



FEMA

March 9, 2017

Michael O'Hare, Director
Alaska Division of Homeland Security and Emergency Management
P.O. Box 5750
Fort Richardson, Alaska 99505

RE: Hazard Mitigation Grant Program (HMGP) for DR-4244-AK
Approval of Planning Project 4244-4-F
Kenai Peninsula Borough Geographic Information System Software for Land Cover Hazard
Assessment Project

Dear Mr. O'Hare:

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA), Region 10 approved and obligated funding for the following project submitted under the HMGP for Disaster DR-4244-AK. This project will benefit the Kenai Peninsula Borough, helping to improve structure assessments needed for hazard mitigation planning by updating the geographic information system (GIS) land cover data.

4244-4-F KPB-GIS Software for Land Cover hazard Assessment Project

| Total Project Cost: | Federal share (75%): | Non-Federal match (25%): |
|---------------------|----------------------|--------------------------|
| \$15,500.00 | \$11,625.00 | \$3,875.00 |

On March 1, 2017, FEMA approved the project and obligated funds on March 7, 2016; paperwork is enclosed. The Period of Performance for DR-4244 currently ends on October 30, 2020. Please note that FEMA does not specify a sub-award Period of Performance; however, once the State receives the FEMA Plan Approval letter, submit the closeout documentation to Region 10 within 90 days.

This approved planning project is compliant with the National Environmental Policy Act (NEPA). A copy of the NEMIS Environmental and Historic Review Report is enclosed. This approval is subject to the standard HMGP administrative provisions (enclosed) and the following Programmatic and Environmental conditions:

1. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
2. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.

Michael O'Hare, Director


March 9, 2017

Page 2

3. If ground-disturbing activities occur during construction, applicant will monitor ground disturbance.
4. If applicant discovers any possible archeological resources, you must immediately cease construction in that area and notify the State and FEMA.

For further assistance, please contact Jeff Markham at (425) 487-4798 or Kristen Meyers, Hazard Mitigation Assistance Branch Chief, at (425) 487-4543.

Sincerely,


Mark Carey, Director
Mitigation Division

Enclosures

cc: Kevin Reeve, SHMO
Jeff Markham, Grant Specialist
Brett Holt, Mitigation Planning Program Manager
Sheri Arcon, Executive Administrative Assistant, R10-RA

JM:vl

Standard Administrative Provisions for Hazard Mitigation Grant Program (HMGP)
FEMA Region 10 – updated July 27, 2016

- The recipient agrees that all use of funds under this sub-award will be in accordance with the *Hazard Mitigation Assistance Unified Guidance* in effect at the time of the Disaster Declaration, relevant HMGP guidance and policy memos and directives, as well as the HMGP regulations in 44 CFR 206.
- The recipient may receive payment in advance using the HHS Payment Management System (PMS) formerly known as SmartLink. The recipient may advance portions of the approved Federal share to the sub-recipient provided the recipient maintains procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and their disbursement to the sub-recipient. Sub-recipients must comply with the same payment requirement as the recipient and must comply with the requirements specified in the recipient's sub-award agreement.
- The recipient shall follow regulations found in Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the FEMA/State/Tribe Agreement in effect for the subject Disaster Declaration.
- The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (2 CFR Part 170) requires recipients to report certain information about themselves and their first-tier sub-recipients for each Federal award of \$25,000 or more awarded on or after October 1, 2010.
- The recipient must obtain prior approval from Region 10 before implementing changes to the approved project Scope of Work (SOW). FEMA must approve, in advance, a change in the SOW regardless of the budget implications. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget. The recipient must fully document cost overrun requests; the project must remain cost-effective, and funds must be available within the HMGP ceiling for said disaster.
- The recipient must notify their assigned Regional Hazard Mitigation Assistance Specialist as soon as significant developments become known, such as delays or adverse conditions, that might raise costs or delay completion, or favorable conditions allowing earlier completion or substantially lower cost (for reallocation of funding).
- The recipient shall submit the Federal Financial Report (FFR, SF-425) to Region 10 Grant Programs Division within 30 days of the end of the first Federal quarter following the Award Letter. The recipient shall submit quarterly FFRs thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30. The recipient must submit a report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdown withholdings may occur if these reports are delinquent.
- The recipient shall submit Quarterly Performance Reports (QPR) in Excel format to the Regional HMA Specialist within 30 days of the end of each quarter. The Recipient shall submit quarterly PPRs thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and

October 30. QPRs shall report the name, completion status, quarterly expenditures, and payment-to-date of each approved activity/sub-award award under the Grant Award.

- Unless otherwise approved by Region 10, the recipient must submit a closeout package with all financial, performance, and other reports and required documentation within **180 days** after sub-recipient's notice of completion of the project, or expiration or termination of the project/sub-grant. The recipient must submit closeout documentation within the quarter following payment of the final reimbursement to the sub-recipient.
- For closeout of this project, the Governor's Authorized Representative (GAR) or Tribal Authorized Representative (TAR) shall send a letter of request to the Region 10 Mitigation Division Director, to close the project programmatically and financially. The letter will include the following:
 1. the date work on the project was fully completed, or for planning sub-awards, the date and copy of FEMA approval of the new or updated plan;
 2. the date and a copy of the recipient's final site inspection for the project;
 3. the final total project cost and Federal share, any cost underrun, or overrun, including a Final Cost Line Item budget, to enable any closeout deobligation or obligation of additional funds in NEMIS;
 4. certification that reported costs were incurred in the performance of eligible work, and that the approved work was completed, or if not, an explanation as to the final status of the project and why the project was not completed;
 5. confirmation that the mitigation measure is in compliance with the provisions of the FEMA/State/Tribe Agreement and this approval letter;
 6. a memo from the sub-recipient addressing how each required environmental and special programmatic condition was met (including attachment of any required documentation), and;
 7. submittal of all required documentation relative to the specific project type, e.g. acquisition/demolition, or elevation, including all necessary data to close the project in the Property Site Inventory in FEMA's Hazard Mitigation Assistance grant systems,
- By acceptance of this sub-award the recipient and sub-recipient agree to abide by all laws and regulations required under the HMGP as outlined in 44 CFR 206.432 –.440, 44 CFR 80, 44 CFR 201, the Grants Management requirements contained in 44 CFR 13 and/or 2 CFR 200, and all applicable Federal, State, Tribal, or Local laws.

03/07/2017
10:29 AM

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-OB-01

Obligation

| Disaster No | FEMA Project No | Amendment No | State Application ID | Action No | Supplemental No | State | Recipient |
|-------------|-----------------|--------------|----------------------|-----------|-----------------|-------|-----------|
| 4244 | 4-F | 0 | 5 | 1 | 2 | AK | Statewide |

Sub-Recipient: Kenai Peninsula (Borough)
Sub-Recipient FIPS Code: 122-99122

Project Title : KPB GIS Software for Land Cover Hazard Assessment

| Total Amount Previously Allocated | Total Amount Previously Obligated | Total Amount Pending Obligation | Total Amount Available for New Obligation | Project Amount | Recipient Admin Est | Sub-Recipient Admin Est | Total Obligation | IFMIS Date | IFMIS Status | FY |
|-----------------------------------|-----------------------------------|---------------------------------|---|----------------|---------------------|-------------------------|------------------|------------|--------------|------|
| \$11,625 | \$11,625 | \$0 | \$0 | \$11,625 | \$0 | \$0 | \$11,625 | 03/07/2017 | Accept | 2017 |

Comments

Date: 03/07/2017 User Id: JMARKHAM

Comment: Obligation for 4244-4-F: KPB-GIS Software for Land Cover Hazard Assessment Project

Date: 03/07/2017 User Id: JHUNT3

Comment: HMO approves the obligation to fund this project.

Authorization

Preparer Name: JEFFREY MARKHAM

Preparation Date: 03/07/2017

HMO Authorization Name: JEFFREY HUNT

HMO Authorization Date: 03/07/2017

03/01/2017
11:58 AM

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-EV-01

Environmental Report

| Disaster Number | FEMA Project Number | Amendment Number | App ID | State | Recipient |
|-----------------|---------------------|------------------|--------|-------|-----------|
| 4244 | 4-F | 0 | 5 | AK | Statewide |

Sub-Recipient: Kenai Peninsula (Borough)

FIPS Code: 122-99122

Project Title : KPB GIS Software for Land Cover Hazard Assessment

FEMA Laws/EOs

| Laws/EOs | Status |
|---|----------------|
| Coastal Barriers Resources Act (CBRA) | Not Applicable |
| Clean Water Act (CWA) | Not Applicable |
| Coastal Zone Management Act (CZMA) | Not Applicable |
| Endangered Species Act (ESA) | Not Applicable |
| Fish and Wildlife Coordination Act (FWCA) | Not Applicable |
| National Historic Preservation Act (NHPA) | Not Applicable |
| Clean Air Act (CAA) | Not Applicable |
| E.O. 11988: Floodplains | Not Applicable |
| E.O. 11990: Wetlands | Not Applicable |
| E.O. 12898: Environmental Justice for Low Income and Minority Populations | Not Applicable |

FEMA NEPA Process

FEMA Status

Catex - Completed

1 CATEX Type Code

N17 Federal assistance for development of plans in support of response, recovery, and hazard mitigation

If an extraordinary circumstance exists and leads to a significant environmental impact (see 44CFR 10.8 (d) (3)), an Environ.Assesment shall be prepared.

No Extraordinary Circumstances Requiring an EA.
Documentation Complete:03/01/2017

03/01/2017

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-EV-01

11:58 AM

Environmental Report

| Disaster Number | FEMA Project Number | Amendment Number | App ID | State | Recipient |
|-----------------|---------------------|------------------|--------|-------|-----------|
| 4244 | 4 - F | 0 | 5 | AK | Statewide |

Sub-Recipient: Kenai Peninsula (Borough)

FIPS Code: 122-99122

Project Title : KPB GIS Software for Land Cover Hazard Assessment

Standard Conditions

1. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
2. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.
3. If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Comment:

For purchase and use of GIS software for land cover data.-SKILNER-03/01/2017 19:29 GMT