to the community. The requirement at 44 Code of Federal Regulations Part 9.8 states that a community must provide the public with adequate information and an opportunity to comment at the earliest possible time during project/application development. Include a copy of the public notice.

**SECTION 2 Applicant Agent and Project Manager Information**

The HMGP program requires both a Primary and Alternate Applicant Agent be formally authorized.

**The Applicant Agent is the designated contact whom the jurisdiction has authorized to apply for and receive grant funding**. The Applicant Agent certifies that the applicant will fulfill all requirements of the Hazard Mitigation Grant Program. For clear and direct communication, jurisdictions may want to make this the same person who will have management responsibility if grant funding is awarded. To provide continuity and ease of grant administration, OEM would like to work with a single point of contact throughout the application, award and reimbursement processes.

A formal designation of Applicant Agent and Alternate Applicant Agent may be made using any method normally used by the jurisdiction.

A resolution or other formal method of designation, specifically naming the Applicant Agent and Alternate Applicant Agent for the Hazard Mitigation Grant Program **must** be included in this application in order for the application to be considered eligible*.*

**2.1 Applicant Agent Information:**

Name:  Title:

Telephone:  Fax:

Address:

E-mail:

Organization:

**2.2 Alternate Applicant Agent Information:**

Name:  Title:

Telephone:  Fax:

Address:

E-mail:

Organization:

**2.3 Project Manager Information :**

Name:  Title:

Telephone:  Fax:

Address:

E-mail:

Organization:

**SECTION 3 Proposed Project**

A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan.

**3.1 Proposed Project**

1. Description of Proposed Project(overview of project; include # of structures)**:**

2. Total Project Costs$

3. Benefits of the Proposed Project (from BCA Worksheet Section 10) $

4. Benefit – Cost Ratio (from BCA Worksheet Section 10)

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Level of Event** | **Type or Extent of Damages** | **Indirect Costs** |
| **Example 9/12/10** | 50 yr. flood or 4 feet above the road | $225,000 in damages to 14 homes in project area | Evacuation of 32 people |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

6**.** Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

**3.2 Alternate Project #2**

Describe an alternative project that would be the next best solution if the primary alternative is not accomplished. It could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative.

1. Scope of Work: Provide enough detail to describe the project for the evaluation panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.

2**.** Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

3. Describe any positive environmental impacts of the project.

 4. Describe how the proposed project will reduce or eliminate the hazard’s effects and risks, and the need for future state or federal disaster assistance.

5. Total Project Costs of this Alternative:  **$**

Additional Comments:

**3.3 No Action Alternative #3**

1. Explain what the effects/impacts will be if no action is taken.

2. Is there potential for degradation of already poor environmental conditions? [ ]  Yes [ ]  No

 a. If yes, describe:

Additional Comments:

**SECTION 4 SCOPE OF WORK**

The Scope of Work describes the objectives, methodology, feasibility, outcomes, timeline, milestones,

resources, deliverables, and benefits of, as well as reasons for, the proposed project. The narrative must establish the **“who, what, where, when, and how”** **of the proposed project** and the anticipated timeline. Applicants must demonstrate that the project can be completed within a three year Period of Performance (PoP).

IT IS VERY IMPORTANT TO REMEMBER that your application may be viewed by a person who doesn’t know about your community. Your goal is for that person to “see” and understand the need for, the scope of, and the value of your project to your community.

FEMA [resources](http://www.fema.gov/application-development-1) can assist in developing the Scope of Work, feasibility, and effectiveness for projects. These are guidelines only.

**4.1 Scope of Work Narrative Guidelines**

Please provide a **clear and detailed** written response about the proposed project using the *guidelines* listed below. Please include a discussion on all components and actions, the amount of materials and equipment, the dimensions of the project and any appropriate diagrams, references, supporting documentation, sketch maps, etc.

1. Describe the problem(s) to be mitigated and the current conditions. What is the intended outcome of the project? What members of the population directly or indirectly benefit from the proposed project?

1. Provide a detailed description of the projectand the specific work components to implement and construct it. How will the project be implemented and by whom? Include a description of any associated construction activities such as temporary access roads or staging yards.

1. Identify the properties to be mitigated, all properties must be identified, including additional, alternate properties that may be substituted should one or more of the properties be withdrawn for eligibility or other reasons.

1. Briefly describe the natural environment (i.e. fish, wildlife, streams, soils, plant life), the built environment (i.e. public services, utilities, land/shoreline use), and the socioeconomic environment (demographics, etc)

1. Outline the work schedule for all proposed project tasks (e.g., survey, appraisal, permitting, inspection requirements, site preparation), and significant milestones throughout the entire period of performance. (See Section 6 of this application for Project Completion Schedule Summary.)

1. Describe the feasibility and effectiveness provided by the proposed project, including engineering design parameters and copies of or references to the following:
* Proposed schematic or detailed engineering drawings, or engineering design
* Applicable building code/edition or engineering standard used (e.g., for drainage

projects this may be a state or local standard or requirement)

* Level of protection provided by the proposed project (i.e., building code/edition,

wind speed, debris impact standard)

* Any residual risk to the structure from the hazard after project implementation (i.e., adequacy of the structural systems, roof coverings, building envelope, or local load path continuity)

1. Identify any long term maintenance requirements, frequency of required maintenance, responsibility for project maintenance and a funding source for project maintenance costs.

1. Describe all other projects that are currently being implemented or expected to be implemented that will affect the proposed project.

**4.2 Scope of Work Documentation Guidelines**

Whenever possible, data that is being used to document existing conditions, or the hazard itself, must be obtained from recognized sources such as federal agencies (e.g., USGS and NOAA), state agencies, and academic organizations. The references and/or supporting documentation from qualified and credible sources (e.g., professional engineer or local government records) should be included when using local data. Any deviations from standard procedures, methods, techniques, or best practices must be thoroughly explained and documented.

**All supporting documents must be included on the project disc.**

Examples of documentation, where applicable to the project include:

* *Engineering Reports*
* *Proposed schematic or detailed engineering drawings*
* *Photographs*
* *Maps*
* *Sketches and/or drawings*
* *Flood Insurance Studies [FIS]*
* *Flood Insurance Rate Maps*
* *Hydrology & Hydraulic studies*
* *FIRMettes to document location of structure(s) in relationship to floodplain*
* *Elevation Certificates*
* *Tax records, Assessor reports*

Applicants must identify the proposed project location (enter latitude and longitude in decimal degrees) and the extent of the proposed project through a graphic and visual representation location on at least a 1:24,000 scale United States Geological Survey (USGS) topographic map, a site plan, and any relevant photographs provided with the project application.

**SECTION 5 Budget and Funding Sources**

**5.1 Estimated Total Costs for Proposed Project**

Use the budget categories below for the proposed project. All anticipated project costs should be detailed over the useful life of the project and include all pre-construction and construction tasks, including overhead, administrative expenses, permits and all ancillary costs. Reasonable project cost estimates are essential. **Do not use lump-sum costs**. Projected or increased costs due to a delayed project starting date should be built into the appropriate budget line item. **Do not include contingency costs as a separate line item**; these costs must be built into appropriate budget line items. **Do not include grant management costs (time spent preparing and submitting reimbursement requests, quarterly reports, etc.); these costs are not reimbursable.** Please include any spreadsheets or supporting project cost documentation along with the application.

**Pre-Award Costs** – Costs incurred to develop the project and application from the opening of the application period until the date of grant award are within the pre-award timeframe.

Use the budget template below for your proposed project. **Provide sufficient details for application reviewers to determine eligibility**. You **must include** additional documentation to justify these costs. If your project includes multiple structures (e.g., elevation or acquisition project) prepare separate budget pages for each structure.

|  |  |
| --- | --- |
| **TOTAL PROJECT COSTS** *(p represents pre-award cost)* | **$ ESTIMATE** |
| Land, structures, rights-of-way, appraisals, etc. |  |
| Relocation expenses and payments |  |
| Architectural fees |  |
| Engineering fees |  |
| Project inspection fees |  |
| Site work |  |
| Demolition and removal |  |
| Construction |  |
| Equipment |  |
| 1p. Administrative and legal expenses |  |
| 2p. Land, structures, rights-of-way, appraisals, etc. |  |
| 3p. Architectural fees |  |
| 4p. Engineering fees |  |
| 5p. Other architectural and engineering fees |  |
| 6p. Project inspection fees |  |

|  |  |
| --- | --- |
| **TOTAL PROJECT COSTS** | **$** |

**5.2 Cost Estimate Narrative**

1**.** If using a contractor, specify all tasks the contractor will be responsible for, the expected product/results, the estimated costs associated with each task and what the staff involvement will be for each task.

2. Include any comments or clarifications to the cost estimates in the above budget summary, including the make-up of pre-award costs (e.g, preliminary engineering, BCA development, etc.).

**5.3 Applicant Funding Source(s) – Non-Federal Match**

The state Hazard Mitigation Grant Program is a grant **reimbursement** program. Jurisdictions must have sufficient resources to assure completion of the project, including any cost overruns. **Advances of funds are not allowed, except in the case of property acquisition where funds can be advanced for the closing of properties.**

The federal share of a grant award for this project is 75 percent of the total, eligible costs. The non-federal cost share is 25 percent.

The applicant share may not include funds from other federal agencies or sources, except for those with authorizing statutes that explicitly allow the funds to be used as a cost-share for other federal grants. Other funds that you are applying for may be included if you can certify that you will be able to cover the eligible costs should the other funds be denied.

**In-Kind Contributions -** The applicant share can include in-kind contributions (i.e. donations) of time of staff and/or volunteers, equipment use or rental, donated materials, etc. Any portion of the non-federal share to be met through an in-kind contribution must identify the contribution by budget category from the previous page and estimated value of the contribution specifically identified in the table below.

If you do not identify in-kind contributions in this application, we will be unable to consider them when processing reimbursement requests following grant award.

In the table below, identify the source(s) and amount(s) of the non-federal share of the project costs. Include the amounts for the federal and state share.

|  |  |
| --- | --- |
| **SOURCE OF FUNDS**  | **$ ESTIMATE** |
| **Federal 75%** | **$** |
|  | **$** |
| **Local Hard Matching Contributions (Please identify, if applicable):** | **$** |
| **Local In Kind Contributions (Please identify, if applicable):** |  |
|  **Equipment** | **$** |
|  **Materials** | **$** |
|  **Staff Time** | **$** |
|  **Volunteer Time** | **$** |
|  **Other (Please Identify)** | **$** |
| **Total 25% Applicant Cost Share (Hard and In Kind totals)** | **$** |
|  **TOTAL ALL SOURCES** | **$** |

This application is incomplete if the local share is not specified OR if insufficient local share is identified.

**Additional Comments:**

**SECTION 6 Schedule of Work/Milestone**

**Work cannot start until funding has been obligated toward the project.**

List the major milestones in the proposed project and provide an estimated timeline for each activity, (e.g. designing, engineering, permitting, land acquisition, demolition, construction, removal of debris, etc.) not to exceed three years. If approved and funded, you will be held to the overall timelines as established in this section (number of months to complete), as this is a scored element of the application.

|  |  |  |
| --- | --- | --- |
| **MILESTONE****Description of Activity/Task** | **# Months to Complete** | **Est. Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Completion of all work must be submitted prior to DATE, 90 days before the end of the Period of Performance.

Total Time Required To Complete This Project:

Additional Comments:

**SECTION 7 Environmental Data (Proposed Project Only)**

All projects must comply with the National Environmental Policy Act (NEPA).Applicants are required to provide the necessary information for FEMA’s Environmental Review Team. Applicants are responsible for compliance with all applicable federal, state, and local regulations, codes, and standards and for securing the necessary permits and approvals.

**Resources:**

FEMA’s Environmental Planning and Historic Preservation Program (EHP) <http://www.fema.gov/plan/ehp/index.shtm>

EHP Review Process

<http://www.fema.gov/plan/ehp/ehpreview/index.shtm>

Useful Information for Expediting the EHP Review <http://www.fema.gov/plan/ehp/ehpreview/usefulinfo.shtm>

Historic Preservation Information

<http://www.fema.gov/plan/ehp/hp/index.shtm>

Good Project Descriptions to Expedite EHP Reviews

<http://www.fema.gov/plan/ehp/ehpreview/projdesc.shtm>

Principal Environmental & Historic Preservation Laws

<http://www.fema.gov/plan/ehp/ehplaws/index.shtm>

Useful Environmental Links

<http://www.fema.gov/plan/ehp/envinformation/links.shtm>

**7.1 Floodplains and Wetlands Disclosure** (EO 11988 and EO 11990)

1. Is there a wetland, as defined by either the U.S. Fish and Wildlife Service or the Clean Water Act, on the site or within the immediate vicinity? [ ]  Yes [ ]  No

a. If Yes**,** Complete the 8 step process outlined below to show compliance with Executive Order 11990 (Wetland Protection).

2.Is this project located in a Special Flood Hazard Area (SFHA) as defined by the NFIP?

 [ ]  Yes [ ]  No

1. If Yes**,** Complete the following 8-Step Process to show compliance with Executive Order 11988 Floodplain Management.

3. Describe any outstanding issues of compliance with Executive Orders 11988 and 11990, if applicable.

**7.2 8-Step Process (For Action Only in Wetland or Special Flood Hazard Area)**

More info on the [8 Step Process](http://www.fema.gov/media-library-data/20130726-1642-20490-7647/8_step.pdf). Answer questions as “Yes” or “No”.

Step 1: Determine whether the proposed action is located in a wetland and/or the 100-year floodplain (500-year floodplain for critical facilities), or whether it has the potential to affect or be affected by a floodplain or a wetland.

Is the action located in a floodplain or wetland, or may it potentially affect these areas? It may or may not be designated on a FEMA Flood Insurance Rate Map. [ ]  Yes [ ]  No

If YES, you must continue through steps 2-8 and make sure to describe your compliance with each step in detail. If NO, you are finished with the 8-step process.

Step 2: Notify the public at the earliest possible time of the intent to carry out an action in a floodplain or wetland, and involve the affected and interested public in the decision-making process.

Step 3: Identify and evaluate practicable alternatives to locating the proposed action in a floodplain or wetland (including alternative sites, actions and the no action option). If a practicable alternative exists outside the floodplain or wetland, FEMA must locate the action at the alternative site.

Step 4: Identify the full range or potential direct or indirect impacts associated with the occupancy or modification of floodplains and wetlands and the potential direct and indirect support of floodplain and wetland development that could result from the proposed action.

Step 5: Minimize the potential adverse impacts and support to or within floodplains and wetlands that were identified under step 4, restore and preserve the natural and beneficial values served by floodplains, and preserve and enhance the natural and beneficial values served by wetlands.

Step 6: Re-evaluate the proposed action to determine first, if it is still practicable in light of its exposure to flood hazards, the extent to which it will aggravate the hazards to others, and its potential to disrupt floodplain and wetland values. Second, if alternatives rejected at step 3 are practicable in light of the information gained in steps 4 and 5, FEMA shall not act in a floodplain or wetland unless it is the only practicable location.

 **N/A – Do Not Answer.**

Step 7: Prepare and provide the public with a finding and public explanation of any final decision that the floodplain or wetland is the only practicable alternative.

Step 8:Review the implementation and post-implementation phases of the proposed action to ensure that the requirements of the order are fully implemented. Oversight responsibility shall be integrated into existing processes.

 N/A – Do Not Answer.

Public notification and involvement is required for projects in or affecting a floodplain or wetland. ([44 CFR Part 9](https://www.law.cornell.edu/cfr/text/44/part-9), Floodplain Management and Protection of Wetlands)

Please provide the following information for projects in or effecting a floodplain or wetland.

1. Describe the recent public involvement in the alternative project development and selection process, especially activities involving those individuals that this project may directly or indirectly impact. Include documentation of public meetings and all other public outreach efforts, to include publication of meeting notices, meeting agendas and minutes, etc.

1. How has your jurisdiction coordinated the project and possible impacts of this project with neighboring jurisdictions, including counties, cities, states, tribes, fire, police, public works, and utilities? Please explain.

1. Will this project affect upstream/downstream/neighboring jurisdictions? Explain, in detail, to what extent this affect will be, and why the problem has not been addressed in the past, either by your jurisdiction or inter-jurisdictionally with the other interests?

**7.3 Environmental Justice** (Executive Order 12898)

1. Are there concentrations of minority or low income populations in or near the project area?

 [ ]  Yes [ ]  No

1. If Yes, explain:
2. Would they be disproportionately impacted by this project? [ ]  Yes [ ]  No

If Yes, discuss how the project will provide sufficient benefits to outweigh the described impact(s). Also, describe any additional minimization measures that will be taken.

3. Cite the sources of informationand include any socio-economic data used to make the above determinations.

**7.4 Toxic and Hazardous Substances**

1. Are there any toxic or hazardous substances in the project area? (Describe any underground storage tanks, above ground storage tanks, septic systems or other potential contaminants).**A waiver of liability form will be required prior to release of any funds.**

 [ ]  Yes [ ]  No [ ]  Potentially

1. If yes or potentially**,** describe

2. Is the project site currently or has it been previously used as a commercial/industrial site? [ ]  Yes [ ]  No

 If Yes**,** describe

If Yes, a Phase 1 ESA (Environmental Site Assessment) will be required which can be reimbursed through the grant, if awarded (this is an eligible pre-award cost). If the Phase 1 ESA determines there are potential toxic or hazardous substances on the property, then FEMA will require a Phase 2, and possibly a Phase 3 ESA, none of which can be reimbursed by this grant.

**7.5 Endangered Species and Habitats** (Endangered Species Act - ESA)

1. Are there any threatened, endangered, or sensitive species or habitats known to be on or near the project site? . [ ]  Yes [ ]  No

1. If Yes, describe and include any supporting documentation

2. Is the project located in or near a waterway or other body of water? [ ]  Yes [ ]  No

3. Will there be any modification of the waterway or body of water? [ ]  Yes [ ]  No

**7.6 Hydraulic Code Compliance** (RCW 77.55.100-180)

1. Is the proposed project located below the Ordinary High Water Line in the bed of any salt or fresh water of the state? [ ]  Yes [ ]  No
2. If Yes, describe and include any supporting documentation

**7.9 Code Compliance Assurance**

1. Will the project meet all applicable codes and standards for the area in which it is located?

 [ ]  Yes [ ]  No

1. If NO**,** please describe the exemptions or variances that will be required.

**7.10 Coastal Zone Management** (Public Law 92-583, 16 U.S.C. Sec. 306)

1. Does this project affect a land use, water use, or natural resource of the coastal zone? The CZMP applies to all activities within coastal counties as well as activities outside these counties, which may impact Oregon's coastal resources. [ ]  Yes [ ]  No
2. If Yes, send a brief description of the project, a project site map, and a completed CZM Federal Consistency form to the following email: **angie.lane@state.or.us**

**7.11 Historic and Archaeological Resources** (Public Law 96-515, Sec. 96)

1. Is there a potential for archaeologically-significant resources to be located on or near the site? [ ]  Yes [ ]  No [ ]  Unsure
2. Are there structures in the project area that are 49 years or older? [ ]  Yes [ ]  No

 a. If yes to either Question 1 or 2**,** list any structure 49 years or older below and/or description of potential archaeologically-significant resources. Provide the date/age of the building and the date of any remodel. Provide any known historical knowledge of the site, such as past use, owners or renovations.

1. If yes**,** have you made contact with the [State Historic Preservation Officer](http://www.oregon.gov/oprd/HCD/SHPO/Pages/index.aspx) to determine the historic significance of each structure 49 years or older and/or the potential for archaeological resource impact? [ ]  Yes [ ]  No

Explain:

**SECTION 9 Certifications and Assurances**

**FEMA Form** [**20-16B**](http://www.fema.gov/media-library-data/20130726-1603-20490-0975/20_16b.pdf)**: Assurances – Construction Program**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 USC Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statues or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 USC Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 USC Sections 1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 USC Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 USC Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 USC Sections 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 USC Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 USC Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 USC Sections 276a to 276a-7), the Copeland Act (40 USC Section 276c and 18 USC Section 874), and the Contract Work Hours and Safety Standards Act (40 USC Sections 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 USC Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 USC Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC Section 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC Section 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program.
20. Will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 USC Section 201), as they apply to employees of institutions of higher education, hospitals, and other nonprofit organizations.
21. Will obtain approval by the appropriate Federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout, that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
22. Will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.
23. Will require the facility to be designed to comply with the "American Standard Specification for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.- 1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transfer, for the period during which the real property, or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Nonprofit Organizations" included in Vol. 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Applicant Agent: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Please Print Name)*

Date:

Alternate Authorized Signature

Authorized Alternate Applicant Agent: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Please Print Name)*

Date:

**SECTION 10 Benefit Cost Analysis**

[Benefit Cost Analysis](http://www.fema.gov/benefit-cost-analysis)(BCA)is done using the latest FEMA methodology and benefit-cost module *BCA Software*. FEMA and OEM will review the BCA for all proposed mitigation projects to determine whether the information provided in the application demonstrates the following:

* BCA is prepared in accordance with accepted FEMA BCA practices.
* Project is cost effective (over the life of the project the project's benefits exceed the project's costs).
* BCA components are credible and well documented.

**BCA Waiver:** ONLY for acquisition of substantially damaged properties in floodway or floodplain.

**The State does not perform BCA for sub-applicants, so the applicant would need to hire a contractor or utilize the BCA tool themselves.**