

HABERSHAM COUNTY BOARD OF COMMISSION
EXECUTIVE SUMMARY

SUBJECT: Five Year Hazard Mitigation Plan Update Grant

DATE: June 10, 2021

BUDGET INFORMATION:

ANNUAL- In Kind Match

CAPITAL-

(X) RECOMMENDATION

() POLICY DISCUSSION

() STATUS REPORT

() OTHER

COMMISSION ACTION REQUESTED ON: June 21, 2021

PURPOSE: This application is to obtain a grant for the writing process of the County Wide Hazard Mitigation Plan Update. This plan is required to be updated every five years and takes approximately two years from beginning to end to complete. This grant is for \$38,201.00. The county is responsible for their share of the grant totaling \$4,800.00. This \$4,800.00 can be paid using salaries of EMA employees as well as other county employees involved in the grant process.

BACKGROUND / HISTORY: This is the third grant of this kind that the County has secured. The county share can be fulfilled by in-kind-match, which means no out of pocket money will be needed. The county will be required to pay the contract company up front but will be reimbursed when the project is complete.

FACTS AND ISSUES:

- a. This is a requirement every 5 years by FEMA to obtain money reimbursement during a federal declaration.
 - b. This is normally outsourced due to the involvement of County and Cities.
 - c. This process requires public meetings and a facilitator.
 - d. This grant must be written to meet FEMA standards.
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OPTIONS:

- 1) Apply and Accept Approval of the Grant
 - 2) Not approve the Grant
 - 3) Write plan in house.
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RECOMMENDED SAMPLE MOTION: I make a motion to sign the necessary documentation to secure funding for the County wide Hazard Mitigation Plan Grant.

DEPARTMENT: Emergency Management

Prepared by: Lynn Smith

Director _____

**ADMINISTRATIVE
COMMENTS:** _____

_____ **DATE:** _____

County Manager

THIS SECTION FOR STATE USE ONLY

FEMA- GA_-DR / BRIC- _____

☐ Application Complete

☐ In Declared Area

☐ Statewide

☐ Planning

☐ Eligible Applicant

☐ State or Local Government

☐ Private Non-Profit (Tax ID Received)

Community NFIP Status:

☐ Participating Community ID #: _____

State Application ID _____

☐ In Good Standing ☐ Non-Participating ☐ CRS

Date Application Received _____

State Reviewer _____

Signed _____ Date _____

FEMA Application Hardcopy Submittal Date: _____

FEMA Application Completed NEMIS Entry Date: _____

**** Please submit one signed copy of the application ****

This application is for all Hazard Mitigation Assistance (HMA) programs for a plan update proposal administered by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). Please complete all sections and provide all information as requested. **Incomplete applications will not be forwarded to FEMA for their review.** If you require assistance with this application, contact Kimberly Angel, Planner at (470) 225-3825.

Applicant Information

1. **Project Title: HAZARD MITIGATION PLAN UPDATE**

2. **Applicant (Organization): Habersham County**

3. **Applicant Type:**

☒ State or Local Government

☐ Recognized Indian Tribe

☐ Private Non-Profit.

State Legislative District(s): 10th

Congressional District(s): 10th

Federal Tax I.D. Number: 58 – 6001495

DUNS Number: 02/637-1955

FIPS Code: 99137

4. **National Flood Insurance Program CID #: 130458**

5. **NFIP Community Rating System Class Number:**

6. **Point of Contact:** (Individual responsible for the grant)

☐ Ms. ☐ Mr. ☒ Mrs. ☐ Dr. First Name: Lynn Last Name: Smith

Title: EMA Director Telephone: (706) 778-9500 Fax: (706) 776-1066

Street Address: 175 EOC Drive

City: Cornelia State: Georgia Zip Code: 30531

E-mail address: lsmith@habershamga.com

7. **Application prepared by** (if different from Point of Contact):

Name _____ Telephone _____ E-mail address _____

8. **Authorized Applicant Agent:** (An individual authorized to sign financial and legal documents on behalf of the local government (e.g., the Chairperson, Board of County Commissioners, or the County Manager, etc.)

☐ Ms. ☒ Mr. ☐ Mrs. ☐ Dr. First Name: Phil Last Name: Sutton

Title: Chairman Telephone: (706) 839-0200 Fax: (706) 839-0209

Street Address: 130 Jacob's Way, Suite 301

City: Clarkesville State: Georgia Zip Code: 30523

E-mail address: psutton@habershamga.com

Signature: _____ Date: _____

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

I. Project Description – Narrative Statement

A. Mitigation Activity

1. Please describe the strategy for completing this planning activity, including the review process, adoption, and FEMA's approval.

Habersham County will form a planning committee comprised of representatives of various county departments, as well as other interested parties, such as outside state and regional agencies, local businesses, residents, the Cities of Alto, Baldwin, Clarkesville, Cornelia, Demorest, Mount Airy, and Tallulah Falls, public etc. The committee will be led by the EMA Director and will meet on a regular basis with the contracted consultant to accomplish the items set forth in the Scope of Work below, including addressing any recommended revisions from the previous plan's review tool. The consultant will coordinate the planning process including the meetings, write the plan based on committee findings and work through the State and Federal review and approval process. The consultant will coordinate the process of meeting the objectives outlined in the Scope of Work below with the assistance and input of the appropriate committee members and local staff resources, as necessary. Outside interested parties will be invited to participate by direct invitation and by public postings and meeting notices. A minimum of two public hearings will be held in order to provide the public an opportunity to comment during the drafting phase and prior to final adoption.

2. Please describe how the applicant will manage the costs and schedule and how successful performance will be ensured.

A budget will be set according to the budget figures in this application to allow for the use of a contractor and labor on the part of committee members and other staff members. Expenses will be incurred according to the budget items and will not exceed the total grant award. This will be tracked by the county as well as the State's grants management system which tracks expenses to date and remaining grant figures. Also, the county will track each budget allocation as expenses are incurred under those allocations to ensure that expenses remain within the allowed budget.

3. Please describe the staff and resources needed to implement this mitigation activity and the applicant's ability to provide these resources.

This planning process involves a variety of staff and expertise, which will be used as necessary. Specifically, expertise will be needed from the Fire Department, Tax Assessor, Building Inspections, Public Health, etc. Habersham County can provide the staff resources to meet these needs.

4. Please explain how this mitigation activity will leverage involvement of partners to enhance its outcome.

The planning process will involve the opportunity for outside agencies and public to be a part. This will be done by a combination of direct invitation, public notice and individual meetings with the various agencies as necessary.

5. Please describe the outreach activities that are planned relative to this mitigation activity (signs, press releases, success stories, etc.) and/or how this mitigation activity will serve as a model for other communities.

At the outset of the process, the EMA Director will invite various outside State agencies, local businesses, The Cities of Alto, Baldwin, Clarkesville, Cornelia, Demorest, Mount Airy, and Tallulah Falls, and others to be a part of the process. In addition, the public will be notified and invited to attend through public notices and a minimum of two public meetings with opportunity for public comment.

6. Please describe how this planning activity will benefit the applicant's constituents.

This activity will benefit the local citizens of Habersham County by providing a current and up to date hazard mitigation plan for Habersham County and the Cities of Alto, Baldwin, Clarkesville, Cornelia, Demorest, Mount Airy, and Tallulah Falls, thereby ensuring the County and Cities' eligibility to participate in future mitigation grants.

7. Does your county plan to update your Hazard Mitigation Plan In-House or with the assistance of an outside contractor?

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

☐ In-House

☒ Contractor

Habersham County intends to contract with a consultant to act as the facilitator of the planning process as well as to develop and write the plan update. The consultant and the County will attend GEMA/HS Hazard Mitigation planning workshops as they are offered.

The contracted consultant will meet with the EMA Director and GEMA/HS as necessary to discuss the plan development process and construct an invitation list for the larger planning committee.

The contracted consultant and County EMA Director will pull together existing data, plans, and EMA capabilities together in a draft report to be discussed by both the Task Force and the larger stakeholder group. This will include the base HRV analysis provided by GEMA/HS and added to by local data and the contracted consultant efforts.

The contracted consultant will review all hazards to address any newly identified hazards that pose a more significant threat than was apparent when the previously approved plan was prepared and discuss new occurrences of hazard events and update the probability of future occurrences.

The contracted consultant will work with the Task Force to update the current inventory of existing and proposed buildings, infrastructure, and critical facilities in hazard areas.

The contracted consultant will update the loss estimate to reflect any changes to the hazard profile and/or the inventory of structures.

The contracted consultant will analyze, update, and continue development of Goals, Objectives, and Action Steps with the assistance of the task force and stakeholders.

The contracted consultant will update the Plan Maintenance and Implementation to include an analysis of whether the previously approved plan's method and schedule for monitoring, evaluating, and updating the plan worked, and what elements or processes, if any, were changed; and discuss the method and schedule to be used over the next five years.

The contracted consultant will describe how the community was kept involved during the plan maintenance process over the previous five years, within the planning process section of the plan update and how they will continue public involvement during the planning period.

The contracted consultant will work with the planning committee and GEMA/HS staff throughout the State and Federal plan review process to ensure that, in the end, Habersham County has a federally approved updated hazard mitigation plan.

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

B. Scope of Work

Habersham County will update its existing Multi-jurisdictional Hazard Mitigation Plan according to the requirements of the Disaster Mitigation Act of 2000. This Scope of Work was designed in conformance to FEMA Plan Guidance requirements.

Habersham County agrees to have representatives attend and participate in all GEMA/HS and local level mitigation planning meetings and workshops. The county will coordinate as needed with the GEMA/HS representative to utilize the tools necessary and to ensure that the plan meets the most current Federal regulations. Each county will be required to complete the following: Critical Facility Inventory and basic mapping will be established in the Georgia Mitigation Information System (GMIS), including running reports by jurisdiction for each identified hazard; GEMA/HS Worksheets 3A for each participating jurisdiction for each identified hazard; high level detail for all mitigation action steps as required by FEMA and GEMA/HS; insure all “recommended revisions” from their previous FEMA Plan review are addressed in the plan update.

Additionally, Habersham County will ensure the plan update is consistent with the most current requirements from FEMA, including:

- **Identify all changes to the plan within each section, including revisions to the planning process, risk assessment, goals and objectives, plan maintenance process, etc.**
- **Update the Planning Process**
 - List jurisdictions participating in the plan that seek approval.
 - Describe the process used to review and analyze each section of the plan, as well as the process used to determine if a section warranted an update.
- **Improve the risk assessment.**
 - Address any newly identified hazards that pose a more significant threat than was apparent when the previously approved plan was prepared.
 - Discuss new occurrences of hazard events and update the probability of future occurrences.
 - Incorporate new information where data deficiencies were identified in the previous plan, or if the data deficiencies remain unresolved, explain why they remain unresolved and include a schedule to resolve the issue.
 - Include current inventory of existing and proposed buildings, infrastructure, and critical facilities in hazard areas, including existing NFIP Repetitive Loss structures. The community will determine how far into the future they wish to go in considering proposed buildings and Critical Facilities based on and timed with the data gathering phase of their comprehensive plan or land use plan update.
 - Update the loss estimate to reflect any changes to the hazard profile and/or the inventory of structures. Any changes to analysis methodologies must be noted. Any previously noted data deficiencies should be updated or explained.
 - Include a general overview of land uses and types of development occurring within the community and highlight any new and/or relevant information.
 - If there are changes in the risk assessment or the vulnerability of the community to the hazards, the information must be attributed to the appropriate jurisdiction(s) or to the whole planning area, whichever applies.
- **Analyze, update, and continue development of Goals, Objectives, and Action Steps**
 - Use this update as an opportunity for jurisdictions to reconsider the goals and objectives. For goals and actions that remain, the plan must document that they were re-evaluated and deemed valid and effective.
 - Goals and objectives shall include the community’s strategy for new or continued NFIP participation.
 - Continue to use the “STAPLEE Criteria” (Social, Technical, Administrative, Political, Legal, Economic, and Environmental), or incorporate the STAPLEE Criteria if not previously used to assess the value of and develop an understanding of the cost effectiveness of mitigation action steps.
 - Update Action Items. If actions remain unchanged, the updated plan must indicate why changes are not necessary.
 - Shall include evaluation and prioritization for any new mitigation action steps.
- **Update the Plan Maintenance and Implementation**
 - Must include an analysis of whether the previously approved plan’s method and schedule for monitoring, evaluating, and updating the plan worked, and what elements or processes, if any, were changed; and discuss the method and schedule to be used over the next five years.
 - Describe other planning mechanisms or ordinances that this plan will be incorporated into, such as Comprehensive Plans.
- **Information Dissemination**
 - Describe how the community was kept involved during the plan maintenance process over the previous five years, within the planning process section of the plan update.
 - The plan maintenance section shall describe how the community will involve the public during the plan maintenance process over the next five years.
- **Adoption and Review**
 - The plan will be submitted for State review and recommendation prior to adoption.
 - Upon recommendation from GEMA/HS, the county and participating municipalities will adopt the plan.
 - The adopted plan will be submitted for FEMA review and approval.

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

B. Evaluation Information

1. Current Habersham County Hazard Mitigation Plan Approval Date: 09/09/2019
2. Current Habersham County Hazard Mitigation Plan Expiration Date: 09/08/2024
3. Does Habersham County participate in the Community Rating System (CRS)? Yes ☐ No ☒ If yes, what is your CRS rating? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐
4. Is Habersham County a Cooperating Technical Partner (CTP)? Yes ☒ No ☐
5. Has Habersham County adopted building codes consistent with the International Codes? Yes ☒ No ☐
6. Have Habersham County's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)? Yes ☐ No ☐ If yes, BCEGS rating? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8 ☐ 9 ☐ 10 ☐
7. Is Habersham County a Firewise Community? Yes ☒ No ☐ If yes, Firewise Community number? _____
8. Has Habersham County adopted the National Fire Protection Association (NFPA) 5000 code? Yes ☐ No ☒

C. Project Milestones

List the major milestones in this project:

Milestone	Number of Days to Complete
Issuance of Subgrantee/Grantee Agreement	90 days
Hire Planning Consultant	60 days
Establish and Form Planning Committee	60 days
Gather Critical Facilities Data	60 days
Upload Critical Facilities to GMIS	30 days
Hazard Identification and Risk Assessment Update	120 days
Analyze, update, and continue development of Goals, Objectives, and Action Steps	90 days
Mitigation Strategy Update	90 days
Update Plan Maintenance and Implementation	60 days
Update the Planning Process	60 days
Submit Plan for GEMA Review and Approval	30 days
Submit Plan for FEMA Review and Approval	60 days
Plan Adoption and implementation	60 days
Financial Reconciliation and Closeout	<u>90 days</u>
Total	960 days

D. Location

Please provide a county map and give a brief description of the county and list the municipalities that will be covered by this plan update along with a description of each. (Example: Date founded, population, major industries, special events, etc.)

HMA Planning Application



Habersham County was created on Dec. 15, 1818, by an act of the General Assembly (Ga. Laws 1818, p. 27). That legislation also created Gwinnett and Hall counties-all from lands ceded by the Cherokee Indians on July 8, 1817 in the Treaty of the Cherokee Agency. Additional Cherokee lands were ceded to Georgia on Feb. 27, 1819 in the Treaty of Washington, and in an act of Dec. 21, 1819, the legislature added some of ceded land to the western portions of Habersham and Hall counties (Ga. Laws 1819, p. 23). Remaining unallocated Cherokee lands ceded in 1817 and 1819 were added to Habersham and other Georgia counties in 1828 and 1829 (Ga. Laws 1828, p. 88 and Ga. Laws 1829, p. 98). (Later, portions of Habersham County were used to create the following counties: Cherokee (1831), Lumpkin (1832), White (1857), Banks (1858), and Stephens (1905).

Georgia's 46th county was named for Joseph Habersham (1751-1815) of Savannah. Habersham was a leader in the independence movement in Georgia prior to the American Revolution. After the war, Habersham served as U.S. Postmaster General (1795-1801). Prior to his death, Habersham built a summer home near present-day Clarkesville. When the area became a county in 1818, it was named in honor of the famous Georgia political figure.

Incorporated Date: December 15, 1818

Population: 43,056

Total Area: 278.2 sq. mi

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

E. History of Hazards

Please provide an assessment of the frequency and severity of each of the following hazards that have affected the County in the past.

Coastal Storms:

Frequency: Not Applicable ☒ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Earthquake:

Frequency: Not Applicable ☐ Very Low ☒ Low ☐ Moderate ☐ High ☐

Severity: Minor ☒ Serious ☐ Extensive ☐ Catastrophic ☐

Windstorms:

Frequency: Not Applicable ☐ Very Low ☐ Low ☒ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☒ Extensive ☐ Catastrophic ☐

Fire:

Frequency: Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Flood:

Frequency: Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☒ High ☐

Severity: Minor ☒ Serious ☐ Extensive ☐ Catastrophic ☐

Freezing:

Frequency: Not Applicable ☐ Very Low ☐ Low ☒ Moderate ☐ High ☐

Severity: Minor ☒ Serious ☐ Extensive ☐ Catastrophic ☐

Hurricane:

Frequency: Not Applicable ☒ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Mud/Landslide:

Frequency: Not Applicable ☐ Very Low ☒ Low ☐ Moderate ☐ High ☐

Severity: Minor ☒ Serious ☐ Extensive ☐ Catastrophic ☐

Severe Ice Storms:

Frequency: Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Severe Storms:

Frequency: Not Applicable ☐ Very Low ☒ Low ☐ Moderate ☐ High ☐

Severity: Minor ☒ Serious ☐ Extensive ☐ Catastrophic ☐

Snow:

Frequency: Not Applicable ☐ Very Low ☒ Low ☐ Moderate ☐ High ☐

Severity: Minor ☒ Serious ☐ Extensive ☐ Catastrophic ☐

Tornado:

Frequency: Not Applicable ☐ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Tsunami:

Frequency: Not Applicable ☒ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Typhoon:

Frequency: Not Applicable ☒ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

Volcano:

Frequency: Not Applicable ☒ Very Low ☐ Low ☐ Moderate ☐ High ☐

Severity: Minor ☐ Serious ☐ Extensive ☐ Catastrophic ☐

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HMA Planning Application

II. Budget

In this section, with regard to the Scope of Work [Section I(B) above], please provide details of all costs in relation to this project. Reasonable cost estimates are essential. **Do not** include contingency costs in the budget. (See example below)

A. Labor

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>	<u>Source</u>
County Staff	320	\$25.00/hr.	\$8,000.00	County Budget

The budget includes \$8,000.00 for county staff to be utilized as part of the non-Federal share. The cost for the county staff was determined based upon an average salary for the staff anticipated to participate in the planning process multiplied by the estimated hours to oversee the process, research hazard histories, inventory building and infrastructure assets, identify goals and objectives and get the updated plan adopted and approved.

B. Fees Paid Include any other costs associated with the project, engineering, permits, inspections, etc.

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>	<u>Source</u>
Contractor Fee	800	\$30.00/hr.	\$24,000.00	Grant

C. Hazus Level 2 Analysis Include any other costs associated with the project, engineering, permits, inspections, etc.

<u>Description of Task</u>	<u>Cost</u>	<u>Source</u>
Hazus Level 2 Analysis	\$6,201.00	Grant

Total Estimated Project Cost: \$ 38,201.00

D. Funding Sources (round figures to the nearest dollar) The maximum FEMA share for HMA projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMA funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds which lose their Federal identity at the State level – such as CDBG, ARS, HOME) may not be used for the State or Local match.

E. Project Management Costs Include project management costs, not to exceed 5% of Total Estimated Project Cost.

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>	<u>Source</u>
Project Management	76	\$25	\$1,910.00	Grant

The budget includes \$1,910 for county staff to manage the project, including completion of the Recipient-Subrecipient Agreement, securing a contractor, quarterly reports, financial reconciliation and project closeout.

Estimated Cost Summary				
	FEMA	State	Local	Total
Total Estimated Contractor and Labor Cost	\$24,000 (75% Labor Cost)	\$3,200 (10% Contractor and Labor Cost)	\$4,800 (15% Contractor and Labor Cost)	\$32,000
Hazus Level 2 Analysis	\$4,651 (75% Hazus Cost)	\$1,550 (25% Hazus Cost)		\$6,201
Total Estimated Project Costs	\$28,651	\$4,750	\$4,800	\$38,201
Project Management Costs (100% FEMA Funds)	\$1,910 (5% Total Estimated Project Cost)			

Estimated FEMA Share	\$ <u>28,651</u>	<u>75</u> % of Total
Non-Federal Share		
Estimated Local Share	\$ <u>4,800</u>	<u>13</u> % of Total (Cash)
Estimated State Share	\$ <u>4,750</u>	<u>12</u> % of Total (Cash)
Total Project Costs	\$ <u>38,201</u>	<u>100</u> % of Total

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Certain Federal 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 non-Federal share of project cost) 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 award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. 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 (P.L. 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 U.S.C. §§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 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 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 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§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 U.S.C. §§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.
7. 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 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§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.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 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.
11. 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 (P.L. 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 U.S.C. §§1451 et seq.); (f) conformity of Federal actions

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HMA Planning Application

to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED APPLICANT AGENT	TITLE County Manager
APPLICANT ORGANIZATION Habersham County Board of Commissioners	DATE SUBMITTED

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

Example: Letter of Availability of Matching Funds

(Please prepare the following letter on county letterhead and after securing the proper signatures, attach the letter to the hardcopy of this application)

Habersham County Letterhead

County Official with signatory authority

January 25, 2008

Mr. Stephen A. Clark
Manager
Hazard Mitigation Department
Georgia Emergency Management and Homeland Security Agency
Post Office Box 18055
Atlanta, Georgia 30316

RE: Habersham County Five Year Hazard Mitigation Plan Update Grant Application for FEMA Grant Funding

Dear Mr. Clark:

I have been well informed of the County staff's preparation of the Hazard Mitigation Assistance (HMA) Application Worksheet. If accepted, we understand that the county may be eligible for federal grant funding to assist with the update of our Hazard Mitigation Plan.

I am writing to assure you that Habersham County has funding to meet the required 13% Local Match for this project. We appreciate your assistance and the assistance of your staff in the preparation of this application.

Sincerely,

Authorized Applicant Agent
Official Title

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

HMA Planning Application

Example: Municipal Letter of Intent to Participate

(Please distribute the following letter to your municipalities and, after securing the proper signatures, attach the letter(s) to the hardcopy of this application)

June 17, 2009

Name
Emergency Management Director
Habersham County Emergency Management Agency
Address
City, Georgia Zip

Dear Mr. Name:

It is our understanding that Habersham County has applied for a grant from the Federal Emergency Management Agency through the Georgia Emergency Management and Homeland Security Agency to fund the cost of updating the county's Multi-Jurisdictional Hazard Mitigation Plan. We recognize that participation in this plan update process and adoption of this multi-jurisdictional plan is important, not only to the Habersham County, but to the City of Abc as well, in order to be eligible to future Federal money for mitigation related projects. We also understand that there is a local match requirement which can be met in part by participation of our staff in the plan update process.

It is our intention to participate fully with the county in this process, providing input into the plan update, providing available staff resources to assist with the local match requirement and adopting the plan in order for the City of Abc to remain eligible for mitigation funding. We look forward to hearing from you on this process soon. If you have any questions, please contact Name at (223) 456-7890.

Sincerely,

Name Here
Title of Local Official Here