



**RIVERDALE CITY COUNCIL AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY – APRIL 19, 2016**

**5:30 p.m. – Work Session (City Council Conference Room)**

*No motions or decisions will be considered during this session, which is open to the public.*

**6:00 p.m. – Council Meeting (Council Chambers)**

**A. Welcome & Roll Call**

**B. Pledge of Allegiance**

**C. Moment of Silence**

**D. Open Communications**

(This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes.)

**E. Presentations and Reports**

1. Mayor's Report

2. City Administration Report

- a. Department Reports March
- b. April Anniversaries Employee Recognition
- c. Staffing Authorization Plans
- d. Community Development Report
- e. Finance Report

3. URMMA (Utah Risk Management Mutual Association) presentation regarding insurance risk policies.

*Presenter: Paul Johnson Chief Executive Officer for URMMA*

**F. Consent Items**

1. Review of meeting minutes from:

March 15, 2016 City Council Work Session  
March 15, 2016 City Council Regular Session  
February 20, 2016 Strategic Planning Meeting

2. Consideration to set a public hearing for May 3, 2016 to receive comment and to adopt the tentative budget for fiscal year 2016-2017

3. Consideration to set a public hearing for June 7, 2016 to receive comment concerning the final budget for fiscal year 2016-2017.

4. Consideration to set a public hearing for May 17, 2016 to receive comment concerning the possibility of declaring certain personal property as surplus to the needs of Riverdale City.

**G. Action Items**

1. Consideration of Resolution 2016-06, Adopting the Weber County Pre-Disaster Mitigation Plan

*Presenter: Jared Sholly, Fire Chief*

**H. Discretionary Items**

**I. Adjournment**

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In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 X 1232 at least 48 hours in advance of the meeting. The Public is invited to attend City Council Meetings.

**Certificate of Posting**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 15<sup>th</sup> day of April, 2016 at the Riverdale City Hall Noticing Board and on the City website at <http://www.riverdalecity.com/>. A copy was also provided to the Standard-examiner on April 15, 2016.  
Jackie Manning, City Recorder.

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
April 19, 2016**

**AGENDA ITEM: E2**

**SUBJECT:** Presentations and Reports

**INFORMATION:** a. Department Reports March  
b. April Anniversaries  
c. Staffing Authorization Plans  
d. Community Development Report  
e. Finance Report

**[BACK TO AGENDA](#)**



## Mayor & City Council Monthly Summary Report March 2016



### City Administration:

#### 1. Rodger Worthen:

- Held weekly update meetings with Community Dev Director and Mayor.
- Planning and development meetings on property along Riverdale Road, Parker, 550 West RDA and various other areas of the City.
- RDA Review and work with Lewis & Young on CDA development.
- Attended LPC meetings for legislative lobbying work with the ULCT.
- Attended the unveiling of the Veterans Memorial recognition flag at Sr. Center.
- Met with Steve Rush on the Community Performance Plan for 2016.
- 4400 South bridge bid and design work .
- Design review meetings with Community Development.
- Staff interviews.
- Met with staff on Rohmer park trail connection funding options.
- WACOG meeting with Mayor Searle.
- Budget 2016-17 preparation work with staff.
- Ritter Drive bid work and WFRC work for transportation projects.
- Panhandling concerns meeting with Police and Mayor.
- URMMA Risk/liability conference training with Gordon Graham. "Issues lying in wait" .
- Quarterly training meeting with staff – spoke on risk management and hazards
- Meeting w Barb Fitzpatrick and Kathy Holder re: Floodplain Development Areas and FEMA FIRM program.
- Annual Weber Basin Water Conservancy District Meeting.
- WFRC meeting on projects for funding of Riverdale Bike Plan stripping/signage projects
- UDOT projects review for Weber County meeting at County Commission offices.
- Responded to various Citizen requests for RDA loans, complaints, and assistance

#### 2. Lynette Limburg:

- General customer service, information to the public, follow-up on information requests and support for administrative events.
- Employee Quarterly Training
- Prosecution: Prepared files and additional information in regard to prosecution process.
- Prepared paperwork & files for 68 pre-trials & 3 trials.
- Follow-up and filing of court dispositions after pre- trial or trial.
- Completed and received full compliance report on BCI (Bureau of Criminal Identification) Audit.
- Record requests 9 GRAMA requests for police reports, videos and other miscellaneous city records.
- Customer Service – information requests and report data submitted to different agencies.
- 13 Building permits issued logged and maintained.
- Building inspections scheduled and logged.

#### 3. Jackie Manning:

- Prepared City Council, RDA Board and Planning Commission meeting agendas, packets, meeting minutes, and provided all legal notices and postings for meetings.

- Prepared and sent business license renewals and final notice for late businesses
- Answered general business license questions, processed new business license application, issued business licenses.
- Daily filing, scanning, updating spreadsheets
- Attended Institute Training for Municipal Clerk Certification through University of Utah

**Business Administration:**

Cody Cardon:

- Routine phone & computer problem resolution throughout the City.
- Routine management issues and resolution.
- Utility Billing Clerk Interviews 3/31/2016.
- Meeting with all City Department Heads and City Administrator regarding budgets.
- February 2016 Accounting, Reconciliations and Treasurer's Report.
- Budgeting process for FY2017.

Stacey Comeau / HR:

New Hires:	Lynnsey Fisher	Fire
	Benjamin Williams	Fire

Promotions:	Abe Torres	Public Works
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Terminations:	Chad Lockwood	Community Services
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- Job Postings for Utility Billing Clerk, Parks Maintenance I, Seasonal Parks Maintenance
- Meeting with Fire Chief, Finance Director and City Administrator regarding Fire budget
- Random drug testing for the month
- Updated fire roster to State Fire Marshalls office for LTD coverage
- Met with Wendell Bosen from Moreton & Company regarding property insurance renewal
- Workers Compensation renewal with ULGT
- Attended NUHRA Board Meeting 3/14/2016
- NUHRA Training Luncheon 3/17/2016
- Utility Billing Clerk Interviews 3/31/2016
- Prepared Quarterly 941 and Utah Withholding Return
- Started working on updated Benefit Summary
- Responded to job inquiries
- Responded to requests for RDA loan payoff and verification of employment, both verbally and in writing
- Worked with City Attorney to prepare reconveyance on Woods Properties
- Worked with various personnel to resolve issues and concerns

Chris Stone:

- Set up for the employee quarterly training meeting at the Community Center.
- Sold two surplus vehicles.
- Enjoyed a week's vacation.
- Posted the new park presentation on the city website.
- Covered for part-time custodial staff off sick or on vacation.
- Set up and take down for City Council and Planning Commission meetings.
- Various updates to the city website and social media sites.
- Completed the city newsletter and employee newsletter for April.

## **Community Services Department:**

Rich Taylor:

- Attended weekly staff meetings
- Held department staff meeting
- Attended URPA Conference in St. George
- Purchased equipment for and introduced spikeball at community center
- Attended Senior Board Meeting
- Had the yearly maintenance on bleachers and curtain completed
- Worked with Utah Military Academy on soccer field at Golden Spike
- Held Live Fit committee meeting and planned and organized Live Fit
- Worked on Old Glory Days and scheduled entertainment
- Held RYC Easter Egg Hunt
- Had 94 kids participate in Dodgeball and Kid's Korner
- Currently have 194 kids signed up for baseball that starts in May
- Attended the unveiling of the Veterans Memorial recognition flag at Sr. Center
- Budget 2016-17 preparation

## **Fire Department:**

- Worked with Weber County Fire Chiefs developing "closets unit" on reported structure fires. This will make it so one city is not being overwhelmed on Auto-Aid, as well as making sure we are getting more of an adequate man power response to all cities.
- Spillman computers were loaded with all programs and ready to go. Install should be completed in April.
- Conducted Fire Department staff meeting
- Received all information on Firework display from Fireworks West. They are in agreement with the proposed launch site and will be coming out next month to inspect.
- Captain Stenquist started this month.
- Heavy Rescue 41 is now responding to all car accidents in Riverdale City in place of Engine 41. South Ogden and Roy have agreed to support us as needed with technical rescues by providing additional man power. This will also take off some of the wear and tear on Engine 41.
- Riverdale Fire Department had 189 unit responses for the month of March. That is 6.09 times per day that a unit is leaving the Station.
- Riverdale Fire has billed out an additional \$17,088.95 since we change the ambulance billing on Dec 17, 2015.
- Prepared and delivered the Fire Department budget request to City Manager and Finical for review, with explanations on increases and decreases.
- Heavy Rescue 41 participated in the rescue of two victims involved in machinery entanglement, as well as two technical vehicle extrications.

## **Police Department:**

### **PATROL**

Officers have spent a considerable amount of time speaking with people panhandling in the commercial district over the past two months. Lt. Brenkman and Warren met with all of the shelters and discussed services available for those who are homeless. Information was then compiled and given to patrol officers to hand out to the homeless as they speak to them. We have seen a significant decrease in panhandlers in our area since patrol officers have been making contact with them. Businesses have also been contacted regarding the problems and have offered support for the problem.

Officer Jensen located two transient individuals near the entrance of Walmart who appeared intoxicated, one was sleeping and the other was having difficulty walking and standing. Officer Jensen observed a bottle of mouthwash

that they had been drinking. One of the individuals had a warrant and the other was so intoxicated he could not stand up, or walk. Both individuals were booked into jail.

Officer Fuller responded to 5100 S. 1050 W. on report of a domestic disturbance with injuries. Upon arrival he could hear yelling and screaming coming from inside the trailer. He made contact with the victim who had a bleeding large cut in his forehead. The victim reported that his daughter had attacked him, throwing multiple items at him including a bottle of perfume that hit him in the head causing his injury. The suspect was still yelling and making a scene as officers tried to speak to her. She was taken into custody and booked on several domestic violence related charges.

Sgt. Jones was asked to assist Ogden PD who was looking for a fugitive at Motel 6. An Ogden PD officer observed the suspect leave the motel in a vehicle. The suspect was said to be armed with a gun. The Ogden officer attempted to stop him in his unmarked vehicle, however, he would not stop. Sgt. Jones attempted to also stop the suspect and he sped away. Sgt. Jones decided not to pursue the suspect because of the danger to the public. Charges will be screened and filed for evading against the suspect once he is captured. This suspect was later arrested in Ogden after a standoff with police.

Sgt. Jones assisted Roy PD with a mentally unstable male who was claiming that someone had put a bomb in his vehicle to kill him. The suspect had also shown up at the homes of two officers creating fear among family members because of his mental issues. The suspect had been using drugs and was very paranoid and delusional. The suspect was taken to the hospital for a mental health evaluation.

Officers responded to Valley West Apartments on a 911 call where a female had whispered her address in the phone without an apartment number. Dispatch could hear her being assaulted over the open phone line. Officers had difficulty finding the apartment, but eventually were able to narrow it down and located both the victim and suspect inside. The suspect was arrested for domestic violence charges.

Officers responded to the area of Cherry Drive on report of an elderly female who was wandering around without shoes on. Officer Wright located the female who was disoriented and did not know where she was. This female suffers from dementia and has wandered off from her residence before. Her husband responded and took custody of her and thanked officers for their help.

Officer Tomlinson and Officer Fuller responded to the 5600 S. block of 1150 W. on a protective order violation in progress. Officers were informed that the suspect was outside the residence knocking on the window of a person that is protected by a protective order through the courts. The suspect had told the complainant that he had no intention of going back to prison if she called the police. Officers arrived quickly on scene and located the suspect's vehicle parked nearby. The suspect was soon found in the area after he had attempted to run and hide himself from officers. Inside the suspect's vehicle, meth and marijuana were located. A search warrant was written for the suspect's blood which was granted to assist with the investigation of possession of the narcotics. The suspect was booked into jail.

Officer Thompson and Bingham responded to the area of the 4375 S. Weber River Dr. on a female who was screaming for help at 0030 hours in the morning. They searched the area and Officer Thompson located the female in the rail yard. She was not wearing pants and was high on narcotics. She had been in the river and was freezing because of the cold temperatures. She had bleeding wounds and was unable to walk. Officer Thompson carried her to a patrol vehicle to warm her up and she was then transported to the ambulance to be taken to the hospital for treatment.

## INVESTIGATIONS

**Retail Theft:** Detective Peterson conducted follow up on a retail theft that occurred at Home Depot. Detective Peterson identified the suspect and located him incarcerated in the Salt Lake County Jail. Detective Peterson interviewed the suspect whom confessed to the theft. The suspect was charged with retail theft MA.

**Retail Theft:** Sergeant Engstrom located a suspect for a retail theft case that Detective Pippin was looking for. Sergeant Engstrom took the suspect into custody and transported him to Riverdale PD. Detective Pippin interviewed the suspect and he confessed to stealing a laptop from Wal-Mart. The suspect was charged with Retail Theft.

**Residential Burglary:** The suspect entered a resident's garage through the side door and stole a bike and tools. The suspect pawned the stolen bike. The suspect was identified and interviewed by Detective Pippin while incarcerated at the Weber County Jail. The suspect confessed to the burglary and was charged with burglary F2.

**Retail Theft:** The suspect entered Wal-Mart, selected a stereo and returned it using his Utah ID. Detective Pippin confirmed the suspect's identity. A warrant was issued for his arrest.

**Child Abuse:** An infant sustained several injuries while in the care of a family member being baby sat. The suspect family members were interviewed but denied any abuse. Due to the circumstances of the case the incident is being screened by the Weber County Attorney's Office for criminal charges. Detective Pippin was assigned to the case.

**Identity Theft/Exploitation of a disabled adult:** The suspect obtained a Utah Driver's License and credit at numerous places using his adult disabled brother's personal information. The suspect initially denied all of the

allegations but subsequently confessed to using his brother's personal information fraudulently. Detective Peterson charged the suspect with identity fraud.

**Retail Theft:** The suspect entered Wal-Mart, selected a tool set, and returned it. The suspect used her ID to complete the return. Detective Pippin confirmed the suspect's identity. Detective Pippin located the suspect on a later date. She didn't deny the theft but she stated she couldn't remember because she was in a drug induced state. The suspect was charged with MB theft.

**Phone Theft:** The victim reported that her iPhone 6 was stolen from Wal-Mart. Video surveillance was obtained and a black male was seen reaching into her cart and stealing her phone. The male suspect left with a black female in a bright blue mini-van. The same day, the victim called in again reporting that her phone's location was showing at 4800 S 451 W in Washington Terrace. She also reported that the suspect was text messaging her husband asking for a finder's fee and for the four digit code to access the phone.

Detective Peterson searched Versadex for vehicles matching the suspect vehicle description and located a bright blue minivan registered to virtually the same address of 4847 S 450 W in Washington Terrace. Detective Peterson viewed the registered owners DL photo and observed she was the same female entering Wal-Mart with the suspect. Upon searching her involvements Detective Peterson found a possible male suspect. Detective Peterson began text messaging the suspect pretending to be the victim. The suspect was very abrasive and demanded the four digit code over and over. Detective Peterson eluded to the suspect that he had hacked his information and discovered his IP address and that he knew where he lived and that he was reporting this to the police. Detective Peterson asked him to return the phone however he refused. Detective Peterson continued to provide more and more information to the suspect to show that he was about to be caught and that he should do the right thing and just return the phone however he would not comply.

On 3/8/16, Detective Peterson made contact with the suspect. The suspect subsequently confessed under Miranda to stealing the phone and attempting to get a finder's fee from the owner. The suspect turned over the phone to me and he agreed to complete a written confession which was obtained. The suspect will be summoned into the Riverdale Justice Court for one count of Theft.

Detective Peterson returned the phone to the victim at her home and she was very grateful. Upon returning the phone to the victim, she remarked that her cell phone case was missing. Detective Peterson responded back to the the suspect's home to try and recover the cell phone case however the suspect advised he threw the case in the garbage.

**Domestic Violence:** It was reported a male assaulted a female and the male was charged with DV assault. The female later reported she assaulted the male and provided photos of injuries on the male she caused. The case is being screened for DV assault charges for the female. Detective Pippin completed the investigation.

**Retail Theft:** The suspect stole jewelry from Shopko. Detective Pippin identified the suspect and interviewed him at Davis County Jail. The suspect confessed to the theft and was charged with retail theft MB.

**Retail Theft:** Three suspects entered Wal-Mart and began stealing numerous items. One of the suspects was detained by Loss Prevention. Another suspect went and pulled the car near the door while the other used force to free the other suspect from Loss Preventions custody. Detective Pippin identified the suspects and charged them with MB retail theft.

**Investigations received 35 new cases, closed 39 cases and made 14 arrest.**

### **Public Works Department:**

Shawn Douglas

- Continued work with FEMA.
- Continued Remote Read Meter Project.
- Continued 4400 S Trail Project.
- Continued new well investigative work.
- Continued Storm Water Outlet project work.
- Continued work on 4400 S pocket park reconstruction.
- Continued work on Street Overlay Projects.
- Continued Civic Center Door Project.
- Started 2017 budget review.
- Drained and inspected water tank number 1.
- Surveyed street lights for outages.

### **Community Development Department:**

- Reeve and Associates Office Bldg: Power to panel, footings inspection
- ARS Clean-up: Final inspection

- Mountain View Apartments: Re-inspections
- Riverdale Business Park, Phase 3: Floor pour, footings, and foundation inspection
- Sweeto Burrito: Electrical, rough plumbing, sheet rock, nailing inspection
- Target/CVS Pharmacy: Electrical inspection
- Toll Triathlon Center: Meeting with Contractor on site; Final and re-final inspection
- Mitchell Farms PRUD: Curb, water, sewer, and foundation inspection
- Freeway Park Drive Office Building: Framing, rough electrical, rough plumbing inspection
- Walmart Remodel: Plumbing inspection
- Home inspections for various projects on residential lots
- Assist neighboring city with inspections
- Plan review of fence improvement proposals
- Meetings with contractors relative to projects and rebuilds/remodels
- Fire inspections and fire checks for businesses
- Design Review Committee meeting for restaurant
- Conceptual Review Meeting: Retail use building
- Preconstruction meeting regarding 4400 South bridge structure and installation
- Meeting with FEMA/State Floodplain Development managers Barb Fitzpatrick and Kathy Holder to review Floodplain Management program
- Meeting with Mike Medina, Jodi Hoskins, and Brian Hoskins
- Meetings with H&P Investments team
- Meeting with UDOT to discuss right-of-way for potential development access
- Meeting with Dave Combe
- Meetings with Dee Hansen to discuss RDA strategies
- Meeting with Kimball Engineering
- Meeting with GSH to review Geotechnical report
- Economic development opportunities update and discussion meetings
- Geographical Information Systems overview/introduction training by department member
- Quarterly Training attendance by department members
- Utah Ordinance Compliance Association meeting attendance by department member
- Utah Chapter International Code Council meeting attendance by department member
- Fire investigation training attendance by department member
- Local Emergency Planning Committee meeting attendance by department member

Fire Inspection / Code Enforcement Report: **attached**

**Legal Services Department:**

- Resolutions/Ordinances work–
- Legal work concerning - Budget, Legislative issues, Loss Control, GRAMA, Room addition, Open meetings, Wash downs, Hydrants, Cell towers, Bingo, Anderson, RSAC, Purin prop., RDA
- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Public records requests/Court/Court screenings/Court filings/Annual reviews
- Formal training attended- Newly elected
- RSAC- Drug Court -
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

**COURT MONTHLY REPORT**

512 Total traffic cases YTD 2902 (Jul. 2015 to June. 2016)  
8 DUI 284 Moving violations 0 FTA  
0 Reckless/DUI red. 174 Non-moving violations 0 Other  
44 License violations 01 Parking

103 Total Misdemeanor cases YTD 597 (Jul. 2015 to June. 2016)  
4 Assault 0 Ill. sale Alc. 13 Dom. animal 6 Dom. violence  
33 Theft 7 Other liq. viol. 0 Wildlife 21 Other misd./infrac  
0 FTA 19 Contr. subst vio. 0 Parks/rec.  
0 Public intox 0 Bad checks 0 Planning zon./Fire/Health

380 Total cases disposed of this month 2707 Total number of cases disposed of for the year (July 1, 2015 to June. 2016)  
614 Total offenses this month 3508 Total offenses for year (July 1, 2015 to June. 2016)

Small Claims Total number of cases for the year (Jan. 2015 to Dec. 2015) -- Filed=81 Settled/Dismissed=58 Default=1  
4 Cases filed 0 Trials  
4 Settled/dismisssed 0 Default judgment

**# CITATIONS BY AGENCY YTD (Jul. 2015 to June. 2016)**  
Riverdale City 340 1665  
UHP 116 964

**MISC. YTD (July 2015 to Jun. 2016)**  
Total Revenue collected \$66,120.83 \$ 512,525.84  
Revenue Retained \$42,489.47 \$ 340,635.08  
Warrant Revenue \$43,960.00 \$ 331,627.00  
Issued warrants 56 480  
Recalled warrants 70 676

**RSAC MONTHLY REPORT**

26 participants 208 drug tests given 0 walked away/warrants issued  
1 orientations 1 in jail/violations 3 ordered to inpatient  
1 new participant 2 positive UA's/tests/dilutes 0 other  
6 graduates 2 incentive gifts  
0 terminated/quit 5 spice tests given



## Code Enforcement Case Detail Report

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	726	4/11/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

### Violations

Violation	Notes
003: Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1708 W 4800 S	725	4/11/2016		985 Code § 11-1-8	OPEN	Engaging in business without a valid business license.

### Violations

Violation	Notes
001: Open	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
860 W Riverdale Road	724	4/11/2016		985 Code § 11-1-8)	OPEN	Engaging in business without a valid business license.

### Violations

Violation	Notes
001: Open	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
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1708 W 4800 S	723	4/11/2016		RCC 4-5-3(B)(31)	OPEN	Parking On Landscaping or soft surface
Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1708 W 4800 S	722	4/11/2016		RCC 4-5-3(B)(31)	OPEN	Parking On Landscaping or soft surface
Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1708 W 4800 S	721	4/11/2016		RCC 4-5-3(B)(31)	OPEN	Parking On Landscaping or soft surface

**Violations**

Violation	Notes

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1708 W 4800 S	720	4/11/2016		RCC 4-5-3(B)(31)	OPEN	Parking On Landscaping or soft surface

**Violations**

Violation	Notes

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4978 South 1050 West	719	4/4/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
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4943 900 W	718	4/4/2016		4-7-3	CLOSED	CAMP OR CAMPING
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**Violations**

Violation	Notes
002: Closed	I was

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	717	4/1/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4949 S 900 W	716	4/1/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4752 S 575 W	715	4/1/2016		41-6A-1401(1)(B)(II)	SENT TO COURT	41-6A-1401(1)(B)(II) PARK WITHIN 15 FT OF FIRE HYDRANT

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	714	3/31/2016		41-1a-414	CLOSED	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	713	3/31/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	712	3/25/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	711	3/25/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1120 W 5525 S	710	3/24/2016	1120 W 5525 S	RCC 4-5 7-1-1	OPEN	Tree obstructing sidewalk.

**Violations**

Violation	Notes
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001: Open	Tree
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Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	709	3/22/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1194 W 4400 S	708	3/22/2016	26 N State Street	RCC 4-5-3(B)(12)	OPEN	litter, debris, plant trimmings, or trash, visible from the street or an adjoining property

**Violations**

Violation	Notes
001: Open	litter, debris,

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4949 S 900 W	707	3/21/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	706	3/21/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4949 S 900 W	705	3/21/2016		41-6A-1401(1)(B)(IV)	SENT TO COURT	PARK WITHIN 30 FEET UPON APPROACH TO TRAFFIC SIGN, SIGNAL

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4943 S 900 W	704	3/21/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4978 South 1050 West	703	3/21/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4943 S 900 W	702	3/21/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4949 S 900 W	701	3/21/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4979 S 1050 W	700	3/14/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
5340 S 575 W	699	3/14/2016	5340 S 575 W	RCC 4-5-3(B)(12)	CLOSED	Improper Accumulations

**Violations**

Violation	Notes
002: Closed	plant

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	698	3/10/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
Site Address	Case #	Case Date	Owner Address	Code	Status	Description

4848 S 900 W	697	3/10/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.
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**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	696	3/10/2016		41-1a-414	CLOSED	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
1074 w Riverdale RD	695	3/9/2016			CLOSED	Engaging in business without a valid business license.

**Violations**

Violation	Notes
002: Closed	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	694	3/9/2016		41-1a-414	CLOSED	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
003. Sent to	

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
999 w Riverdale Road	693	3/9/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4949 S 900 W	692	3/9/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4848 S 900 W	691	3/8/2016		41-1a-414	SENT TO COURT	Parking privileges for persons with disabilities.

**Violations**

Violation	Notes
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003. Sent to

Site Address	Case #	Case Date	Owner Address	Code	Status	Description
4765 S 575 W	690	3/7/2016	4765 S 575 W	UCC Ref.: RCC 4-5-3(B) (21)	CLOSED	vehicles that are not currently registered

**Violations**

Violation	Notes
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002: Closed

Total Records: 37

4/15/2016

# FIRE INSPECTIONS

Inspection Date Scheduled	Occupancy Name	Inspection Inspector Full Name	Inspection Shift	Inspection Passed
3/9/2016	Metro PCS	Randy Koger	FI41	No
3/10/2016	Adrenaline Enterprises(DBA) ARS	Randy Koger	FI41	Yes
3/15/2016	Podium Sports Performance	Randy Koger	FI41	No
3/16/2016	Podium Sports Performance	Jeff Woody		Yes
3/31/2016	STAPLES THE OFFICE SUPERSTORE 703	Dean Gallegos	B	No
3/31/2016	BABIES R US	Stephen Stenquist	B	Yes
3/31/2016	ROSS DRESS FOR LESS #504	Dean Gallegos	B	Yes
3/31/2016	SEAGULL BOOK & TAPE INC	Dean Gallegos	B	Yes
3/31/2016	Zurchers	Stephen Stenquist	B	Yes
4/1/2016	Affordable Dentures	Dean Gallegos	B	No
4/1/2016	Labor Ready	Dean Gallegos	B	No
4/1/2016	Mattress Firm	Dean Gallegos	B	No
4/1/2016	Audibel Hearing Center	Dean Gallegos	B	Yes
4/1/2016	BURGER KING 2228	Dean Gallegos	B	Yes
4/4/2016	Fast Signs	David Kingsley	A	No
4/4/2016	GUITAR CENTER #432	David Kingsley	A	No
4/4/2016	WASATCH CIVIL CONSULTING ENGINEERING INC	David Kingsley	A	No
4/4/2016	Adrenaline RC Hobbies	David Kingsley	A	Yes
4/4/2016	BACKYARDS INC. (LIFETIME PRODUCTS)	Matt Hennessy	A	Yes
4/4/2016	Boot Barn	Matt Hennessy	A	Yes
4/4/2016	D & E Piano Gallery	Matt Hennessy	A	Yes
4/4/2016	PPG ARCHITECTURAL FINISHES, INC.	Matt Hennessy	A	Yes
4/4/2016	State Farm	David Kingsley	A	Yes
4/5/2016	Larry H Miller Used Cars	David Kingsley	A	No
4/5/2016	A1 ALLIANCE COUNSELING SERVICES	Matt Hennessy	A	Yes
4/5/2016	ACCURATE HEARING CLINICS & AUDIOLOGY	Matt Hennessy	A	Yes
4/5/2016	American Family Insurance	Matt Hennessy	A	Yes
4/5/2016	BARTLETT & WEBSTER	Matt Hennessy	A	Yes
4/5/2016	CIVIL ENGINEERING CONSULTANTS	Matt Hennessy	A	Yes

# FIRE INSPECTIONS

4/5/2016	Cosh	Matt Hennessy	A	Yes
4/5/2016	DUBS SCRUBS	Matthew Slater	A	Yes
4/5/2016	Dyna Quest Technologies	Matt Hennessy	A	Yes
4/5/2016	Evelyn Geilmann, PLC	Matt Hennessy	A	Yes
4/5/2016	Farm Bureau	Matt Hennessy	A	Yes
4/5/2016	GWNE INC EDWIN WATTS GOLF SHOP	Matt Hennessy	A	Yes
4/5/2016	iThrive Funding	Matt Hennessy	A	Yes
4/5/2016	KEYES INSURANCE SERVICES INC	Matt Hennessy	A	Yes
4/5/2016	National Coating & Paint Supplies	Matthew Slater	A	Yes
4/5/2016	PRO COMPUTER	Matt Hennessy	A	Yes
4/5/2016	Spiral Solutions and Tech Inc	Matthew Slater	A	Yes
4/11/2016	Larry Miller Auto Group	Randy Koger	FI41	No
4/11/2016	Reeves Engineering	Randy Koger	FI41	No
4/12/2016	MEN'S WAREHOUSE	Dean Gallegos	B	No
4/12/2016	Batteries Plus Bulbs	Dean Gallegos	B	Yes
4/12/2016	BED BATH & BEYOND 783	Dean Gallegos	B	Yes
4/12/2016	Crazy 8	Dean Gallegos	B	Yes
4/12/2016	DOGGIE DEN	Stephen Stenquist	B	Yes
4/12/2016	GAP	Dean Gallegos	B	Yes
4/12/2016	IN-OUT-BURGER	Stephen Stenquist	B	Yes
4/12/2016	Massage Envy	Dean Gallegos	B	Yes
4/12/2016	Rue 21	Dean Gallegos	B	Yes
4/12/2016	THE CHILDREN'S PLACE #4060	Dean Gallegos	B	Yes
4/12/2016	Larry Miller Auto Group	Randy Koger	FI41	No
4/13/2016	Bombay Bites	Dean Gallegos	B	No
4/13/2016	Chick-Fil-A	Dean Gallegos	B	No
4/13/2016	LESLEYS MOBILE HOME PARK	Dean Gallegos	B	No
4/13/2016	OLIVE GARDEN ITALIAN RESTAURANT 1595	Dean Gallegos	B	No
4/13/2016	Blue Hills Dental	Dean Gallegos	B	Yes
4/13/2016	Del Taco	Dean Gallegos	B	Yes
4/13/2016	LESLEYS R V STORAGE	Dean Gallegos	B	Yes
4/13/2016	PANDA EXPRESS	Dean Gallegos	B	Yes



State of Utah

GARY R. HERBERT  
Governor

SPENCER J. COX  
Lieutenant Governor

Department of Public Safety

KEITH D. SQUIRES  
Commissioner

April 8, 2016

Chief David Y. Hansen  
Riverdale Police Department, UT0290600  
Emailed to: dhansen@riverdalecity.com

Dear Chief Hansen:

The BCI Auditing/Training Staff has completed this agency's triennial BCI Compliance Audit. The attached BCI Compliance Audit Packet has been prepared by Susan Brown of the BCI Auditing and Training Staff. It reflects this agency's compliance status as of April 8, 2016, the date of the audit.

The BCI Compliance Audit Packet contains the *2015-2017 BCI Compliance Audit Findings* and the *BCI Policies and Information* document.

The *BCI Compliance Audit Findings* is a summary of the requested documents and answers to the audit questionnaire. This information has been reviewed and a determination has been made as to this agency's compliance to the state and federal policies and procedures that govern the use of UCJIS information. The compliance audit is designed to commend this agency on its compliance, make recommendations of improvements, and to identify areas that must be improved to become compliant.

The *BCI Policies and Information* document is an overview of the areas where common errors occur. For complete definitions and details, please access the entire manual on the TAC Website.

BCI would like to commend this agency on its successful completion of the audit process. This agency has been found **COMPLIANT** in all areas. We appreciate your agency's attention to both the state and federal policies that protect all of the information acquired directly or indirectly through UCJIS.

We have enjoyed working with you and hope the audit process has been beneficial to you and your department. Feel free to contact the BCI Audit/Training Staff at any time if you have any questions or need clarification.

Sincerely,

Joe Killpack  
Field Service Supervisor  
Alice Moffat  
Bureau Director

Cc: TAC: Cindi Draper

**Employee Recognition – April 2016 Anniversaries**

Years	Employee	Department
33		Paul Flaig
17		Scott Brenkman
14		Curtis Jones
12		Casey Warren
3		Michael Eggett
1		Amy Wright
1		Tristan Buckner



# Riverdale City

## Staffing Authorization Plan

As of December 31, 2005		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	5.50	5.50
Community Development	3.50	3.50
Bus Admin - Civic Center	5.75	5.50
Bus Admin - Comm Services	10.00	6.75
Public Works	12.00	11.00
Police	26.00	26.00
Fire	11.50	12.75
Total	77.25	74.00

As of March 31, 2016		
<i>Department</i>	<i>FTE Authorization</i>	<i>FTE Actual</i>
City Administration	3.00	3.00
Legal Services	4.50	4.50
Community Development	3.00	3.00
Bus Admin - Civic Center	5.25	5.25
Bus Admin - Comm Services	9.00	8.50
Public Works	11.00	10.00
Police	22.75	22.75
Fire	15.50	15.50
Total	74.00	72.50

Staffing Reconciliation - Authorized to Actual		
<i>Department</i>	<i>FTE Variance</i>	<i>Explanation</i>
City Admin	0.00	
Legal Services	0.00	
Bus Admin - Civic Center	0.00	
Community Development	0.00	
Community Services	(0.50)	PT Workers unfilled
Bus Admin - Civ Ctr	0.00	
Public Works	(1.00)	FT position unfilled
Police	0.00	
Fire	0.00	
Totals	(1.50)	Staffing <u>under</u> authorization

Actual Full Time Employees 56.00  
 Actual Part Time Employees 53.00

# Riverdale City Staffing Authorization Plan

Department: Elected - Mayor & Council

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>Election</u>	<u>Term of Office</u>	<u>Authorized</u>	<u>Actual</u>
	Mayor Norman Searle	2013	2014-2017	1.00	1.00
					
	Councilor / Mayor Pro Tem Braiden Mitchell	2015	2016-2019	1.00	1.00
					
	Councilor			4.00	
	Brent Ellis	2013	2014-2017		1.00
	Gary Griffiths	2013	2014-2017		1.00
	Alan Arnold	2015	2016-2019		1.00
	Cody Hansen	2015	2016-2019		1.00
					
					
					
					
	Total			6.00	6.00

# Riverdale City Staffing Authorization Plan

Department: Planning Commission

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOA-City</u>	<u>Term Apptm't</u>	<u>Authorized</u>	<u>Actual</u>
	Steve Hilton Chairman	01/2015	01/2019	1.00	1.00



Vice Chairman

Blair Jones

01/2016

01/2020

1.00

1.00



Commissioner

Michael Roubinet  
Robert Wingfield  
David Gailey  
Kathy Eskelsen  
Lori Fleming

02/2013  
01/2016  
01/2015  
01/2014  
01/2013

01/2017  
01/2018  
01/2019  
01/2018  
01/2017

5.00

1.00  
1.00  
1.00  
1.00  
1.00



Total

7.00

7.00

# Riverdale City Staffing Authorization Plan

Department: City Administration

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
2310/1065	Exec. Admin. Asst./Legal Support Lynette Limburg	8/14/1986	12/11/1998	1.00	1.00
					
130/140	City Recorder Jackie Manning	6/29/2015	6/29/2015	1.00	1.00
					
125	City Administrator Rodger Worthen	3/17/2014	3/17/2014	1.00	1.00
					
Total				3.00	3.00

Riverdale City  
Staffing Authorization Plan

Department: Legal Services

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1035	Court Clerk I			0.00	
1040	Court Clerk II			0.50	
	Earlene Lee	11/29/1999	5/1/2005		0.50
					
1045	Court Outreach Coord.			1.00	
	Joan Dailey	11/28/2005	11/28/2005		1.00
					
1030/1045	Court Clerk Coord.			1.00	
	Roger Wedde	1/24/2000	1/24/2000		1.00
					
1070	Prosec. Attorney			0.50	
	Mike Junk	8/16/2004	8/16/2004		0.50
					
XXX	Justice Court Judge			0.50	
	Reuben Renstrom	10/1/2010	10/1/2010		0.50
					
1025	City Attorney / Dept Head			1.00	
	Steve Brooks	11/1/2004	11/1/2004		1.00
					
	Total			4.50	4.50

# Riverdale City Staffing Authorization Plan

Department: Community Development

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
305/2030	Bldg Insp / PW Insp Jeff Woody	6/22/1992	6/1/2005	1.00	1.00
					
1710/330	Fire Insp./Code Enf. Randy Koger	7/9/1990	1/1/2012	1.00	1.00
					
335	Comm Dev Dir Michael Eggett	4/16/2013	4/16/2013	1.00	1.00
					
	Total			3.00	3.00

Riverdale City  
Staffing Authorization Plan

Department: Business Administration - Civic Center Division

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
600	PT Custodian Brenda Guzman Neil Amidan Steve Hodges	12/13/2010 8/1/2013 7/6/2015	12/13/2010 8/1/2013 7/6/2015	0.75	0.25 0.25 0.25
					
760	Civic Center Service Clerk Kay James Raelyn Boman	8/29/2005 9/3/2013	8/29/2005 4/6/2015	1.00	0.50 0.50
					
720/200	Acctg. Clerk Cindee Colby	9/2/2008	9/2/2008	0.50	0.50
					
610	Fac. Custodial Coordinator/ Pub Comm Spec Chris Stone	12/1/1992	12/1/1992	1.00	1.00
					
195/785	HR/Office Manager Stacey Comeau	1/31/2005	1/31/2005	1.00	1.00
					
165/780	Business Administrator Cody Cardon	12/21/2015	12/21/2015	1.00	1.00
					
	Total			5.25	5.25

# Riverdale City Staffing Authorization Plan

Department: Business Administration - Community Services Division

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	Rec Worker			2.75	
	Baylee Cascaddan	8/31/2015	8/31/2015		0.25
	Connor Daniels	6/15/2015	6/15/2015		0.25
	Braxton Wright	1/6/2015	1/6/2015		0.25
	Tristan Buckner	4/14/2015	4/14/2015		0.25
	Karson Kolb	3/16/2015	3/16/2015		0.25
	Open				0.00
	Jaxon Fernelius	10/15/2014	10/15/2014		0.25
	Kayson Choate	6/3/2015	6/3/2015		0.25
	Jakob Niederhauser	6/15/2015	6/15/2015		0.25
	Cameron Reeve	9/14/2015	9/14/2015		0.25
	Open				0.00



XXX	Group Fitness Instructor			0.50	
	Katie Ellis	5/13/2013	5/13/2013	Sub	0.00
	Cassie Preece	8/26/2013	8/26/2013		0.25
	Amy Arner	5/19/2014	5/19/2014	Sub	0.00
	Jessica Bobo	11/12/2015	11/12/2015		0.25



1266	Comm Center Cust Clerk			2.00	
	Karen Dille	9/13/1999	9/13/1999		0.50
	Colleen Winget	9/16/2003	9/16/2003		0.33
	Nicole Gross	8/25/2014	8/11/2015		0.33
	Betty Wilson	9/2/2014	9/2/2014		0.33
	Amy Wright	4/10/2015	4/10/2015		0.33



1270

Rec Specialist

Samuel Smith  
Miranda Rizzi

9/14/2015  
3/20/2014

9/14/2015  
3/20/2014

0.50

0.25  
0.25



XXX	Sr. Center Worker RDA Daniel Pence	6/2/2015	6/2/2015	0.50	0.50
					
1570	Sr. Center Cook Wendy Turner	10/14/2010	1/16/2015	0.50	0.50
					
1424	Sr. Program Kitchen Aide Jenny Sears	2/24/2015	2/24/2015	0.25	0.25
					
225	Seniors Program Coordinator Shawn Jensen	7/1/2013	7/1/2013	1.00	1.00
					
340	Comm Services Coordinator Rich Taylor	6/30/2014	6/30/2014	1.00	1.00
					
	Rounding				0.18
	Total			9.00	8.50

Riverdale City  
Staffing Authorization Plan

Department: Public Works

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
730	Billing Clerk Vicky Barrett	5/6/1985	6/2/1986	1.00	1.00
					
1230	Park Mtn Specialist I			0.00	0.00
1235	Park Mtn Specialist II			0.00	0.00 0.00
640/1230	Bldg & Grounds Maint Specialist III Wes Kay	11/1/2008	11/1/2008	1.00	1.00
					
1240	Park Mtn Specialist III Abraham Torres Travis Gibson	5/9/2006 5/2/2011	9/1/2006 5/2/2011	2.00	1.00 1.00
	 				
1994	Mtn Field Supervisor Norm Farrell	8/17/1998	12/20/2004	1.00	1.00
					
2105	Utility Mtn Operator I			0.00	0.00

2110	Utility Mtnc Operator II			0.00	0.00
2115	Utility Mtnc Operator III			3.00	
	Bart Poll	8/24/1998	7/1/2004		1.00
	Matt Sorenson	11/1/1999	10/15/2013		1.00
	Jake Peterson	5/12/2014	5/12/2014		1.00
					
1994	Mtnc Field Supervisor			1.00	
	Kirk Favero	11/3/1997	7/1/2005		1.00
					
2115/2000	Utility Mtnc Operator III/Equipment Mtnc Spec Open			1.00	0.00
					
2025	PW Director			1.00	
	Shawn Douglas	5/20/1991	10/16/2011		1.00
					
	Total			11.00	10.00

# Riverdale City Staffing Authorization Plan

Department: Police

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	School Crossing Guard			0.75	
	Kathy Doxey	8/10/2015	8/10/2015		0.25
	Tamara Jones	8/22/2007	8/22/2007		0.25
	Frank White	9/23/2002	9/23/2002		0.25
	  				
1510	Animal Control Bonnie Jones	5/8/1998	5/8/1998	1.00	1.00
					
2335	Patrol Secretary/Receptionist Camille Tesch	3/8/2004	3/8/2004	1.00	1.00
					
2310	Administrative Executive Assistant Cindi Draper	1/30/1995	1/30/1995	1.00	1.00
					
1750	PT Police Officer I			0.00	0.00
1750	Pol Officer I			0.00	0.00

1755	Pol Officer II			4.00	
	Justin Kelley	6/16/2012	6/16/2012		1.00
	Rusty Bingham	6/16/2011	6/16/2011		1.00
	Chad Atkinson	8/31/2013	8/31/2013		1.00
	Tyler Tomlinson	5/31/2015	5/31/2015		1.00



1760	Pol Officer III			9.00	
	Nolan Geilmann	2/16/1999	2/16/2004		1.00
	Brandon Peterson	7/12/2002	11/16/2003		1.00
	Lynn Wright	7/1/2003	2/16/2004		1.00
	Trent Thompson	7/16/1998	11/16/2003		1.00
	Kevin Fuller	7/16/1998	2/16/2012		1.00
	Joel Pippin	2/16/2004	8/16/2004		1.00
	Joey Clark	12/6/2004	1/1/2005		1.00
	Benjamin Jensen	2/1/2007	2/1/2007		1.00
	Joseph McBride	1/2/2008	1/2/2008		1.00



1765	Pol Sgt			3.00	
	Curtis Jones	4/16/2002	1/1/2006		1.00
	Jamie Boots	2/1/2006	7/1/2013		1.00
	Derek Engstrom	11/16/2010	7/1/2015		1.00



1745	Police Lt. Scott Brenkmann Casey Warren	4/14/1999 4/16/2004	7/1/2006 7/1/2015	2.00	1.00 1.00
					
1740	Police Chief Dave Hansen	11/1/1985	6/1/2006	1.00	1.00
					
	Total			22.75	22.75

# Riverdale City Staffing Authorization Plan

Department: Fire

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	PT Firefighter			5.00	
	Mike Albee	2/16/2001	2/16/2001		0.25
	Brian Wood	12/15/2008	12/15/2008		0.25
	Cameron Beck	12/5/2005	12/5/2005		0.25
	Darin Ryan	8/10/2010	8/10/2010		0.25



Eddie Graham	10/22/1997	10/22/1997	0.25
Joshua Wead	7/29/2014	7/29/2014	0.25
Steven Whetton	7/29/2014	7/29/2014	0.25
Dave Griggs	8/15/1994	8/15/1994	0.25



Chad Wilson	12/5/2005	12/5/2005	0.25
Cameron West	6/22/2009	6/22/2009	0.25
Kraig Cutkomp	8/9/2012	8/9/2012	0.25
Jered Hawkes	12/15/2008	15/15/2008	0.25



Michael Hadley	8/29/2007	8/29/2007	0.25
Terry Johnson	9/16/2007	9/16/2007	0.25
Bret Bronson	12/20/2012	12/20/2012	0.25
Michael Payne	7/29/2014	7/29/2014	0.25





Jordan Cubbedge	7/29/2014	7/29/2014	0.25
Lydon Lafitte	7/29/2014	7/29/2014	0.25
Lynnsey Fisher	3/1/2016	3/1/2016	0.25
Benjamin Williams			0.25



2335	Fire Admin Secretary			0.50	
	Krystn Hinojosa	10/18/2004	10/18/2004		0.50



1695	FT Firefighter/EMT			6.00	
	Paul Flaig	4/4/1983	6/16/2011		1.00
	Dean Gallegos	8/21/1995	8/21/1995		1.00
	David Kingsley	8/27/2007	6/16/2011		1.00
	Matthew Slater	12/4/2001	6/16/2011		1.00
	Curtis Leishman	6/22/2009	6/16/2011		1.00
	Nathan Tracy	11/6/2012	2/7/2013		1.00



1675	Fire Captain			3.00	
	Matthew Hennessy	12/5/2005	2/1/2012		1.00
	Dave Ermer	6/3/1996	8/1/2005		1.00
	Stephen Stenquist	12/15/2008	2/29/2016		1.00



1680	Fire Chief			1.00	
	Jared Sholly	10/21/2015	10/21/2015		1.00





Rounding	0.00	0.00
Total	15.50	15.50

# Riverdale City Staffing Authorization Plan

Department: Fire

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	PT Firefighter			5.00	
	Mike Albee	2/16/2001	2/16/2001		0.25
	Brian Wood	12/15/2008	12/15/2008		0.25
	Cameron Beck	12/5/2005	12/5/2005		0.25
	Darin Ryan	8/10/2010	8/10/2010		0.25
					
					
					
					
	Eddie Graham	10/22/1997	10/22/1997		0.25
	Joshua Wead	7/29/2014	7/29/2014		0.25
	Steven Whetton	7/29/2014	7/29/2014		0.25
	Dave Griggs	8/15/1994	8/15/1994		0.25
					
					
					
					
	Chad Wilson	12/5/2005	12/5/2005		0.25
	Cameron West	6/22/2009	6/22/2009		0.25
	Kraig Cutkomp	8/9/2012	8/9/2012		0.25
	Jered Hawkes	12/15/2008	15/15/2008		0.25
					
					
					
					
	Michael Hadley	8/29/2007	8/29/2007		0.25
	Terry Johnson	9/16/2007	9/16/2007		0.25
	Bret Bronson	12/20/2012	12/20/2012		0.25
	Michael Payne	7/29/2014	7/29/2014		0.25
					
					
					
					
	Jordan Cubbedge	7/29/2014	7/29/2014		0.25
	Lydon Lafitte	7/29/2014	7/29/2014		0.25
	Lynnsey Fisher	3/1/2016	3/1/2016		0.25
	Benjamin Williams				0.25



2335 Fire Admin Secretary  
 Krystn Hinojosa 10/18/2004 10/18/2004 0.50 0.50



1695 FT Firefighter/EMT 6.00

Paul Flaig	4/4/1983	6/16/2011	1.00
Dean Gallegos	8/21/1995	8/21/1995	1.00
David Kingsley	8/27/2007	6/16/2011	1.00
Matthew Slater	12/4/2001	6/16/2011	1.00
Curtis Leishman	6/22/2009	6/16/2011	1.00
Nathan Tracy	11/6/2012	2/7/2013	1.00



1675 Fire Captain 3.00

Matthew Hennessy	12/5/2005	2/1/2012	1.00
Dave Ermer	6/3/1996	8/1/2005	1.00
Stephen Stenquist	12/15/2008	2/29/2016	1.00



1680 Fire Chief 1.00

Jared Sholly	10/21/2015	10/21/2015	1.00
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Rounding 0.00 0.00

Total 15.50 15.50



## **COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT**

**April 14, 2016**

### **OPEN FOR BUSINESS**



Podium Sports Performance Triathlon Training Center has opened at 1393 W. 5175 S., Suite 201.



Metro PCS wireless services is now open at 1074 W. Riverdale Road.



New City HVAC is open in phase one of the Riverdale Business Park located at 1451 West 5175 South.

### **NEW & ONGOING DEVELOPMENTS**



Sweeto Burrito is nearing completion of remodeling for their new location at 1140 West Riverdale Road, Unit G.



Reeve & Associates is constructing a new office building for their company located at 5160 South 1500 West.

### **Riverdale Business Park**

Construction continues on phase three of the Riverdale Business Park located at 5175 South 1500 West.



Wendy's is currently doing an extensive remodel of their restaurant.



**Condition of the Treasury  
Riverdale City and Redevelopment Agency  
Report as of February 29, 2016**

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
<b>General Fund</b>	\$ 1,784,131	\$ 481,238	\$ 2,000	\$ 736,008	\$ 584,744	\$ 5,638,891	\$ 5,101,886	\$ 537,005
						Net of Class C Road Funds:		\$ 550,454
<b>Redevelopment Agency, RDA</b>	\$ 3,546,447			\$ 17,800	\$ 55,566	\$ 1,426,047	\$ 1,304,130	\$ 121,917
<b>Capital Projects Fund</b>	\$ 1,665,219			\$ 992	\$ 6,457	\$ 130,031	\$ 123,049	\$ 6,982
<b>Water Fund</b>	\$ 1,541,354			\$ 48,486	\$ 48,888	\$ 642,213	\$ 700,970	\$ (58,757)
<b>Sewer Fund</b>	\$ 2,205,088			\$ 96,046	\$ 180,078	\$ 766,603	\$ 675,991	\$ 90,612
<b>Storm Water Fund</b>	\$ 1,311,828			\$ 19,649	\$ 10,683	\$ 156,041	\$ 91,782	\$ 64,259
<b>Garbage Fund</b>	\$ 295,979			\$ 28,880	\$ 25,370	\$ 230,876	\$ 184,308	\$ 46,568
<b>Motor Pool Fund</b>	\$ 1,686,067			\$ 89,936	\$ 21,431	\$ 392,927	\$ 586,849	\$ (193,922)
<b>Information Technology Fund</b>	\$ 191,226			\$ 10,826	\$ 24,427	\$ 86,125	\$ 68,323	\$ 17,802
<b>Total</b>	<b>\$ 14,227,339</b>	<b>\$ 481,238</b>	<b>\$ 2,000</b>	<b>\$ 1,048,624</b>	<b>\$ 957,644</b>	<b>\$ 9,469,755</b>	<b>\$ 8,837,288</b>	<b>\$ 632,467</b>

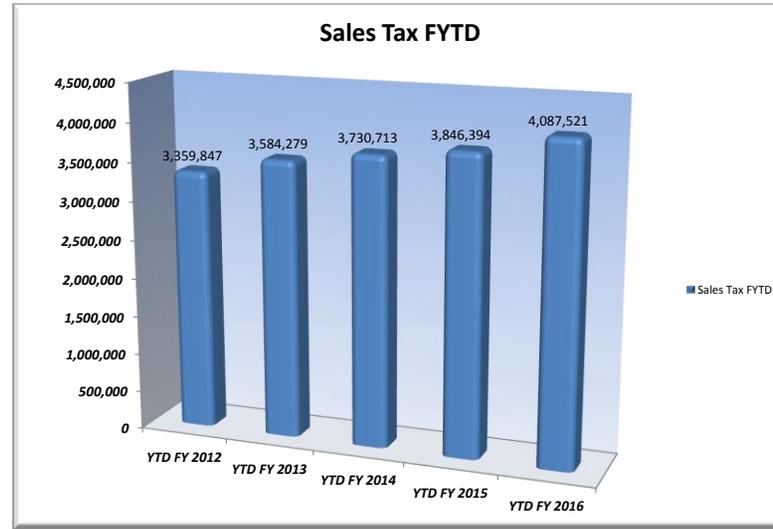
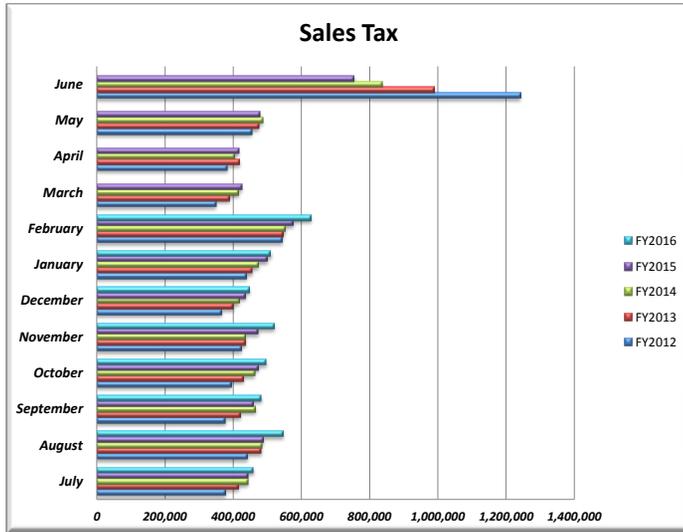
**Cody Cardon**  
Business Administrator

**Notes:**

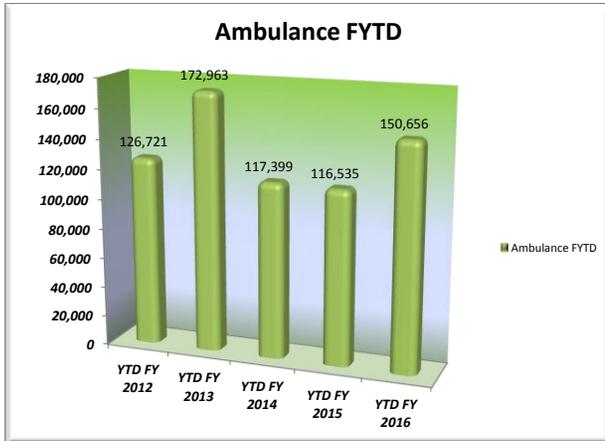
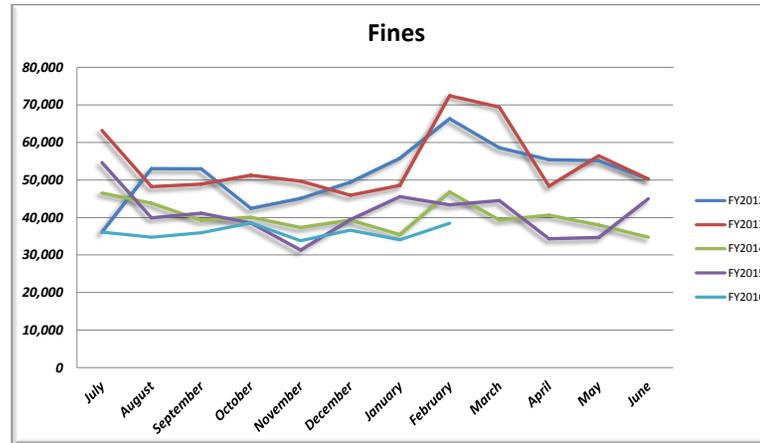
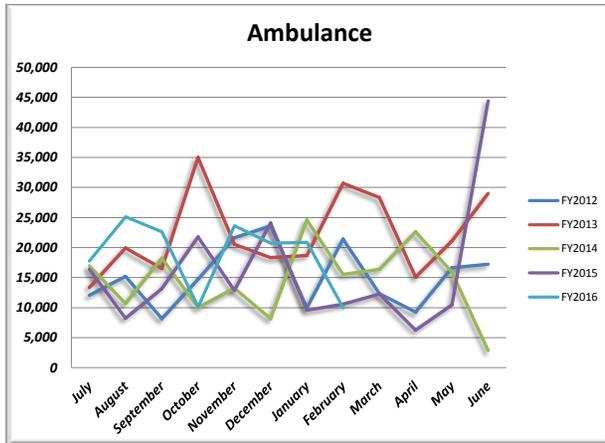
- 1) Savings are held in:
  - a) PTIF (Public Treasurer's Investment Fund), the most recent yield was .78%.
- 2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
- 3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$400), Senior's (\$500), and Police (\$500).
- 4) Receipts for sales tax, property tax, road tax and liquor tax are deposited directly into the PTIF account by the paying agency of the State of Utah or Weber County.
- 5) Other receipts are handled through the counter cash drawers mentioned above.
- 6) All disbursements are paid through the checking accounts at Wells Fargo Bank except petty cash items.
- 7) Cash flow and all account balances are monitored daily, savings are transferred from the PTIF to the checking account to cover disbursements as necessary.
- 8) Check disbursements are normally made weekly through the accounts payable system.
- 9) A check register report is available for detailed review of each disbursement made by city and RDA funds.
- 10) Our independent auditors include their review of these accounts in their annual audit report.

Condition of the Treasury  
Riverdale City Redevelopment Agency  
Report as of February 29, 2016

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
<b>RDA General Fund</b>	<b>\$ 309,759</b>			\$ 1,192	\$ -	\$ 23,165	\$ 5,960	<b>\$ 17,206</b>
Riverdale Road RDA Fund	\$ 1,257,620			\$ -	\$ -	\$ 268,667	\$ 450,000	\$ (181,333)
1050 West RDA Fund	\$ (1,285)			\$ -	\$ -	\$ -	\$ -	\$ -
550 West RDA Fund	\$ 446,434			\$ -	\$ 48,521	\$ 211,385	\$ 68,615	\$ 142,771
West Bench RDA Fund	\$ (53,993)			\$ -	\$ -	\$ -	\$ -	\$ -
Statutory Housing RDA Fund	\$ 99,348			\$ 60	\$ 950	\$ 60,035	\$ 3,077	\$ 56,958
Housing RDA Fund	\$ 392,313			\$ 534	\$ 53	\$ 526,170	\$ 686,769	\$ (160,599)
Senior Facility Fund	\$ 1,096,251			\$ 16,015	\$ 6,042	\$ 336,624	\$ 89,710	\$ 246,914
<b>Total</b>	<b>\$ 3,546,447</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,800</b>	<b>\$ 55,566</b>	<b>\$ 1,426,047</b>	<b>\$ 1,304,130</b>	<b>\$ 121,917</b>



Sales Tax	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2012	377,176	441,207	375,990	393,199	424,423	365,661	439,081	543,110	349,596	381,648	453,855	1,241,631	5,786,576
FY2013	414,591	480,408	419,923	430,149	436,713	400,931	455,267	546,297	388,978	419,261	473,554	989,012	5,855,084
FY2014	442,860	483,531	465,331	462,265	434,672	416,737	472,296	553,020	415,423	404,529	486,693	838,217	5,875,576
FY2015	442,569	488,430	458,153	474,267	472,170	435,446	499,970	575,391	424,999	416,396	478,215	755,204	5,921,208
FY2016	458,600	545,970	482,051	495,854	519,883	447,381	510,651	627,131					4,087,521
Sales Tax FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015	YTD FY 2016								
	3,359,847	3,584,279	3,730,713	3,846,394	4,087,521								



Ambulance	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2012	12,051	15,189	8,160	14,709	21,611	23,611	9,990	21,399	12,318	9,253	16,619	17,219	182,129
FY2013	13,339	19,908	16,496	35,004	20,548	18,307	18,672	30,689	28,315	15,072	21,090	28,998	266,438
FY2014	16,960	10,677	18,243	10,007	13,235	8,171	24,577	15,528	16,360	22,613	15,910	2,854	175,136
FY2015	16,388	8,217	13,143	21,750	12,854	24,072	9,549	10,562	12,254	6,254	10,466	44,398	189,908
FY2016	17,721	25,099	22,604	10,096	23,644	20,688	20,854	9,951					150,656

Ambulance FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015	YTD FY 2016
	126,721	172,963	117,399	116,535	150,656

Fines	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2012	36,085	52,987	52,985	42,407	45,072	49,402	55,770	66,300	58,582	55,395	55,136	50,205	620,325
FY2013	63,188	48,230	48,899	51,273	49,701	45,934	48,540	72,433	69,402	48,355	56,419	50,266	652,641
FY2014	46,485	43,787	39,264	40,058	37,333	39,322	35,452	46,766	39,353	40,618	38,020	34,744	481,202
FY2015	54,647	39,917	41,150	38,535	31,312	39,420	45,550	43,388	44,521	34,360	34,683	44,960	492,443
FY2016	36,066	34,724	35,927	38,538	33,792	36,609	34,078	38,481					288,215

Fines FYTD	YTD FY 2012	YTD FY 2013	YTD FY 2014	YTD FY 2015	YTD FY 2016
	401,007	428,198	328,465	333,920	288,215

RIVERDALE CITY CORP.  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND REVENUE</u>					
TAX REVENUE	632,011.45	4,637,163.31	6,549,538.00	1,912,374.69	70.8
LICENSES AND PERMITS	40,541.09	189,554.55	187,000.00	( 2,554.55)	101.4
INTERGOVERNMENTAL REVENUE	2,443.81	205,384.24	305,001.00	99,616.76	67.3
CHARGES FOR SERVICES	18,882.43	233,634.31	324,250.00	90,615.69	72.1
FINES AND FORFEITURES	38,481.36	288,150.15	505,500.00	217,349.85	57.0
MISCELLANEOUS REVENUE	3,648.29	85,004.22	223,500.00	138,495.78	38.0
<b>TOTAL FUND REVENUE</b>	<b>736,008.43</b>	<b>5,638,890.78</b>	<b>8,094,789.00</b>	<b>2,455,898.22</b>	<b>69.7</b>
<u>RDA GENERAL FUND REVENUE</u>					
SOURCE 36	1,191.94	9,072.77	7,000.00	( 2,072.77)	129.6
RDA REVENUE	.00	14,092.36	20,000.00	5,907.64	70.5
<b>TOTAL FUND REVENUE</b>	<b>1,191.94</b>	<b>23,165.13</b>	<b>27,000.00</b>	<b>3,834.87</b>	<b>85.8</b>
<u>RIVERDALE ROAD RDA FUND REVENUE</u>					
TAX REVENUE	.00	268,667.03	310,000.00	41,332.97	86.7
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>268,667.03</b>	<b>310,000.00</b>	<b>41,332.97</b>	<b>86.7</b>
<u>550 WEST RDA FUND REVENUE</u>					
TAX REVENUE	.00	211,385.33	300,000.00	88,614.67	70.5
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>211,385.33</b>	<b>300,000.00</b>	<b>88,614.67</b>	<b>70.5</b>
<u>STATUTORY HOUSING FUND REVENUE</u>					
TAX REVENUE	.00	56,369.43	80,000.00	23,630.57	70.5
MISCELLANEOUS REVENUE	59.53	3,665.62	21,800.00	18,134.38	16.8
<b>TOTAL FUND REVENUE</b>	<b>59.53</b>	<b>60,035.05</b>	<b>101,800.00</b>	<b>41,764.95</b>	<b>59.0</b>
<u>HOUSING RDA FUND REVENUE</u>					
TAX REVENUE	.00	67,166.76	80,000.00	12,833.24	84.0
SOURCE 34	.00	4,535.00	.00	( 4,535.00)	.0
MISCELLANEOUS REVENUE	534.01	454,468.45	556,000.00	101,531.55	81.7
<b>TOTAL FUND REVENUE</b>	<b>534.01</b>	<b>526,170.21</b>	<b>636,000.00</b>	<b>109,829.79</b>	<b>82.7</b>

RIVERDALE CITY CORP.  
 FUND SUMMARY  
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SENIOR FACILITY RDA FUND REVENUE</u>					
TAX REVENUE	.00	231,076.74	300,000.00	68,923.26	77.0
CHARGES FOR SERVICES	15,370.00	101,500.00	152,000.00	50,500.00	66.8
MISCELLANEOUS REVENUE	644.64	4,047.46	7,000.00	2,952.54	57.8
TOTAL FUND REVENUE	16,014.64	336,624.20	459,000.00	122,375.80	73.3
<u>CAPITAL PROJECTS FUND REVENUE</u>					
CAPITAL PROJECTS REVENUE	992.14	130,031.07	145,500.00	15,468.93	89.4
TOTAL FUND REVENUE	992.14	130,031.07	145,500.00	15,468.93	89.4
<u>WATER FUND REVENUE</u>					
WATER - INTEREST REVENUE	907.02	6,948.31	12,000.00	5,051.69	57.9
WATER REVENUE	47,578.95	635,264.99	1,076,000.00	440,735.01	59.0
TOTAL FUND REVENUE	48,485.97	642,213.30	1,088,000.00	445,786.70	59.0
<u>SEWER FUND REVENUE</u>					
SEWER REVENUE	96,046.46	766,603.29	1,141,000.00	374,396.71	67.2
TOTAL FUND REVENUE	96,046.46	766,603.29	1,141,000.00	374,396.71	67.2
<u>STORM WATER FUND REVENUE</u>					
STORM WATER REVENUE	19,649.19	156,041.02	231,000.00	74,958.98	67.6
TOTAL FUND REVENUE	19,649.19	156,041.02	231,000.00	74,958.98	67.6
<u>GARBAGE FUND REVENUE</u>					
GARBAGE REVENUE	28,879.84	230,876.16	346,000.00	115,123.84	66.7
TOTAL FUND REVENUE	28,879.84	230,876.16	346,000.00	115,123.84	66.7
<u>MOTOR POOL FUND REVENUE</u>					
MOTOR POOL REVENUE	89,935.71	392,927.34	394,708.00	1,780.66	99.6
TOTAL FUND REVENUE	89,935.71	392,927.34	394,708.00	1,780.66	99.6

RIVERDALE CITY CORP.  
 FUND SUMMARY  
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INFORMATION TECH. FUND REVENUE</u>					
IT REVENUE	10,826.30	86,124.95	291,320.00	205,195.05	29.6
TOTAL FUND REVENUE	10,826.30	86,124.95	291,320.00	205,195.05	29.6

RIVERDALE CITY CORP.  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND EXPENDITURES</u>					
MAYOR/COUNCIL	6,561.28	72,898.71	119,030.00	46,131.29	61.2
LEGAL	43,113.80	344,276.43	553,719.00	209,442.57	62.2
CITY ADMINISTRATION	27,652.46	217,804.29	338,761.00	120,956.71	64.3
BUSINESS ADMINISTRATION	38,504.31	458,876.47	632,510.00	173,633.53	72.6
NON DEPARTMENTAL	5,750.00	46,000.00	120,733.00	74,733.00	38.1
POLICE	220,819.55	1,814,464.65	2,844,357.00	1,029,892.35	63.8
FIRE	115,086.20	950,695.98	1,403,694.00	452,998.02	67.7
COMMUNITY DEVELOPMENT	28,860.97	237,278.58	364,546.00	127,267.42	65.1
STREETS	25,786.36	390,519.52	775,076.00	384,556.48	50.4
PARKS	25,997.71	234,704.32	398,864.00	164,159.68	58.8
COMMUNITY SERVICES	46,611.29	334,366.90	543,499.00	209,132.10	61.5
TOTAL FUND EXPENDITURES	584,743.93	5,101,885.85	8,094,789.00	2,992,903.15	63.0
<u>RDA GENERAL FUND EXPENDITURES</u>					
RDA EXPENSES	.00	5,959.54	27,000.00	21,040.46	22.1
TOTAL FUND EXPENDITURES	.00	5,959.54	27,000.00	21,040.46	22.1
<u>RIVERDALE ROAD RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	450,000.00	310,000.00	( 140,000.00)	145.2
TOTAL FUND EXPENDITURES	.00	450,000.00	310,000.00	( 140,000.00)	145.2
<u>550 WEST RDA FUND EXPENDITURES</u>					
EXPENDITURES	48,520.80	68,614.61	300,000.00	231,385.39	22.9
TOTAL FUND EXPENDITURES	48,520.80	68,614.61	300,000.00	231,385.39	22.9
<u>STATUTORY HOUSING FUND EXPENDITURES</u>					
EXPENDITURES	950.00	3,077.19	101,800.00	98,722.81	3.0
TOTAL FUND EXPENDITURES	950.00	3,077.19	101,800.00	98,722.81	3.0
<u>HOUSING RDA FUND EXPENDITURES</u>					
EXPENDITURES	52.71	686,768.78	636,000.00	( 50,768.78)	108.0
TOTAL FUND EXPENDITURES	52.71	686,768.78	636,000.00	( 50,768.78)	108.0

RIVERDALE CITY CORP.  
 FUND SUMMARY  
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SENIOR FACILITY RDA FUND EXPENDITURES</u>					
EXPENDITURES	6,042.13	89,710.28	459,000.00	369,289.72	19.5
TOTAL FUND EXPENDITURES	6,042.13	89,710.28	459,000.00	369,289.72	19.5
<u>CAPITAL PROJECTS FUND EXPENDITURES</u>					
CAPITAL PROJECTS EXPENDITURES	6,456.53	123,049.27	145,500.00	22,450.73	84.6
TOTAL FUND EXPENDITURES	6,456.53	123,049.27	145,500.00	22,450.73	84.6
<u>WATER FUND EXPENDITURES</u>					
WATER EXPENSES	48,888.16	700,970.10	1,820,990.00	1,120,019.90	38.5
TOTAL FUND EXPENDITURES	48,888.16	700,970.10	1,820,990.00	1,120,019.90	38.5
<u>SEWER FUND EXPENDITURES</u>					
SEWER EXPENSES	180,077.72	675,990.84	1,049,130.00	373,139.16	64.4
TOTAL FUND EXPENDITURES	180,077.72	675,990.84	1,049,130.00	373,139.16	64.4
<u>STORM WATER FUND EXPENDITURES</u>					
STORM WATER EXPENSES	10,683.45	91,781.66	343,586.00	251,804.34	26.7
TOTAL FUND EXPENDITURES	10,683.45	91,781.66	343,586.00	251,804.34	26.7
<u>GARBAGE FUND EXPENDITURES</u>					
GARBAGE EXPENSES	25,370.14	184,307.68	332,500.00	148,192.32	55.4
TOTAL FUND EXPENDITURES	25,370.14	184,307.68	332,500.00	148,192.32	55.4
<u>MOTOR POOL FUND EXPENDITURES</u>					
MOTOR POOL EXPENSES	21,430.91	586,849.26	698,274.00	111,424.74	84.0
TOTAL FUND EXPENDITURES	21,430.91	586,849.26	698,274.00	111,424.74	84.0
<u>INFORMATION TECH. FUND EXPENDITURES</u>					
IT EXPENSES	24,427.12	68,323.22	102,630.00	34,306.78	66.6
TOTAL FUND EXPENDITURES	24,427.12	68,323.22	102,630.00	34,306.78	66.6

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
April 19, 2016**

**AGENDA ITEM: F**

**SUBJECT:** Consideration to approve meeting minutes for past City Council Meetings.

**PETITIONER:** Jackie Manning, City Recorder

**ACTION REQUESTED BY PETITIONER:** Consideration to approve meeting minutes.

**INFORMATION:** [2-20-16 Strategic Planning Meeting Minutes](#)  
[3-15-16 Regular Meeting Minutes](#)  
[3-15-16 Work Session Minutes](#)

**[BACK TO AGENDA](#)**

1 Minutes of the Riverdale City Council Strategic Planning Meeting held Saturday, February 20, 2016, at 8:00 AM, at the Senior  
2 Center, 4433 S 900 W, Riverdale City, Weber County, Utah.

3  
4 **Present:** City Council: Norm Searle, Mayor  
5 Brent Ellis, Councilor  
6 Gary E. Griffiths, Councilor  
7 Braden Mitchell, Councilor  
8 Alan Arnold, Councilor  
9 Cody Hansen, Councilor  
10  
11 City Employees: Rodger Worthen, City Administrator  
12 Steve Brooks, City Attorney  
13 Dave Hansen, Police Chief  
14 Scott Brenkman, Lieutenant  
15 Shawn Douglas, Public Works Director  
16 Rich Taylor, Community Services Director  
17 Cody Cardon, Business Administrator/Finance Director  
18 Mike Eggett, Community Development  
19 Jared Sholly, Fire Chief  
20 Jackie Manning, City Recorder  
21  
22

23 • **Welcome – Mayor Searle**

24  
25 Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and  
26 members of the staff. Mayor Searle discussed the open house that took place Thursday meeting to present the  
27 conceptual park design to the public.  
28

29 • **Session Objectives – Rodger Worthen**

30  
31 1. Fiscal Review – FYTD 2016-17

32 Mr. Worthen thanked the Council and the Staff for meeting on a Saturday. He explained the process of developing  
33 the tentative budget. Mr. Worthen reviewed the strategic planning initiatives from the 2005 action plan. He described the  
34 budget as a policy guideline established by the City Council and which gives the staff direction. Mr. Worthen discussed  
35 unanticipated expenditures that may arise.  
36

37 2. Review items for Consensus Priorities for drafting FY2016 Budget

38 Mr. Worthen discussed the need to list priorities when drafting the budget for the new fiscal year while keeping in  
39 mind the needs of the residents and the 2005 action plan. Mr. Worthen discussed unanticipated events that can  
40 sometimes cause budget amendments. He discussed the importance of the budget, as it is a policy document that guides  
41 spending. He expressed the importance of strategic planning meetings.  
42

43 • **Fiscal Review – Cody Cardon**

44  
45 1. FYTD 2015-16 Financial Review

46 Mr. Cardon explained the various financial reports provided to the Council. The report specifically showed the current  
47 status of the budget and provides comparisons for the prior year. He noted the sales tax revenue is up about 5 percent.  
48 Mr. Cardon continued to explain the revenues and expenditures with details about which departments are up and which  
49 are down.  
50

51 Mr. Cardon discussed enterprise funds, which is a profit motive. He stated overall everything looks good with the  
52 exception of the water fund. There is a deficit in the water fund of approximately 50 thousand dollars. He explained capital  
53 projects that were done the prior year.  
54

55 Mr. Cardon referred to the treasury graph which will be included in the upcoming City Council packet. He briefly  
56 discussed billing collections pertaining to the fire department for ambulance fees. Councilor Griffith invited Chief Sholly to  
57 explain the ambulance billing. Chief Sholly discussed the coding complications that were not previously aligning which  
58 affected the billing. He changed the procedures to ensure the codes were properly being entered, as well as billing the  
59 standard rates. He also ensured the bills were being sent weekly versus every few months. There was a brief discussion  
60 regarding hazmat clean up and the billing process through insurance companies.  
61

62 Councilor Hansen inquired about the RDA budget. He specifically referred to an expenditure that occurred at the end  
63 of December 2015 that affected the budget so significantly. Mr. Cardon explained it was for purchase of a property. Mr.  
64 Cardon explained enterprise funds in relation to revenue. There was a discussion regarding the RDA balance and the way  
65 to recoup the costs to eliminate deficits.  
66

67 Councilor Hansen inquired about the availability for residents to obtain an RDA loan. Mr. Cardon added there were  
68 funds available for loans to those that qualify.  
69

70 There was a brief discussion regarding tickets and fines (citations) in relation to how the fees are distributed between  
71 the city and the state. Chief Hansen discussed the new focus of Highway Patrolman in relation to issuing speeding tickets  
72 and noted they are more focused on problem areas, so there has been less revenue from speeding tickets as a result.  
73 Riverdale City does not have a citation quota, but the police officers do have goals. There was a discussion regarding  
74 citations with an emphasis on keeping Riverdale safe while providing a friendly environment between police officers,  
75 residents, and shoppers.  
76

77 Councilor Griffiths suggested a tracking spreadsheet be created to collect information from citizens regarding  
78 concerns they have. This would track code enforcement concerns as well as any suggestions from residents. Councilor  
79 Griffiths wanted to ensure the residents were being properly represented and didn't feel a resident survey was enough to  
80 accurately capture the majority of concerns. Mr. Worthen explained the Mayor consistently brings citizens  
81 issues/complaints to City Staff for resolution.  
82

83 a. Budget vs. Actual (thru January 31, 2016)  
84

85 Mr. Cardon discussed the timeline budget schedule. He discussed the various deadlines of the departments for their  
86 tentative budget/schedule. He stated May 3, 2016 is the public hearing and adoption of the tentative budget for fiscal year  
87 2016-2017.  
88

89 2. Timeline of Budget formulation and dates  
90

91 Mr. Cardon discussed sales tax revenue and anticipated a 3 percent increase every year. Mr. Cardon stated the  
92 overall goal is to have the final budget adopted on June 21, 2016. There was a brief discussion regarding the public  
93 hearing dates for the tentative and final budget.  
94

95 3. 2005 Action Plan Review  
96

97 Mr. Worthen discussed the 2005 Action Plan in relation to the recession during 2007-2010. Mr. Worthen discussed  
98 implementation of a complaint log that could be created to track concerns of residents, as recommended and requested  
99 by Councilor Griffiths.  
100

101 There was a brief discussion regarding water line maintenance. Mr. Douglas explained the complications of  
102 anticipating water issues.  
103

104 Mr. Worthen discussed the staffing operation services, and capital expenditures that was last updated 2012-2013. He  
105 briefly discussed the economy. Mr. Worthen stated the soft freeze of hiring employees will continue to meet the FTE (Full  
106 Time Employee) desires of the Council. Councilor Hansen felt the action plan was outdated and asked if it would be  
107 possible to update quarterly to maintain with current economic status and update the priorities as fits the current needs of  
108 the city. There was a consensus to update the action plan quarterly. Councilor Griffith encouraged the staff to make the  
109 action plan available on the city website. Benchmark of the plan is currently available on the Riverdale City website.  
110

111 Mr. Worthen discussed the rise in expenses throughout the city. He discussed the change in staffing due to retiring  
112 staff, including the Chief of Police who will retire in June. Mr. Worthen discussed the 19 acre park that has been presented  
113 as a concept plan. He discussed the impact having additional parks would have on staffing, ultimately increasing the  
114 staffing limit to be able to maintain the parks. He discussed how various projects impact staff and potentially increases the  
115 staffing responsibilities and could require additional staffing.  
116

117 There was a discussion regarding the legislature with an emphasis on the proposed E-Fairness Bill regarding the  
118 details and history of the bill. Mr. Worthen discussed the weekly meetings on Monday for the Legislative Policy Committee  
119 which consists of the Mayor, the City Administrator, Community Development, and City Attorney. The Utah League of  
120 Cities and Towns meet with various cities and attend the legislative session to advocate/lobby for the cities. There was a  
121 10 minute break.  
122

**End of Part 1**

123  
124 4. Strategic Plan Initiatives with organizational considerations – Rodger Worthen  
125

126 Mayor Searle discussed the "Ask The Mayor" tab on the city website. He recently received a question pertaining to  
127 panhandling. There was a brief discussion on panhandling with an emphasis on helping panhandlers receive information  
128 to help better their situations.  
129  
130  
131  
132

133 • **Consensus Priorities for drafting FY 2016 Budget**

134 1. General Fund

135 a. Action Plan Directives

136 Mr. Worthen discussed the capital improvement plan. There was a discussion regarding the doors located at the Civic  
137 Center with an emphasis on the latching capability. The Community Center is also having an issue with latching doors.

138 Business Administration – Cody Cardon worked with Lynn Fortie, the previous business administrator, to update the  
139 civic center. Mr. Worthen called attention to the recent re-carpet and re-painting. He thanked Public Works Department for  
140 their efforts in updating the civic center.

141 Legal – Mr. Brooks discussed the need for an office for prosecutors, and stated it is within his budget to create a  
142 small office. Mr. Brooks discussed the remodels and updating of the court room. Mr. Brooks discussed the staffing within  
143 the courts and noted that they are down two employees.

144 Councilor Griffiths opened discussion regarding the possibility to increase the judge's salary. Mr. Brooks discussed  
145 the state requirements and involvement in setting salaries for judges. Councilor Griffiths raised the question as to whether  
146 the current judge would be willing to continue with the drug court if they didn't raise his salary. Mr. Brooks discussed the  
147 various courts the judge works with in conjunction with Riverdale. Mr. Brooks discussed the grants that are no longer  
148 available for drug court. Mr. Brooks discussed the treatments through drug court as how it pertains to the participants.  
149 Lieutenant Brenkman discussed the change in venue over the last few years. He noted when the drug court originated it  
150 mainly consisted of participants of alcohol and minimal drug offenses, but has now evolved into heroin addicts. He didn't  
151 feel the court was set up for that type of drug addiction. There was a discussion regarding how participants begin the  
152 program.

153 Mayor Searle discussed the option of looking into the amount of time staff and the judge spend with the drug court to  
154 determine the outcome. Councilor Arnold commented that the judge knew what his workload would be when he applied  
155 for the job. Councilor Arnold explained anyone would want more money for their job duties, and expressed by raising the  
156 judges salary it set a precedent for other employees/jobs within the city. He felt given that circumstance they should not  
157 raise the salary. Councilor Hansen inquired as to whether or not the judge officially asked the council for a raise in salary.  
158 Councilor Griffiths indicated it was implied in a previous presentation the judge did for the council. Mayor Searle discussed  
159 the judge's salary and how it increases every year based on the new requirements. Councilor Arnold cautioned the  
160 Council on allowing an increase to one person's salary while ignoring accommodations for other city staff.

161 Mr. Worthen explained the annual job salary comparison performed by Human Resources, Stacey Comeau. Every  
162 year Ms. Comeau compares Riverdale City salaries to other cities throughout Utah. Mr. Worthen recommended Ms.  
163 Comeau do a salary comparison for the judge, before any decisions were made regarding his salary.

164 There was a brief discussion regarding misdemeanor drug courts located around the state. Mr. Brooks stated the  
165 focus of the Riverdale Drug Court is to keep their number around 20 members with a focus on local residents, or the  
166 offenses occurring in Riverdale.

167 City Administration – Didn't have any upcoming projects.

168 Community Services – Mr. Taylor discussed the front doors of the Community Center and the challenges that arise  
169 from not having functioning doors. He discussed the cost of replacement \$18,000 to \$20,000. He discussed the safety  
170 concerns in relation to emergency situations relating to exiting the building in a timely manner. There was a brief  
171 discussion regarding the possibility of replacing the hardware versus replacing the actual door. Mr. Douglas explained  
172 purchasing the doors was a last resort and noted due to the age of the doors they are no longer making parts for these  
173 doors. There was a discussion regarding the unique framing of the doors and the continual maintenance of the doors.

174 Mr. Taylor discussed the 8 furnaces located at the Community Center. He stated there are 4 furnaces that appear to  
175 be in need of repair. They have been reviewed by a repairman and may need to be reviewed for replacement of parts  
176 within the next 2 to 3 years.

177 Mr. Taylor discussed the bleachers located in the gym which are being reformed/bent. He explained the metal frames  
178 that get bent when people climb on the closed bleachers. He was informed by a repairman that there are only so many  
179 times a metal bleacher can be re-bent before replacement is needed. There was a brief discussion regarding the  
180 replacement of bleachers as well as location within the gym of bleachers, the annual repairs, and the possibility of future  
181 replacement. Mr. Taylor discussed the possible option of using RAMP funding to assist in bleacher purchase. Mr. Taylor  
182 didn't feel all the bleachers needed to be replaced. Mr. Taylor felt the priorities of the Community Services Department  
183 were replacing the doors, reviewing the furnaces, and addressing the maintenance of the bleachers.

184 FIRE – Mr. Worthen discussed the use of a generator fuel tank for emergency preparedness. He stated Mr. Taylor,  
185 Mr. Cardon, Mr. Douglas, and Chief Sholly have been reviewing the viability of the generator. The idea would be to have  
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199 the generator in the Community Center for emergency situations to allow for communication through phones and internet  
200 to allow for continued service to the public during an emergency.

201  
202 Chief Sholly discussed mandated equipment testing requirements for fire fighters which have not been  
203 maintained. Chief Sholly discussed the importance of coming into compliance. He discussed the importance of keeping  
204 records of equipment testing and maintenance.  
205

206 He discussed equipment changes that need to be made per state mandate. There is a lot of equipment that are  
207 approaching expiration dates. He discussed the impact fire departments have on city budgets. He discussed his goal of  
208 staying within the budget.  
209

210 Chief Sholly discussed anticipation of replacing the ambulance in 2018. If the fire department stays on track in  
211 equipment replacements they can alternate replacements with engine remounts. He discussed refurbished engines and  
212 engine remounts for ambulances to avoid purchasing a brand new ambulance. He discussed the lower costs of a  
213 refurbish.  
214

215 Councilor Mitchell inquired about the possibility of surplus the old chief truck. Chief Sholly explained the need to  
216 use the truck to pull trailers and surplus the old brush trucks instead. Councilor Hansen inquired about the unmarked  
217 trucks and said he had been approached by residents wondering why the city hadn't marked the vehicle. Chief Sholly  
218 stated in order to paint the vehicle it would be an additional \$1,800 and due to some improvements needed in the vehicle  
219 it was not feasible for this year's budget. He stated the goal is to get the truck painted as soon as the new budget is in  
220 place. Chief Sholly stated he does have patches located on the front of the vehicle. He discussed public perception of  
221 marked city vehicles.  
222

223 Chief Sholly discussed the maintenance needs for the fire vehicles. He stated \$25,000 has already been put into the  
224 fire engine. Chief Sholly discussed the purchase of a used Quint. He felt they could sell the ladder and use the funds  
225 towards the purchase of the engine. Councilor Hansen asked if they needed to have the ladder truck for insurance  
226 purposes. Chief Sholly explained they did not need the ladder vehicle to maintain insurance requirements.  
227

228 Councilor Griffiths inquired about the purchase of a used Quint. Chief Sholly discussed the issues with purchasing  
229 used Quints with a focus on dulateral axels which would cause the same issues they are currently experiencing in relation  
230 to turning radius difficulty. Chief Sholly stated if they are trying to get out of the maintenance issues he didn't feel it was a  
231 good idea to purchase a used quint. Councilor Griffiths inquired if the Quint would fill the ISO requirement. Chief Sholly  
232 stated business insurance is not based on ISO scores.  
233

234 There was a discussion regarding engine prices. It is estimated that the Quint will last 20 years. There was a  
235 discussion regarding future maintenance for the fire engine with an emphasis on anticipated years of service for the  
236 engine. There was a discussion regarding the heavy rescue vehicle in relation to expenses and involving county  
237 participation in the repair costs.  
238

239 Chief Sholly discussed the different fire vehicles and their turning radiuses. Councilor Griffiths inquired about joining  
240 forces with other fire communities for equipment sharing. Chief Sholly stated they are currently joining forces with other  
241 communities. Chief Sholly discussed the advantages of the quint in regards to turning radius and responding to the needs  
242 of Riverdale City.  
243

244 Mr. Worthen asked about the life of the engine and pump in a quint vehicle with an emphasis on depreciation. Chief  
245 Sholly discussed his plans in extending the life of the fire department vehicles. He discussed the need to evaluate each  
246 call and send the appropriate vehicle which should help eliminate the over-usage of one vehicle. Mr. Worthen summarized  
247 the overall plan to extend the life of the fire department equipment: sell the ladder, replace the Quint, run the pumper for  
248 5-6 years, and run the heavy rescue vehicle more than the pumper.  
249

250 Chief Sholly discussed the funding for the heavy rescue vehicle in relation to the repairs with Weber County, and  
251 explained it is more of a cost share.  
252

253 Chief Sholly discussed the rise in ambulance calls. He asked for consideration in the future of adding 3 additional part  
254 time employees as well as making Krystn Hinojosa full time to minimize fire hazards for the fire fighters. He stated  
255 currently he is getting trained interns out of the fire academy to help out. There was a discussion regarding the fe (full  
256 time employee) precedent set up by the previous City Council. The general consensus of the Council was there are  
257 adequate employees at this time. Councilor Griffiths recommended bringing in numbers as to the cost of having part time  
258 and full time employees for the fire department.  
259

**End of Part 2**

260  
261 Police – Chief Hansen discussed the SUV and Pick-Up trucks purchased on state bids. They are driven for 2 years  
262 and then are sold. This eliminates the need for new tires or maintenance, because they are still under warranty. Chief  
263 Hansen discussed the budget for 2017. He discussed the radio system from the year 2000 and noted it was outdated and  
264 a new system is needed. Chief Hansen felt all radios would need to be replaced in the next 3 years and he anticipated the

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265 cost to be approximately 150 thousand dollars. He stated they will push out the radios as long as they can. The new  
266 radios will be mandated by the Weber Morgan Dispatch, as they will require all cities within those counties to comply.

267  
268 There was a discussion regarding body cameras and the impact they have on the police officers. Lieutenant  
269 Brenkman discussed the constant breaking of the cameras and stated they may need to be replaced in the future. Chief  
270 Hansen discussed the additional cameras already in place. Chief Hansen discussed the complications of having the body  
271 cameras in relation to technological difficulties and as they pertain to GRAMA (Government Records Access Management  
272 Act). Chief Hansen discussed the program Spillman and the technical difficulties and inconsistencies of the program.  
273 Chief Hansen expressed gratitude to Lieutenant Brenkman and his diligence in working through the technical difficulties of  
274 Spillman.

275  
276 There was a brief discussion regarding GIS system. Councilor Griffiths discussed the need for IT support and  
277 indicated we may need to increase the budget to allow for IT support. Mr. Cardon has been maintaining IT support. Mr.  
278 Worthen discussed contract IT support and the potential need to add additional funding to the IT budget. Mr. Worthen  
279 discussed the idea of having Mr. Eggett take on some of the GIS responsibility.

280  
281 Lieutenant Brenkman stated they wanted to get a canine to replace Brooke who recently retired. The cost will be  
282 between 5 to 7 thousand with training expenses for the officer to train with the dog and the expense of the housing of the  
283 animal. Lieutenant Brenkman discussed the option of using grant money for the animal. This expenditure is already in the  
284 budget. Lieutenant Brenkman discussed the need for a training budget. There was a discussion regarding the training  
285 process of the canine unit animal and the asset they are.

286  
287 Community Development- Mr. Eggett discussed the income on business license and the building permits. The next  
288 18 months should be profitable if the economy continues to progress. Mr. Eggett discussed the various business remodels  
289 throughout the city.

290  
291 Councilor Griffith inquired about the efforts made by the Community Development Department to acquire more  
292 businesses for Riverdale City. Mr. Eggett stated they have a brochure that is distributed to property owners. Mr. Eggett  
293 confirmed he has reached out to different companies on Facebook. He and Mr. Worthen have gone to different business  
294 websites and reached out to business owners. He discussed the contacts to Roy City and Ogden City in project  
295 discussion.

296  
297 Public Works – Mr. Douglas stated the park equipment was in good shape with anticipated updates in 2019. There  
298 was a discussion regarding the East Pocket Park and the playground equipment. Mayor Searle discussed a request he  
299 received for equipment for older children. Mr. Douglas discussed the consensus of the City Council at the time the park  
300 was developed indicating the goal was to keep the park small. It's a small neighborhood park so they didn't want it to draw  
301 people into the neighborhood. Councilor Arnold was approached by residents who would like to see additional picnic  
302 tables.

303  
304 There was a discussion regarding Riverdale City playground specifically the spinning toy. There was a brief  
305 discussion regarding the liability of using the spinning toy with a conclusion to send a letter to the school indicating the  
306 equipment is certified and with proper supervision from the school administration the equipment should be safe.  
307 Playground equipment is use at your own risk, if the School deems it unsafe they should restrict children from using the  
308 equipment. Mr. Douglas discussed the playground replacement and equipment maintenance requirements of the state.

309  
310 Mr. Douglas discussed the ongoing maintenance for the sewer. He discussed the 6 year video program which will be  
311 required in the future. This may impact projects and the budget. Mr. Douglas discussed the maintenance programs  
312 currently in place within the city.

313  
314 Mr. Douglas discussed storm water programs being mandated by the state of Utah. EPA (Environment Protection  
315 Agency) has been watching Utah and auditing various cities. Every city that has been audited has been fined. It is only a  
316 matter of time before Riverdale will be audited. North Ogden is going to be audited shortly. They are hoping for cities to  
317 share information to help prepare Riverdale for the audit.

318  
319 Councilor Griffiths discussed discharge from hazardous material. He expressed the need to develop a maintenance  
320 program for proper disposal of the hazardous material. Chief Sholly discussed the existing plan in place for large scale  
321 fires. He discussed level two hazmat responses. Mr. Douglas discussed the drainage process in relation to Weber River  
322 and the storm water outlet improvements. Mr. Douglas discussed the proactive maintenance approaches the Public  
323 Works Department has on water maintenance including annual inspections.

324  
325 There was a discussion regarding the storage sheds near the property owned by James Purin with an emphasis on  
326 the dirt tracks all over the road. Mr. Worthen discussed his various contacts with Mr. Purin in conjunction with reaching out  
327 to the Army Corps of Engineering and FEMA (Federal Emergency Management Agency) and the concern of the dirt  
328 placement. Mr. Worthen stated the property owner, Mr. Purin, is clearly in violation of state statute. Mr. Brooks discussed  
329 the city's approach and indicated the City has done all they can legally do.

330 Mr. Douglas discussed street sweeps and the current schedules. There is new funding for maintenance projects from  
331 the State. Mr. Douglas discussed the continual meter replacement and discovering increased use. The new meters help  
332 identify leaks. Mr. Worthen discussed enterprise funds and the concern of future replacement.  
333

334 Mr. Douglas stated they are not setting enough funds aside for infrastructure of pipes. He expressed concern about  
335 not saving for future maintenance issues. Mr. Douglas discussed Weber Basin increasing their fees every year and  
336 explained Riverdale City has been absorbing the fee increases and not passing those fees to the residents. It is getting to  
337 the point where the City will be upside down if they do not raise their water fees. Mr. Douglas asked the Council what they  
338 wanted to do regarding the water fees. Mr. Cardon discussed the different options of increasing the water fees to meet the  
339 difference that Weber Basin is charging Riverdale City. There was a discussion comparing Riverdale City water usage  
340 versus surrounding Cities. It was determined the Riverdale City provides their residents more water for their base rate.  
341 Councilor Arnold discussed putting it in the newsletter to give knowledge to the residents and make the raising of the rates  
342 contingent upon Weber Basin increasing their rates. There was a general consensus with the Council to research the  
343 numbers and raise rates as needed to meet the demands of water repair and the raising fees from Weber Basin.  
344

345  
346 2. Capital Improvements Projects Plan Update (FY 2016- FY 2021)

347 a. Capital Projects Fund – City Infrastructure needs

348  
349 i. Pickle Ball Courts

350  
351 There was a discussion regarding pickle ball and the rise in popularity. Mr. Worthen discussed the option of having a  
352 pickleball court. There was a brief discussion regarding converting the tennis ball court to a pickleball court and alternating  
353 the net to meet the needs of each different games. There was a discussion regarding the cost to make a pickleball court.  
354

355 Councilor Mitchell disclosed he had been contacted by various residents that expressed concern regarding seniors  
356 who live outside Riverdale City not being charged to play pickleball at the Community Center and the over-crowding of  
357 pickleball. There was a general consensus for one pickleball court and one tennis court. There was discussion regarding  
358 the possibility of RAMP funding to build a pickleball court.  
359

360 ii. Fire Apparatus

361 This was discussed earlier in the meeting.  
362

363 iii. Proposition One Funding – roads, curb, sidewalk

364 Mr. Worthen discussed the need to set aside funding for curb and sidewalk. He discussed the criteria for sidewalk  
365 replacement which is left at the discretion of Mr. Douglas. Mr. Worthen discussed the rise in requests from residents for  
366 new curb and sidewalk. Mr. Douglas discussed the residents who don't currently have curb. There was a general  
367 consensus from the Council to move forward with setting aside funding for curb and gutter.  
368  
369

370 iv. New Park Property Development Discussion

371 Mr. Worthen discussed the conceptual plan that was presented at the open house for the new proposed park. He  
372 discussed funding options are being explored. Mr. Worthen stated there will be a formal presentation to the council on  
373 March 15<sup>th</sup> during the regular meeting. Mr. Worthen discussed the HUD resiliency grant with an emphasis on the  
374 application process. Utah was not awarded funds for the HUD resiliency grant.  
375  
376

377 There was a brief discussion regarding a community garden and the maintenance that it would entail. Mr. Douglas  
378 discussed the need for a fence to separate the property along the undeveloped park. He stated the residents have been  
379 encroaching into Riverdale City's property and a fence would distinguish the property line. The fence is estimated to cost  
380 55 thousand dollars. Mr. Brooks stated the City needed to do something about the encroachment otherwise the residents  
381 will continue to encroach and it could impact the property line if left unresolved. The consensus of the Council in lieu of  
382 building a fence would be do additional research (Councilor Mitchell, Ellis, Hansen, and Griffiths were in favor of this  
383 approach, Councilor Arnold was not in favor.) The survey would be put in the next budget.  
384  
385

386 v. 4400 South Traffic Safety Study Funding

387 Mr. Worthen discussed studying 4400 South and potentially Ritter Drive. Funds are being sought to assist in paying  
388 for the study. The estimated cost of a study would be approximately 25 thousand dollars. The last study performed on  
389 Ritter Drive revealed that the road was sufficient for the current flow of traffic. There was a discussion regarding  
390 roundabout designs, placement and function. There was a discussion regarding increased traffic due to changes in land  
391 use on areas located near or along Ritter Drive. Mr. Worthen explained the City Engineer, Scott Nelson, estimated  
392 reconstruction of the road layout for Ritter Drive would be over a million dollars. There was a discussion regarding the  
393 history of Ritter Drive and the one way closure. There was a general consensus to use some of the money from  
394  
395

396 proposition one to determine which improvements should be made along Ritter Drive. Councilor Griffiths discussed the  
397 safety concerns of Ritter Drive during the winter, such as cars going over the side. He requested traffic calming measures.

399 Mr. Worthen discussed the data gathered for 4400 South by the police department to address the residents' concerns  
400 near the cross walks. The data was collected through a speed detecting device and the average range was 35 miles per  
401 hour. Mr. Worthen requested funds to do an official traffic study near the school. Mr. Worthen discussed the research  
402 performed by Mr. Douglas in watching drop offs for school children in relation to traffic. Mayor Searle discussed the  
403 possibility of adding flashing lights to the cross walk areas.

405 Mayor Searle discussed Riverdale Elementary is hoping to get a new school within the next few years. The school  
406 administration has reached out to the Mayor for possible school locations to be able to accommodate all Riverdale City  
407 residents. There was a brief discussion regarding new locations for the school.

409 • **RDA Project Area and Program Review**

410 Mr. Eggett discussed the oldest active RDA developments in relation to when they expire and the different projects  
411 the funds may be used for pertaining to infrastructure. Mr. Eggett stated the West Bench RDA has not been activated, and  
412 needs to be activated by 2021 or the plan will expire.

415 • **Miscellaneous Items:**

416 1. Police Hiring Practices

417 Mr. Worthen discussed the difficulty in finding qualified police officers to apply for positions throughout Weber County.  
418 Mr. Worthen believes due to the scrutiny perception provided by the media there has been a significant reduction in  
419 applicants. Lieutenant Brenkman compared hiring 15 years ago to now. He stated there used to be a waiting list to get  
420 into the police academy and now they are cancelling sessions due to lack of participants. He discussed all the set-backs  
421 throughout Weber County where many cities are down officers. Lieutenant Brenkman discussed the hard schedules of  
422 police officers in the field and because of this officers may get burnt out before they reach 10 years.

426 Lieutenant Brenkman emphasized the need for an adjustment in the pay as a means to help recruit and retain  
427 officers. He discussed the new tactic Salt Lake City is using where they are slashing their grade step increase in half and  
428 starting police officers at a higher wage for beginning officers. This is causing a lot of officers within Weber County to  
429 apply to Salt Lake City. Lieutenant Brenkman requested funds to have payment increases for officers wanting to leave for  
430 higher pay and he inquired about reducing the grade step increase. He discussed the option of a longevity pay to reward  
431 employees who stay long term. Lieutenant Brenkman stated the new generations are not wanting to become officers  
432 because they feel the job duties and schedules are not worth the pay.

434 Chief Hansen discussed the changes in retirement for officers. He discussed the differences between Tier 1 and Tier  
435 2 officers. He discussed the tenure of officers, and most officers would retire within 20 years.

437 Councilor Griffiths inquired about how many officers were at the end of their tenure. Chief Hansen stated there were  
438 currently 3 officers that have reached their 20 year mark. Lieutenant Brenkman discussed losing experienced officers due  
439 to the recruiting in the larger cities.

441 Councilor Mitchell felt he would be more inclined to support longevity pay. There was a discussion regarding having  
442 pay incentives that if the officer accepted and then quit they would have to repay the incentive to the city. Lieutenant  
443 Brenkman discussed the transitions between tier 1 officers versus tier 2 officers in relation to pay increases. Lieutenant  
444 Brenkman discussed the rotating positions between detective and regular patrolling shifts. Chief Hansen stated Riverdale  
445 City takes great care of their employees and he felt that was well known throughout Utah.

447 Councilor Griffiths asked what Lieutenant Brenkman would prefer. Lieutenant Brenkman stated he liked the idea of  
448 longevity pay and the potential of reducing the grade step increase to allow for officers to top out sooner. Mayor Searle  
449 stated they need to look at offering competitive pay sooner rather than later to retain officers. Councilor Hansen asked for  
450 more information detailing out the incentives proposed by Lieutenant Brenkman in relation to other cities before the  
451 Council makes their decision.

453 2. Trail Extensions in Riverdale Elementary Park

455 Mr. Worthen discussed the issue of pushing snow in relation to elevation problems near the walkway by the school on  
456 4300 South. He discussed the possibility of a trail extension in that area. Mr. Douglas stated he didn't feel it was a safe  
457 walk way, as it is very steep and slippery, and the property owners do not maintain the area. He stated a trail would  
458 encourage more traffic to the area when it is not safe. He stated it may impact the sprinkler system as well which would  
459 drive the cost up. Mr. Douglas stated he would do whatever the council deemed appropriate. Mr. Worthen stated a lot of  
460 children use this as a short cut to school. There was a discussion on possible designs to help mitigate the hazardous  
461 steepness and impacts the winter has.

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485

There was a brief discussion regarding acquiring funding for a trail in this area. The ideas expressed was usage of proposition one funds and possibly having the school participate in the cost. There was a consensus to research this matter further to address the steepness of the area and the impact snow has on the area.

3. Dog Park Ideas – this item was not discussed.
4. East Park Playground Equipment- this item was discussed earlier in the meeting.

- **Adjourn**

Councilor Arnold discussed the possibility of requiring nicer street lights for new developments. He commented on the need for maintenance for the Veterans Memorial, specifically the trimming the rose bushes and leaf blowing the area. Mr. Douglas informed the Council that Chris Stone manages the area and it is targeted in the spring. Councilor Arnold recommended having volunteers to begin the clean-up of that area.

The meeting was adjourned at 4:00 PM

---

Norm Searle, Mayor

---

Jackie Manning, City Recorder

Date Approved: **April 19, 2016**

DRAFT

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, March 15, 2016, at 6:00 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

- Present:**
- |                 |                                    |            |                              |
|-----------------|------------------------------------|------------|------------------------------|
| City Council:   | Norm Searle, Mayor                 |            |                              |
|                 | Brent Ellis, Councilor             |            |                              |
|                 | Gary E. Griffiths, Councilor       |            |                              |
|                 | Braden Mitchell, Councilor         |            |                              |
|                 | Alan Arnold, Councilor             |            |                              |
|                 | Cody Hansen, Councilor             |            |                              |
| City Employees: | Rodger Worthen, City Administrator |            |                              |
|                 | Steve Brooks, City Attorney        |            |                              |
|                 | Mike Eggett, Community Development |            |                              |
|                 | Jared Sholly, Fire Chief           |            |                              |
|                 | Scott Brenkman, Lt. Police Officer |            |                              |
|                 | Jackie Manning, City Recorder      |            |                              |
| Visitors:       | Charles Kerkvliet                  | Dave Leahy | Lori Fleming                 |
|                 | Cindy Gooch, JUB Engineering       |            | Greg Graves, JUB Engineering |

**A. Welcome and Roll Call**

Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public.

**B. Pledge of Allegiance**

Mayor Searle invited City Recorder, Jackie Manning to lead the Pledge of Allegiance.

**C. Moment of Silence**

Mayor Searle called for a moment of silence and asked everyone to remember our police officers, fire fighters, U.S. Military service members, and members of the City Council as they make decision this evening.

**D. Open Communications**

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes.

Lori Fleming, 1229 W 5175 S Riverdale, Utah, is affiliated with Golden Spike Realty and the Northern Wasatch Realtors Government Affairs Committee. The committee works with Cities regarding property rights to protect the public. She provided real estate information for Riverdale City for the month of February:

- 25 listings total as of February
- 14 homes under contract in February
- Average days on market: 42.4
- 8 homes sold in February
- The 8 homes sold ranging between \$22,000 to \$194,000

Ms. Fleming discussed the home listings under contract in relation to the amount of homes sold. She discussed the vacancies in the homes that are currently selling. She discussed the average prices for homes under contract with the average days on market is 42 days. She compared Riverdale to Weber County in regards to active homes. She stated there is a demand in listings.

**E. Presentations and Reports**

**1. Mayors Report**

There was no mayor report.

**2. City Administration Report**

Mr. Worthen discussed the packet and highlighted the police department and expressed appreciation for the police department. He discussed the efforts of Mike Eggett in the Community Development Department. He discussed his weekly meetings with Mr. Eggett and Mayor Searle regarding community development.

Mr. Worthen stated there were no 5 year anniversaries to discuss tonight, but Mr. Worthen recognized the years of

68 service of the employees and expressed appreciation. He discussed the fte (Full Time employee) report and noted  
69 Riverdale City is still slightly under the allotted staffing amount. Mr. Worthen invited discussion regarding the finance  
70 report, noting that the water fund is in a negative balance which is concerning for staff. He discussed the need to prepare  
71 for future maintenance.  
72

73 **3. Presentation of Concept Park Design/Update Regarding HUD Resiliency Grant**

74 Mr. Worthen discussed the presentation and expressed appreciation for JUB. This presentation was the same which  
75 was presented in February at the open house for the concept park design.  
76

77 Mr. Worthen discussed the Resiliency grant awards, which was not awarded to Utah. He invited Cindy Gooch to  
78 comment regarding the grant process and the potential for future funding.  
79

80 Mr. Graves, with JUB Engineering, stated this was the same presentation which was used for the open house. He  
81 discussed the process from start to finish. Such as concept meetings, site visits, inventory analysis, etc. He discussed the  
82 complications, such as the private property on the boarder of the park and the river complications as well as steep banks  
83 and river difficulties.  
84

85 Mr. Graves discussed the three concepts proposed by the Design Review Committee and highlighted the parking  
86 areas. The goal of the city was to maintain open space for various flexible recreation needs.  
87

88 He discussed the most favorable concept with an emphasis on the playground and briefly discussed ADA (American  
89 Disability Act) compliance. The park will have an internal loop trail. He discussed the growth in popularity for park trails.  
90 He discussed the growing desire for shade. He discussed the wheelchair access to the amenities at the playground to  
91 provide a good balance. He distinguished between the park surface and the softer areas with the wheelchair area. He  
92 discussed the various playground amenities available in relation to their growing popularity trend with children. This  
93 information has been provided to Mike Eggett which includes the comments and questions of the open house. This  
94 information will be available on the City website shortly.  
95

96 Councilor Ellis expressed appreciation to JUB for the design and the concept. Mr. Graves stated it was great working  
97 with the committee to arrive at the design of the park. There was a discussion regarding the cost of the park. Mr. Graves  
98 estimated a little over 3 million, which is approximately the standard for a 10 acre park. The open space can help reduce  
99 some of the cost.  
100

101 Councilor Griffith discussed the financial impact developing this park may have on the City if no grant funds are  
102 available to assist in the purchase of developing. He discussed the possibility of using this land to assist Riverdale  
103 Elementary as they are looking to build a new facility. There was a brief discussion regarding acquiring funding with an  
104 emphasis on potential land trade. Mr. Graves stated he will look into whatever option the Council feels would be best for  
105 Riverdale City.  
106

107 Cindy Gooch thanked the council and discussed the NDRC grant. She expressed the disappointment as to not  
108 receiving any funding. She discussed the ranking of Riverdale's application and explained there were two areas within the  
109 grant application that Riverdale fell short, specifically in the matching category. She explained Riverdale City received  
110 compliments for their well put together application. Mr. Worthen thanked Ms. Gooch for all of her efforts in the grant  
111 application process.  
112

113 Ms. Gooch discussed 7 funding options as a community. She discussed the grant writing process in terms of  
114 submission deadlines as well as the funding timelines for grants that are awarded. Ms. Gooch explained the different  
115 strategies and approaches to each grant application. She did not feel it would be realistic for Riverdale City to receive the  
116 entire amount of 3 million dollars to build the park, but felt that 700 thousand would be achievable. She explained that  
117 when grants are awarded there are often obligations to the recipient.  
118

119 Ms. Gooch discussed the approach the city would need to take if they decide to continue forward in applying for  
120 grants. There was a brief discussion regarding ADA playground equipment. Mr. Worthen explained Syracuse City has  
121 built a park, Chloe's Sunshine Park, with ADA playground equipment, but it took nearly 8 years to acquire the funding. In  
122 the end, Syracuse City did not contribute to the development of that park.  
123

124 **4. Presentation of Fireworks Area**

125  
126 Jared Sholly, Fire Chief, summarized an executive summary as seen in the packet. Councilor Ellis recommended  
127 allowing public comment regarding the recommended firework viewing area change to allow feedback from the residents.  
128

129 There was a discussion regarding the fire department and the use of the Spillman program with an emphasis on  
130 getting the program ready.  
131

132 **F. Consent Items**

133 **1. Review of Meeting Minutes from March 1, 2016 City Council Regular and Work Session.**  
134

135  
136 Mayor Searle asked for any changes to the regular and work session meeting minutes for the City Council Meeting  
137 held on March 1, 2016. There were no recommended/requested changes.  
138

139 **MOTION:** Councilor Mitchell moved to approve the regular and work session meeting minutes for the  
140 City Council Meeting held on March 1, 2016. Councilor Ellis seconded the motion. There  
141 was not any discussion regarding this motion. The motion passed unanimously.  
142

143  
144 **G. Discretionary Items.**

Councilor Arnold expressed gratitude for cleaning up the courtyard.

145  
146 **H. Adjournment.**

147  
148 **MOTION:** Having no further business to discuss, Councilor Mitchell made a motion to adjourn. The motion was  
149 seconded by Councilor Arnold; all voted in favor. The meeting was adjourned at 7:19 PM.  
150

151  
152  
153 \_\_\_\_\_  
154 Norm Searle, Mayor

155 \_\_\_\_\_  
156 Jackie Manning, City Recorder  
157

Date Approved: **April 19, 2016**

DRAFT

1 Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday, March 15, 2016, at 5:30 PM, at the Civic Center in  
2 the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

3  
4  
5 **Present:** City Council: Norm Searle, Mayor  
6 Brent Ellis, Councilor  
7 Gary E. Griffiths, Councilor  
8 Braden Mitchell, Councilor  
9 Alan Arnold, Councilor  
10 Cody Hansen, Councilor  
11  
12 City Employees: Rodger Worthen, City Administrator  
13 Steve Brooks, City Attorney  
14 Jared Sholly, Fire Chief  
15 Rich Taylor, Community Services  
16 Mike Eggett, Community Development  
17 Jackie Manning, City Recorder  
18  
19

20 Mayor Searle welcomed the Council Members stating for the record that all were in attendance.

21  
22 Open Communications:

23 Mayor Searle asked if anyone was aware of any open communications. There were no known communications.

24  
25 Presentations and Reports:

26 Mayor Searle discussed the legislature and the proposed grocery bag tax, which did not pass. The bill would have  
27 required a charge of 10 cents for every plastic grocery bag that went into retail stores. The store, county, and city would  
28 then receive a percentage of that tax. There was a discussion regarding plastic bags in relation to recycling.

29  
30 There was a discussion regarding recycling goods. Rocky Mountain Recycling will now impose a 25 dollar tipping fee,  
31 so this may be a fee in the future. Mayor Searle stated at the WACOG meeting there was a discussion regarding Weber  
32 County Transfer Station and their tipping fee in the amount of \$17.50. There is a working group committee working to find  
33 a resolution to the tipping fees.

34  
35 There were no questions regarding the City Administration Report.

36  
37 Mayor Searle invited questions regarding the presentation of the concept park design/resiliency grant update. Mr.  
38 Worthen stated this presentation is the same as the one presented for the open house concept park design in February.  
39 Mr. Worthen briefly discussed the resiliency grant application and awarding process. Senator Hatch and his staff have  
40 reached out to City Staff and they are working towards pursuing grant applications to assist in developing the proposed  
41 park.

42  
43 Councilor Griffiths inquired what the city would do if no funding could be obtained for the park. He stated he would  
44 like to see the bridge be built to allow for another egress. Mayor Searle stated the bridge is the responsibility of the private  
45 property owners. There was a discussion regarding saving money from budget surpluses to help pay for the park  
46 development.

47  
48 There was a discussion regarding the park near the storage sheds along Parker Drive with an emphasis on  
49 expansion and the city line boundary. The park is technically located within Ogden City's boundary.

50  
51 Mayor Searle felt the park development would be a good discussion for the next Strategic Planning Meeting.  
52 Councilor Arnold discussed the option of developing the 40 acres across the river to join efforts with developers.

53  
54 Mayor Searle invited questions regarding the presentation of the fireworks area. Chief Sholly discussed the safety  
55 concerns of the fireworks launch point for the Old Glory Days celebration and recommended a different layout to promote  
56 safety and minimize damage to the surrounding buildings.  
57 The following were the chiefs concerns and solutions.

58  
59 **Concerns:**

- 60  
61  
62  
63  
64  
65  
66
- Too close to the city buildings; this has caused an ongoing expense in roof repairs.
  - People within the "Fallout Zone" of the fireworks.
  - Fires on the I-84 and I-15 area.
  - Emergency access into the park.
  - Limited parking, which puts more people onto Parker Drive.
  - We do not have a secure area for set-up of fireworks.

67 **Solution Creates:**

- 68 • Well established "Fallout Zone" with no buildings within that zone.  
69 • More parking at the Community Center for our citizens.  
70 • Two emergency access points.  
71 • Secure area for fireworks set-up.  
72 • Clearly identified viewing area, which will be established and advertised in advance.  
73

74 Chief Sholly didn't feel the new proposal would hinder foot traffic. Rich Taylor, the Community Services Director,  
75 stated they will close the playground an hour before the fireworks and secure the launch area for added safety.  
76

77 There was a discussion regarding signage to clearly mark restricted areas and fall out zones. It was concluded that  
78 Sholly will place signage every 25 feet around the restricted areas.  
79

80 There was a discussion regarding vendors and their placement. Mr. Taylor suggested the vendors be relocated to the  
81 parking lot east of the Community Center.  
82

83 There was a discussion regarding advertising the new viewing area with an emphasis on the importance of making  
84 residents aware of the proposed changes as soon as possible. Mayor Searle recommended social media, city website,  
85 city newsletter, and door hangers for the residents. Mr. Taylor recommended placing the information on all the community  
86 bulletins as well. There was a discussion regarding the history of the viewing area and the impact it may have on  
87 residents if changed.  
88

89 Chief Sholly stated the new layout will not impact the activities that happen during the day. There was a discussion  
90 regarding the location of the activities. Mr. Taylor explained they would be placed into separate quadrants. The Southeast  
91 area would be restricted access all day. The children's games would be located in the Northeast area of the park. The  
92 West area would be used for the train ride. This new arrangement allows the games to be closer to the booths and  
93 entertainment.  
94

95 The overall goal is to increase safety while minimizing property damage.  
96

97 **Consent Items:**

98 Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City  
99 Council Meeting held on March 1, 2016. There were no changes or suggested corrections to the meeting minutes.  
100

101 **Discretionary Items:**

102 Mayor Searle asked if there were any discretionary items. There were not any.  
103

104 **Adjournment:**

105 Having no further business to discuss the Council adjourned at 5:59 PM to convene into their Regular City Council  
106 Meeting.  
107  
108  
109  
110  
111

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
April 19, 2016**

**AGENDA ITEM: G**

**SUBJECT:** Consideration of Resolution 2016-06, Adopting the Weber County Pre-Disaster Mitigation Plan

**PETITIONER:** Jared Sholly, Fire Chief

**ACTION REQUESTED BY PETITIONER:** Consideration to adopt resolution

**INFORMATION:** [Executive Summary](#)  
[Resolution 2016-06](#)  
[FEMA Pre-Disaster Mitigation Grant Program](#)  
[Local Mitigation Planning Review Tool](#)  
[FEMA fact Sheet](#)  
[NOI Opportunity FEMA Grant](#)  
[Pre-Disaster Mitigation Program Fact Sheet](#)  
[NOI Opportunity Pre-Disaster Mitigation Grant](#)

**[BACK TO AGENDA](#)**



### City Council Executive Summary

For the Council meeting on: April 19, 2016

#### Summary of Proposed Action

- Approve
- Deny
- Discussion
- Review
- Other Action

Proposal to adopt the Weber County Mitigation Plan.

#### Requested By

Petitioner(s):

Jared Sholly - Riverdale City Fire Chief

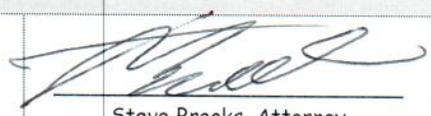
#### Summary of Supporting Facts & Options

Weber County has created and adopted a Mitigation plan. By us adopting this same plan, Riverdale City then becomes eligible to receive grant money and also then complies with the mandates set forth by FEMA.

It is my opinion that this adoption would benefit the City in many ways which I can explain further at the meeting and I would recommend adoption.

There are no up-front costs to the city for the proposal.

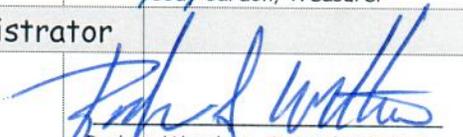
#### Legal Comments - City Attorney

  
 Steve Brooks, Attorney

#### Fiscal Comments - Treasurer/Budget Officer

  
 Cody Cardon, Treasurer

#### Administrative Comments - City Administrator

  
 Rodger Worthen, City Administrator



**RESOLUTION NO. 2016-06**

**A RESOLUTION OF THE RIVERDALE CITY COUNCIL ADOPTING THE WEBER COUNTY PRE-DISASTER MITIGATION PLAN**

**WHEREAS**, the Riverdale City Council (the "City") met in regular meeting on April 19, 2016 to consider among other items, the adoption of the Weber County Pre-Disaster Mitigation Plan (the "plan") ; and

**WHEREAS**, employees of the City have participated as a partner entity with Weber County in development of the plan and,

**WHEREAS**, the Disaster Mitigation Act of 2000, Public Law 106-390 was enacted to establish a national disaster hazard mitigation program to reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs, resulting from natural disasters, and to assist state, local, and Indian tribal governments in implementing effective hazard mitigation measures designed to ensure the continuations of critical services and facilities after a natural disaster in to law on October 30, 2000; and

**WHEREAS**, the Disaster Mitigation Act of 2000 and 44 C.F.R 201.6 requires among other things that the plan has been formally adopted by the governing bodies of the jurisdictions requesting approval of the plan; and

**WHEREAS**, the plan has been prepared in accordance with F.E.M.A. requirements at; and

**NOW, THEREFORE, BE IT RESOLVED** that the plan as set forth in Attachment "A," attached hereto and incorporated herein by reference, is hereby adopted by Riverdale City and that the Mayor is authorized and directed to execute any related documents on behalf of the City and shall take effect immediately on passage and acceptance as provided herein.

**PASSED AND ADOPTED this \_\_\_\_\_ day of April, 2016**

\_\_\_\_\_  
Norm Searle, Mayor

Attest:

\_\_\_\_\_  
Jackie Manning, City Recorder

## Utah Division of Emergency Management

### FEMA 2016 Pre-Disaster Mitigation (PDM) Competitive Grant Program

#### Notice of Interest

The Utah Division of Emergency Management (DEM) is announcing that all new prospective applicants are required to complete a Notice of Interest (NOI) for each proposed eligible PDM mitigation activity. A completed NOI is NOT required IF you are resubmitting a previous PDM application; in lieu of the NOI, you must email us to say you intend to use an application which was not awarded during a previous year.

Utah DEM is **NOW** accepting NOIs. To be considered for the 2016 PDM Grant cycle, NOI must be received by DEM no later than **April 15, 2016**.

Utah DEM, Mitigation and Recovery Section, will review the NOI for basic eligibility requirements, then provide notification of our determination. Only applications that have been approved through the State NOI process will be accepted.

The FY 2016 PDM application cycle opens **March 15, 2016**. Grant applications must be submitted through eGrants to DEM by **May 15, 2016**.

It is important to remember that PDM funds are awarded on a nationally competitive basis. A competitive project must:

- mitigate a natural hazard;
- address the most imminent or reoccurring natural hazards;
- have a source of non-federal matching funds (at least 25% local funds) that will be available at the time of the grant award;
- have a benefit-cost ratio >1 using the FEMA BCA Model 5.2.1 and,
- the Federal online eGrants application system must be used to apply for the grant. (<http://www.fema.gov/government/grant/hma/egrants.shtm>)
  - Must have a DUNS and EIN Number to apply

More information concerning the 2016 PDM-C grant can be found <http://www.grants.gov/web/grants/search-grants.html?keywords=FMA>

Please contact Brad Bartholomew (801) 673-5854, [bbart@utah.gov](mailto:bbart@utah.gov) or Jake Unguren (801) 597-1320, [junguren@utah.gov](mailto:junguren@utah.gov)

#### Notice of Interest (NOI)

**Utah 2016 Pre-Disaster Mitigation (PDM)**  
Catalog of Federal Domestic Assistance (CFDA) Number 97.047

**Please complete the following:**

**Name of the Project:**

**Today's Date:**

**Project Applicant:**

**Project Contact Information**

Name  
Title  
Agency  
Address  
Email  
Phone(s)  
FAX

**Is the project considered an eligible project under [HMA 2015 Guidance](#)? (2016 Guidance has not been released)**

**Has your community participated in and formally adopted a local FEMA-approved mitigation plan? This is a requirement for all PDM project and planning applications.**

Name of the Plan:  
Effective Approval Date of Plan:

**Project location and mitigation activity Information**

What type of mitigation activity are you proposing?  
Is this a critical facility? (Fire station, Hospital, EOC, etc..)  
Where the project is located (address - Lat/Long - maps)?  
What hazard(s) are to be mitigated?  
Is the project identified in the local FEMA-approved Plan?

**Describe the problem that the hazard mitigation project will solve.**

**Provide a summary history on past damages the project will prevent in the future.**

**Project information and background**

Describe the project.

**Project duration**

When will you start the project and when do you anticipate it being complete.

**Provide a brief description of alternatives under consideration.**

**How did you decide this mitigation project is the best solution to the problem and explain why this project is the best alternative?**

**Are you focusing on the area in your community that has the greatest potential for losses?**

**Are you addressing a symptom, or the source of the problem? Please explain.**

(Addressing the source of the problem is a long-term solution, which provides the most mitigation benefits.)

**Project cost and matching funds**

Total estimated cost of the project:

Name and source of non-federal match (at least 25% non-federal):

Source agency:

Funding type:

Amount:

What will be the project's annual maintenance costs?:

**Current status of the proposed project**

Engineering and design completed and approved?

Will the project require you to relocate to another building?

If yes, estimate the cost of relocation:

Describe the current status of funding for the project.

Is the success of the project based solely upon PDM 2016 funding?

**Project Benefit Cost Analysis (BCA) information**

Do not worry about running a BCA for the NOI but it will need to be done for the final project application. Keep this in mind when thinking of your project. FEMA BCA Software Version 5.2.1 must be used to develop the project's benefit cost. The BCA for the project must be greater than 1. For additional information

please refer to the BCA Reference Guide available on the website.

If you use one of DEM's identified BCA contractors, we may reimburse you for the cost of the contractor. The reimbursement request must be submitted to DEM. Request a list of identified BCA contractors. You must follow your procurement policies when selecting a contractor to run your BCA.

FEMA BCA Tool - <http://www.fema.gov/media-library/assets/documents/92923>

**Are there any historical and or environmental review considerations?**

Does your proposed project have the potential to impact environmental resources or historic properties?

Has a NEPA review been completed for the project?

Is the structure on the National Historical Register and or has it been identified as a "building of historical significance" or older than 50 years?

If you answered yes to the above question, have you contact the State Historic Preservation Office?

**Additional comments you have regarding the project:**

---

Additional information available to assist in the development of the NOI:

Application Development and Process

<http://www.fema.gov/pre-disaster-mitigation-grant-program>

FY 2015 Hazard Mitigation Assistance (HMA) Guidance

<https://www.fema.gov/media-library/assets/documents/103279>

Environmental Planning and Historical Preservation

<https://www.fema.gov/office-environmental-planning-and-historic-preservation>

The FEMA BCA Model 5.2.1 and BCA Reference Guide is available at

<http://www.fema.gov/media-library/assets/documents/92923>

eGrants Application information:

<https://www.fema.gov/mitigation-e-grants-system-0>

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>

## LOCAL MITIGATION PLAN REVIEW TOOL

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Multi-jurisdiction Summary Sheet should be used to document contact information for each jurisdiction and if each met the requirements of the Plan, if a multi-jurisdictional plan.
- The Regulation Checklist provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan’s strengths as well as documents areas for future improvement.

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

<b>Jurisdiction:</b> Weber County	<b>Title of Plan:</b> Pre-Disaster Mitigation Plan	<b>Date of Plan:</b> December 2015
<b>Local Point of Contact:</b> Lance Peterson	<b>Address:</b> 721 W. 12 <sup>th</sup> ST. Ogden UT 84404	<b>E-Mail:</b> lpeterso@co.weber.ut.us
<b>Title:</b> Director		
<b>Agency:</b> Weber County Emergency Management		
<b>Phone Number:</b>		

<b>State Reviewer:</b> Eric Martineau	<b>Title:</b> Mitigation Specialist	<b>Date:</b> 12/08/2015
--	--	----------------------------

<b>FEMA Reviewer:</b> Enessa James	<b>Title:</b> Mitigation Champion, Resilience Action Partners	<b>Date:</b> 1/14/2016
Nicole Aimone	Senior Community Planner	1/29/2016, 2/16/16
<b>Date Received in FEMA Region VIII</b>	<b>December 15, 2015 and February 16, 2016</b>	
<b>Plan Not Approved</b>	<b>January 29, 2016</b>	
<b>Plan Approvable Pending Adoption</b>	<b>February 17, 2016</b>	
<b>Plan Approved</b>		

**SECTION 1:  
MULTI-JURISDICTION SUMMARY SHEET**

MULTI-JURISDICTION SUMMARY SHEET									
#	Jurisdiction Name	Jurisdiction Type	Jurisdiction Contact	Email	Requirements Met (Y/N)				
					A. Planning Process	B. HIRA	C. Mitigation Strategy	D. Update Rqmts.	E. Adoption Resolution
1	Weber County	County	Lance Peterson, Emergency Manager	lpeterso@co.weber.ut.us	Y	Y	Y	Y	N
2	Farr West City	City	Lou Waikart	louw@digis.net	Y	Y	Y	Y	N
3	Harrisville City	City	Lt. Keith Wheelwright	kwheelwright@cityofharrisville.com	Y	Y	Y	Y	N
4	Hooper City	City	Ray Strong	Bobwhyte94@yahoo.com	Y	Y	Y	Y	N
5	Huntsville Town	City	Mayor Jim Truett	mayor@huntsvilletown.com	Y	Y	Y	Y	N
6	Marriot-Slaterville City	City	Bill Morris, City Administrator	bill.msccity@webpipe.net	Y	Y	Y	Y	N
7	North Ogden City	City	Officer Paul Rhoades	<a href="mailto:prhoades@northogdencity.com">prhoades@northogdencity.com</a>	Y	Y	Y	Y	N
8	Ogden City	City	Ryan Perkins	rperkins@ci.ogden.ut.us	Y	Y	Y	Y	N
9	Plain City	City	Jeremy Crowton	jeremycrowton@gmail.com	Y	Y	Y	Y	N
10	Pleasant View City	City	Melinda Greenwood	MGreenwood@pleasantviewcity.com	Y	Y	Y	Y	N
11	Riverdale City	City	Matthew Hennessy	mhennessy@riverdalecity.com	Y	Y	Y	Y	N
12	Roy City	City	Jason Poulsen	jpoulsen@royutah.org	Y	Y	Y	Y	N

MULTI-JURISDICTION SUMMARY SHEET									
#	Jurisdiction Name	Jurisdiction Type	Jurisdiction Contact	Email	Requirements Met (Y/N)				
					A. Planning Process	B. HIRA	C. Mitigation Strategy	D. Update Rqmts.	E. Adoption Resolution
13	South Ogden City	City	Cameron West, Fire Chief	cwest@southogdenfire.com	Y	Y	Y	Y	N
14	Uintah City	City	William Pope	wpoppe@uintahfd.org	Y	Y	Y	Y	N
15	Washington Terrace City	City	Kasey Bush	kaseybush@comcast.net	Y	Y	Y	Y	N
16	West Haven City	City	Stephanie Carlson	skcutah@msn.com	Y	Y	Y	Y	N
17	Bona vista Water Improvement District	District	Jerry Allen	jerry@bonavistawater.com	Y	Y	Y	Y	N
18	Central Weber Sewer Improvement District	District	Lance Wood	lancew@centralweber.com	Y	Y	Y	Y	N
19	Ogden City School District	District	Zac Williams	williamsz@ogdensd.org	Y	Y	Y	Y	N
20	North View Fire District	District	David Wade	dwade@northviewfire.com	Y	Y	Y	Y	N
21	Pineview Water Systems	District	Terel Grimley	tgrimley@pineviewwater.com	Y	Y	Y	Y	N
22	Roy Water Conservancy District	District	Rodney Banks	rbanksthuexc@qwestoffice.net	Y	Y	Y	Y	N
23	Weber Fire District	District	David Austin, Fire Chief	daustin@weberfiredistrict.utah.gov	Y	Y	Y	Y	N
24	Weber Human Services	District	Kevin Eastman	kevine@weberhs.org	Y	Y	Y	Y	N
25	Weber School District	District	Nate Taggart	ntaggart@weber.k12.ut.us	Y	Y	Y	Y	N

**SECTION 2:  
REGULATION CHECKLIST**

<b>REGULATION CHECKLIST</b>	<b>Location in Plan (section and/or page number)</b>	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>			
<b>ELEMENT A. PLANNING PROCESS</b>			
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	Pgs. 6, 14-15,17-21 Appendix E Pgs. 274 - 349	Y	
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	Pgs. 17-18 Appendix E Pages 272-349	Y	
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Pgs. 6, 18, 21	Y	
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Pgs. 19, 21, 52, 55-57	Y	
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Pgs. 238-239, 142-245	Y	
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	Pgs. 238-245	Y	
<b><u>ELEMENT A: REQUIRED REVISIONS</u></b>			
<b>ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>			
B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Pgs. 55-141 Pgs. 161-237	Y	
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Pgs. 56-57, 63-141 Appendix C Pg. 263	Y	
B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Pgs. 55-141 Pgs. 161-237	Y	
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Pgs. 67, 264-265	Y	
<b><u>ELEMENT B: REQUIRED REVISIONS</u></b>			

<b>REGULATION CHECKLIST</b>		<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>				
<b>ELEMENT C. MITIGATION STRATEGY</b>				
C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	Pgs. 46-54	Y		
C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Pgs. 26, 52, 122, Table E-1 p. 275	Y		
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Pgs. 12-13, 23-34, 142-158, Appendix B Pgs. 248-262	Y		
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	Pgs. 142-210; Part XI, Pgs. 159 – 237 Appendix B Pgs. 248-262	Y		
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Pgs. 23-34 Pgs. 142-158	Y		
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	Pgs. 240-243	Y		
<b><u>ELEMENT C: REQUIRED REVISIONS</u></b>				
<b>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</b> (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Pgs. 38- 45	Y		
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Pgs. 23-34	Y		
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Pgs. 10-13, 19 Pgs. 142-158	Y		
<b><u>ELEMENT D: REQUIRED REVISIONS</u></b>				
<b>ELEMENT E. PLAN ADOPTION</b>				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))				NA

<b>REGULATION CHECKLIST</b>		<b>Location in Plan</b> (section and/or page number)	<b>Met</b>	<b>Not Met</b>
<b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>				
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	Pg. 14-16			N
<b><u>ELEMENT E: REQUIRED REVISIONS</u></b>				
E2. Pending FEMA approval.				
<b>ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)</b>				
F1.				
F2.				
<b><u>ELEMENT F: REQUIRED REVISIONS</u></b>				

### **SECTION 3: PLAN ASSESSMENT**

#### **A. Plan Strengths and Opportunities for Improvement**

This section describes the strengths of the plan document and includes recommendations for how the plan could be improved as part of the next plan update.

##### **Element A: Planning Process**

The plan did a great job of clearly identifying point of contacts for all the participating jurisdictions. Additionally, it clearly articulates how the plan update process built and improved upon previous hazard mitigation planning efforts in the county. For the next plan update, it may be useful to incorporate the use of additional methods for increasing public awareness of the planning process and its importance in reducing local risk and increasing quality of life (i.e. Facebook, Twitter, Public Flyers, Workshops, Brown-Bag Lectures, etc.). Be sure to track and evaluate which methods work best for gathering input, educating the public, and strengthening local partnerships. As demographics and technology change so will the appropriateness of your various outreach strategies.

##### **Element B: Hazard Identification and Risk Assessment**

The planning team did a great job of completing and articulating the vulnerability assessment at the county-wide scale. During the next plan update focus on developing more detailed hazard vulnerability summaries for each participating jurisdiction. Try to identify differences in vulnerability factors between participating jurisdictions and opportunities for collaboration and partnership between communities.

##### **Element C: Mitigation Strategy**

In reviewing Part XI of the plan it became apparent that some communities/special districts had more difficulty including key details in their mitigation strategy and/or identifying specific agencies or staff members who will be stewards for managing and completing identified mitigation actions. Moving forward, these communities may need extra help as they work to implement their local mitigation programs.

Additionally, for the next plan update, the plan should describe in more detail each jurisdiction's process for integrating the data, information, and hazard mitigation goals and actions into other planning mechanisms. Planning mechanisms are governance structures that are used to manage local land use development and community decision making, such as comprehensive plans, capital improvement plans, or other long-range plans. A multi-jurisdictional plan describes each participating jurisdiction's individual process for integrating hazard mitigation actions applicable to their community into other planning mechanisms. The updated plan must explain how the jurisdictions incorporated the mitigation plan, when appropriate, into other planning mechanisms as a demonstration of progress in local hazard mitigation efforts.

##### **Element D: Plan Review, Evaluation, and Implementation**

Throughout the plan review, evaluation, and implementation process, consider putting extra energy towards helping participating municipalities identify their un-tapped resources, engage local champions for mitigation projects, and implement their strategies for new and/or improved local

risk-reduction policies and programs. Additionally, continue to focus attention during the plan review process on identifying and/or recording the progress of your previously identified hazard mitigation actions. This will allow communities to provide detailed information about the project status of previous mitigation actions and track their successes.



# Fact Sheet

## Federal Insurance and Mitigation Administration

### FY 2016 Flood Mitigation Assistance (FMA) Grant Program

As appropriated by the Consolidated Appropriations Act, 2016 (Public Law 114-113); the Fiscal Year (FY) 2016 Flood Mitigation Assistance (FMA) Grant Program provides resources to assist states, tribal governments, territories and local communities in their efforts to reduce or eliminate the risk of repetitive flood damage to buildings and structures insurable under the National Flood Insurance Program (NFIP) as authorized by the National Flood Insurance Act of 1968, as amended.

*In Fiscal Year 2016, \$199,000,000 is available to assist States, Tribal, Territorial and local governments in reducing or eliminating claims under the National Flood Insurance Program (NFIP).*

The FMA Grant Program was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994 with the goal of reducing or eliminating claims under the NFIP. Consistent with Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112-141), the FMA Grant Program is focused on mitigating repetitive loss (RL) properties and severe repetitive loss (SRL) properties.

The Hazard Mitigation Assistance (HMA) Unified Guidance applies to the FY 2016 FMA Grant Program application cycle. Applicants are encouraged to review the Notice of Funding Opportunity announcement and the HMA Guidance for detailed information regarding eligibility and to contact their FEMA Regional Office for additional information.

### Funding

In FY 2016, the total amount of funds distributed under the FY 2016 FMA Grant Program will be \$199,000,000.

- Applicants are eligible to receive \$100,000 for mitigation planning with a maximum of \$50,000 for state plans and \$25,000 for local plans, per 42 U.S.C. 4104c.
- States/territories who were awarded FMA Grant Program funds totaling at least \$1,000,000 in Fiscal Year 2015 are eligible for Technical Assistance up to a maximum of \$50,000 federal share.
- The balance of FMA Grant Program funding will be distributed on a competitive basis to all eligible applicants for flood hazard mitigation projects.

### Eligibility

All 50 States, the District of Columbia, Federally-recognized Native American Tribal governments, American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands are eligible to apply for the FY 2016 FMA Grant Program. Local governments are considered sub-applicants and must apply to their applicant state/territory.

Either the state Emergency Management Agency (EMA) or the office that has primary floodplain management responsibility is eligible to apply directly to FEMA for FMA Grant Program funds as an applicant; however, only one application will be accepted from each state, tribe or territory.

### Funding Guidelines

The maximum federal share for FMA planning sub-applications is as follows:

- \$100,000 per Applicant for mitigation planning with a maximum of \$50,000 for state plans and \$25,000 for local plans
- \$50,000 for Technical Assistance for states/territories who were awarded FMA Grant Program funds totaling at least \$1,000,000 in FY 2015

A maximum of 10 percent of grant funds awarded can be used by the state EMA for management costs, and a maximum of 5 percent of grant funds awarded can be used by the local EMA for management costs, per HMA Guidance.

Federal funding is available for up to 75 percent of the eligible activity costs. FEMA may contribute up to 100 percent Federal cost share for SRL properties. An SRL property is a structure that:

- (a) Is covered under a contract for flood insurance made available under the NFIP; and
- (b) Has incurred flood related damage
  - i. For which four or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000, or
  - ii. For which at least two separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

FEMA may contribute up to 90 percent Federal cost share for RL properties. An RL property is a structure covered by a contract for flood insurance made available under the NFIP that:

- (a) Has incurred flood-related damage on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
- (b) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

The period of performance for the FMA Grant Program begins with the opening of the application period and ends no later than 36 months from the date that FEMA announces selected sub-applications.

### Application Submission and Review Process

Applications and sub-applications for the FMA Grant Program must be submitted via the Mitigation eGrants system on the FEMA Grants Portal: <https://portal.fema.gov>. If a sub-applicant does not use the eGrants system, then the applicant must enter the paper sub-application(s) into the eGrants system on the sub-applicant's behalf.

FMA Grant Program applications will undergo a complete eligibility review within their respective FEMA Region. FEMA will review planning and project sub-applications plus one management cost and one technical assistance sub-application submitted by each applicant through the Mitigation eGrants system to ensure compliance with the HMA Guidance, including eligibility of the applicant and sub-applicant; eligibility of proposed activities and costs; completeness of the sub-application; cost effectiveness and engineering feasibility of projects; and eligibility and availability of non-federal cost share.

### Evaluation Criteria

FEMA will select eligible project sub-applications on a competitive basis in order of the agency's priorities for the FY 2016 FMA Grant Program:

- 1<sup>st</sup> priority: Projects that will mitigate flood damage for at least 50 percent of structures included in the sub-application that meet definition part (b)(ii) of an SRL property: At least two separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structure
- 2<sup>nd</sup> priority: Projects that will mitigate flood damage for at least 50 percent of structures included in the sub-application that meet the definition of an FMA RL property: Have incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25% of the market value of the structure at the time of each such flood event
- 3<sup>rd</sup> priority: Projects that will mitigate flood damage for at least 50 percent of structures included in the sub-application that meet definition part (b)(i) of an SRL property: four or more separate NFIP claims payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of claims payments exceeding \$20,000
- 4<sup>th</sup> priority: Projects that will mitigate flood damage to the largest number of NFIP-insured properties at the neighborhood level

FEMA will further prioritize projects in priority categories 1-3 above as follows:

- The highest percentage of structures included in the sub-application that meet the definition from 100 to 50 percent;
- The largest number of structures included in the sub-application that meet the definition; and
- FEMA-validated Benefit-Cost Ratio (BCR).

For project sub-applications in priority category 4, FEMA will further prioritize as needed by the highest FEMA-validated BCR.

### For Additional Information

Please see the Notice of Funding Opportunity announcement posted on grants.gov and the HMA Guidance available on the FEMA Internet: <http://www.fema.gov/hazard-mitigation-assistance> for more detailed information regarding eligibility.

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
FY 2016 Flood Mitigation Assistance**

**NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html> Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.**

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security (DHS)  
Federal Emergency Management Agency,  
Federal Insurance and Mitigation Administration,  
Risk Reduction Division

**Catalog of Federal Domestic Assistance (CFDA) Number**  
97.029

**CFDA Title**

Flood Mitigation Assistance

**Notice of Funding Opportunity Title**

FY 2016 Flood Mitigation Assistance

**NOFO Number**

DHS-16-MT-029-000-99

**Authorizing Authority for Program**

Section 1366 of The National Flood Insurance Act of 1968, as amended (Pub. L. No. 90-448) (42 U.S.C. § 4104c)

**Appropriation Authority for Program**

Consolidated Appropriations Act, 2016 (Pub. L. No. 114-113), Title III  
Protection, Preparedness, Response and Recovery, Federal Emergency  
Management Agency, National Flood Insurance Fund

**Program Type**

Continuation

## **Program Overview, Objectives, and Priorities**

The Flood Mitigation Assistance (FMA) Program makes available Federal funds to State, Local and Tribal Governments to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP). This program addresses one of the five missions of DHS, as specified in the Quadrennial Homeland Security Review: Strengthen National Preparedness and Resilience as well as the national preparedness goal of mitigation, as specified in the Presidential Policy Directive (PPD-8).

Allowable activities in support of FMA program objectives include:

- Flood hazard mitigation planning consistent with 44 CFR Part 201
- Cost-effective and sustainable hazard mitigation projects that conform with FEMA-approved State/Tribal/local mitigation plans:
  - Property Acquisition and Structure Demolition or Relocation
  - Structure Elevation
  - Mitigation Reconstruction
  - Dry Flood-Proofing
  - Non-structural Retrofitting of Existing Buildings
  - Infrastructure Retrofit
  - Minor Localized Flood Reduction
- Applicant and Subapplicant Management Costs for administering and managing grant and subgrant activities
- Technical Assistance (for Applicants who were awarded FMA grants totaling at least \$1,000,000 Federal share in FY 2015)

The agency's priorities for funding FMA subapplications are outlined below. These are the factors to be considered in the evaluation of applications after eligibility is determined as specified in Section E of this NOFO under Application Evaluation Criteria.

- Planning subapplications up to \$100,000 Federal share per Applicant with a maximum of \$50,000 Federal share for State mitigation plan updates and \$25,000 Federal share for local mitigation plans
- Technical Assistance subapplications up to \$50,000 Federal share for Applicants who received FMA grant awards totaling at least \$1 million Federal share in FY 2015
- Project subapplications on a competitive basis as follows:
  1. Projects that will mitigate flood damage to at least 50 percent of structures included in the subapplication that meet definition part (b)(ii) of a Severe Repetitive Loss (SRL) property: At least two separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structure
  2. Projects that will mitigate flood damage to at least 50 percent of structures included in the subapplication that meet the definition of a

Repetitive Loss (RL) property: Have incurred flood-related damage on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25% of the market value of the structure at the time of each such flood event

3. Projects that will mitigate flood damage to at least 50 percent of structures included in the subapplication that meet definition part (b)(i) of a SRL property: four or more separate NFIP claims payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of claims payments exceeding \$20,000
4. Projects that will mitigate flood damage for the largest number of NFIP-insured properties at the neighborhood level

For project subapplications in priority categories 1 through 3 above, FEMA will prioritize projects as follows:

- The highest percentage of structures included in the subapplication that meet the definition from 100 to 50 percent;
- The largest number of structures included in the subapplication that meet the definition; and
- FEMA-validated Benefit-Cost Ratio (BCR).

For project subapplications in priority category 4, FEMA will further prioritize as needed by the highest FEMA-validated BCR.

## **B. Federal Award Information**

### **Award Amounts, Important Dates, and Extensions**

Available Funding for the NOFO: \$199,000,000

**Projected number of Awards:** 200

**Period of Performance:** 41 Months

The Period of Performance begins with the opening of the application period and ends no later than 36 months from the Funding Selection Date (see section D of this NOFO under Application and Submission Information).

An extension to the Period of Performance for this program is allowed. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H, Additional Information under Extensions.

**Projected Period of Performance Start Date:** 03/15/2016

**Projected Period of Performance End Date:** 08/30/2019

### **Funding Instrument**

Grant

## **C. Eligibility Information**

### **Eligible Applicants**

States  
District of Columbia  
U.S. Territories  
Federally-recognized Native American Tribal governments

Each State, Territory, Commonwealth, or Native American Tribal government shall designate one agency to serve as the Applicant.

Local governments, including cities, townships, counties, special district governments, and Native American tribal organizations are considered Subapplicants and must submit subapplications for mitigation planning and projects to their State/Territory Applicant agency. Contact information for the State Hazard Mitigation Officers (SHMOs) is provided on the FEMA website: <http://www.fema.gov/state-hazard-mitigation-officers>.

### **Eligibility Criteria**

To be considered for funding, all Applicants must submit their FMA grant application to FEMA via the Mitigation eGrants system (see section D, Application and Submission Information).

All Subapplicants must be participating in the NFIP, and not be withdrawn or suspended, to be eligible to apply for FMA grant funds. Certain political subdivisions (i.e., regional flood control districts or county governments) may apply and act as Subapplicants if they are part of a community that is participating in the NFIP where the political subdivision provides zoning and building code enforcement or planning and community development professional services for that community.

Properties included in projects submitted for FMA funding must be NFIP-insured, and flood insurance must be maintained through completion of the mitigation activity and for the life of the structure.

All Applicants and Subapplicants submitting subapplications for mitigation projects must have a FEMA approved Mitigation Plan by the application deadline in accordance with Title 44 CFR Part 201. There is no mitigation plan requirement to submit a subapplication for mitigation planning. More detailed information is provided in Part III, E.5, Hazard Mitigation Plan Requirement, of the Hazard Mitigation Assistance (HMA) Guidance available on internet at: <http://www.fema.gov/media-library/assets/documents/103279>.

### **Other Eligibility Criteria**

Each State, Territory, Commonwealth, or Native American Tribal government Applicant's designated agency may submit only one FMA grant application to

FEMA. Applicants must rank their subgrant applications in the Mitigation eGrants system.

### **Cost Share or Match**

Cost share is required under this program. Recipients must provide a cost share of 25 percent of eligible activity costs from non-Federal sources with FEMA contributing up to a 75 percent Federal cost share.

The non-Federal cost share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$400,000 and the non-Federal cost share is 25 percent, then the non-Federal contribution is \$100,000: 25 percent of \$400,000 is \$100,000.

FEMA may contribute up to 100 percent Federal cost share for SRL properties. FEMA may contribute up to 90 percent Federal cost share for RL properties.

A SRL property is a structure that:

- (a) Is covered under a contract for flood insurance made available under the NFIP; and
- (b) Has incurred flood related damage
  - i. For which 4 or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000, or
  - ii. For which at least 2 separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

A RL property is a structure covered by a contract for flood insurance made available under the NFIP that:

- (a) Has incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
- (b) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

To receive an increased Federal cost share, properties must meet one of the definitions for SLR or RL properties. Applicants and subapplicants that are requesting an increased Federal cost share must submit documentation with their application or subapplication demonstrating that properties meet these definitions. If documentation is not submitted with the application or subapplication to support a reduced non-Federal cost share, FEMA will provide no more than 75

percent Federal share of the total eligible costs. The remaining 25 percent of eligible activity costs are derived from non-Federal sources.

Structures with different federal cost share requirements can be submitted in a single project subapplication. The overall project federal cost share documented in the Cost Share section of the project subgrant application in eGrants should reflect the combined federal cost shares of the structures. For example, a project with \$100,000 costs for one SRL structure funded at 100 percent federal share plus \$100,000 costs for one RL structure funded at 90 percent federal share will have an overall project federal cost share of 95 percent, or \$190,000, of the \$200,000 total cost for both structures.

For insular areas, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, FEMA automatically waives the non-Federal cost share when the non-Federal cost share for the entire grant is under \$200,000. If the non-Federal cost share for the entire grant is \$200,000 or greater, FEMA may waive all or part of the cost share. If FEMA does not waive the cost share, the insular area must pay the entire non-Federal cost-share amount, not only the amount over \$200,000.

More detailed information is provided in Part III, C, and Cost Sharing, of the HMA Guidance available at <http://www.fema.gov/media-library/assets/documents/103279>.

**D. Application and Submission Information**  
**Key Dates and Times**

**Date Posted to Grants.gov:** 02/10/2016

**Application Start Date:** 03/15/2016

**Application Submission Deadline:** 06/15/2016 at 03:00:00 PM [Eastern Time]

**Anticipated Funding Selection Date:** 08/30/2016

**Anticipated Award Date:** 09/30/2016

## Other Key Dates

<b>Event</b>	<b>Suggested Deadline For Completion</b>
Obtaining Dun and Bradstreet Universal Numbering System (DUNS) Number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Register with the System for Award Management (SAM)	Four weeks before actual submission deadline
Register for access to the FEMA Grants Portal and request access to the Mitigation eGrants system	Four weeks before actual submission deadline

## Address to Request Application Package

All FMA grant applications must be submitted electronically via the Mitigation eGrants system through the FEMA Grants Portal on the internet at <https://portal.fema.gov> (see subsection Authorized Organizational Representative below). Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only in the Mitigation eGrants system. To access these, registered eGrants system users should login to the FEMA portal at <https://portal.fema.gov> and then click the “Blank Applications” link on the eGrants system Homepage. For those without access to the eGrants system, the blank copies of eGrants applications are also available on the FEMA internet: <https://www.fema.gov/hazard-mitigation-grant-program/grant-applicants-blank-applications> or from the HMA Helpline (see section H, the Additional Information below).

FEMA will only process applications received via the Mitigation eGrants system. Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

For a hardcopy of the full NOFO, please write or fax a request to:

Michael Grimm  
Assistant Administrator for Mitigation  
Federal Insurance and Mitigation Administration  
1800 S Bell Street  
Arlington, VA 20472  
FAX: (202) 646-2880

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: 1-800-462-7585.

## **Content and Form of Application Submission**

Applicants must submit a FMA grant application to FEMA via the Mitigation eGrants system on the internet: <https://portal.fema.gov> to be considered for FMA funding.

The required format for applications is in the Mitigation eGrants system:

- Mitigation planning activities must be submitted in a planning subgrant application;
- Mitigation project activities must be submitted in a project subgrant application;
- Applicant management costs (for Applicants only) must be submitted in a management costs subgrant application;
- FMA grant applications must be submitted in a FMA grant application for FY 2016.

Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only. FEMA will not accept these as an application package. Using a blank application ensures that all of the necessary information is provided to the Grant Applicant for input into the eGrants External System. Subapplicants should contact their Applicant agency for information specific to their state/territory's application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

If a Subapplicant does not use the eGrants system to submit planning and project subapplications to the Applicant, then the Applicant must enter the subapplication(s) into the eGrants system on the Subapplicant's behalf. To do this, Applicants can login to the eGrants system on the FEMA portal: <https://portal.fema.gov> and click the "Create new Paper Subgrant" link on the eGrants Homepage. Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

All Applicants, including Tribes, must create a FMA grant application, attach approved planning, project and management costs subgrant applications to the FMA grant application, and rank the subgrant applications before they can submit the FMA grant application to FEMA via the Mitigation eGrants system.

Wherever possible, supporting documentation for applications should be attached electronically in the Mitigation eGrants system. Over-sized items that cannot be scanned may be mailed to FEMA as necessary; however, Applicants must provide information regarding the paper attachments and the date mailed to FEMA in the eGrants system. Also, the documents must be postmarked by the submission deadline to be considered as part of the application. FEMA will acknowledge receipt of paper attachments. If Applicants do not receive acknowledgement that paper attachments were received by FEMA, then it is their responsibility to

follow-up with FEMA to ensure that the documents were received and are considered as part of the application.

The Mitigation eGrants system is programmed to not allow submittal of a FMA grant application after the submission deadline. Applicants who attempt to submit a FMA grant application after the deadline will receive an error message.

Applicants who submit FMA grant applications prior to the submission deadline will receive a confirmation message including the assigned application number in the eGrants system (e.g., FMA-09-CA-2016). In addition, once FEMA receipts and delegates the FMA grant application, the eGrants system will send an automatic email message to the Point(s) of Contact (POC) identified in the grant application.

**National Environmental Policy Act Requirements for Mitigation Projects.**

Applicants and Subapplicants applying for mitigation projects must provide information needed to comply with the National Environmental Policy Act (NEPA) (42 U.S.C. 4321-4370h). The required information is included in the project subgrant application in the eGrants system.

**Benefit Cost Analysis for Mitigation Projects.** Project subapplications must include a FEMA-approved benefit-cost analysis (BCA) or other documentation to demonstrate cost-effectiveness. Planning and management costs subapplications do not require a BCA. More detailed information is available in Part IV, I, Cost Effectiveness of the HMA Guidance available on the FEMA website at: <http://www.fema.gov/media-library/assets/documents/103279>.

**Statement of Assurances and Deed Restriction for Property Acquisition Projects.** Project subapplications for property acquisition must include the FEMA Statement of Assurances signed by the Subapplicant's authorized agent to provide acknowledgement of, and agreement to, the requirements in the model Statement of Assurances. The model Statement of Assurances is available on the FEMA website at:

<https://www.fema.gov/media-library/assets/documents/28695>.

The subapplication must include a sample of the deed restriction (not including property-specific details) that the Subapplicant intends to record with each property deed. The sample must be consistent with the FEMA Model Deed Restriction, which is available on the FEMA website at:

<https://www.fema.gov/media-library/assets/documents/28496>.

**Application for Federal Assistance and Assurances and Certifications Forms.**

Applicants must complete the following forms and attach them to their FMA grant application in the Mitigation eGrants system:

- Application for Federal Assistance (SF-424), *OMB #4040-0004*; and
- Assurances and Certifications:

- Assurances for Non Construction Programs (SF-424B), *OMB #4040-0009*, or Assurances for Construction Programs (SF-424D), *OMB #4040-0007*;
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (FF 20-16C), *OMB #1660-0025*; and
- Disclosure of Lobbying Activities (SF-LLL), *OMB #4040-0013* (if the Applicant has engaged in or intends to engage in lobbying activities).

The SF-424 family of forms and the SF-LLL form are available on the Grants.gov website: <http://www.grants.gov/web/grants/forms/sf-424-family.html>

The FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements is available from the FEMA library online at <https://www.fema.gov/media-library/assets/documents/9754>.

FEMA Forms 20-16A, Assurances – Non Construction Programs and 20-16B, Assurances - Construction Program may be used in lieu of the SF 424-B, Assurances for Non Construction Programs and SF 424-D, Assurances for Construction Programs, respectively. The FEMA Forms are available on the FEMA Forms webpage: <https://www.fema.gov/forms>.

Applicants may require their Subapplicants to complete and attach the grant application and/or Assurance and Certifications forms to their planning and project subgrant applications in the eGrants system. To turn on/off this requirement, Applicants can login to the eGrants system on the FEMA portal: <https://portal.fema.gov> and click the “Administration” link on the eGrants Homepage to set their Preferences to enable/disable the forms. Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

Subapplicants should contact their Applicant agency for information specific to their state/territory Applicant agency’s application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

### **Unique Entity Identifier and System for Award Management (SAM)**

DHS is participating in the Grants.gov initiative that provides the grant community a single site to find grant funding opportunities. Before you can apply for a DHS grant, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

**Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be**

**done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.**

**DUNS number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 family forms submitted as part of this application.

**System for Award Management.** In addition to having a DUNS number, Applicants must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

**Authorized Organizational Representative.** A key step in the registration process is creating a username and password for the FEMA Grants Portal <https://portal.fema.gov>. Applicants and Subapplicants must register the individual who is able to make legally binding commitments for the Applicant/Subapplicant organization as the AOR in addition to other organizational staff who will assist with creating and managing applications.

After registering on the FEMA Grants Portal, Applicants and Subapplicants will need to request access to the Mitigation eGrants system on the FEMA Portal. This is crucial because all applications and subapplications must be submitted via the Mitigation eGrants system on the FEMA Grants Portal.

An Access ID is required to request access to the Mitigation eGrants system. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant agency to get the appropriate Access ID. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

To read more detailed instructions for creating a profile on the FEMA Portal and registering for eGrants, see the job aid: "Registering for eGrants Accounts" on the FEMA web: <https://www.fema.gov/media-library/assets/documents/17425?id=3865>.

**AOR Authorization.** After creating a profile on the FEMA Portal and registering for Mitigation eGrants system access, FEMA Regions review eGrants access requests from Applicants, and Applicants review eGrants access requests from their Subapplicants. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant agency regarding the status of their registrations. Contact information for the FEMA Regional Offices is provided on the FEMA website:

<https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

Approved users will receive an email from the eGrants system that indicates what system privileges have been authorized. “Sign/Submit” privileges are given to the AOR. Other users may be given “Create/Edit” and/or “View/Print” privileges. Once access is approved, users can login to the Mitigation eGrants system to create and manage their applications online. Only AORs, individual who can make legally binding commitments for the Applicant/Subapplicant organization, who have “Sign/Submit” privileges will be able to submit applications in the Mitigation eGrants system.

**Applicants and Subapplicants are, therefore, encouraged to register on the FEMA Grants Portal and request access to the Mitigation eGrants system at the time of this announcement to ensure the ability to meet required submission deadlines. After you have been approved for access to the Mitigation eGrants system, you will be able to create applications online.**

**Electronic Signature.** Applications submitted through the Mitigation eGrants system constitute electronically signed applications. The registration and account creation for the AOR establishes the AOR for each Applicant/Subapplicant’s organization.

If you experience difficulties with the eGrants system, please contact the helpdesk by telephone: 1-855-228-3362 or email: [MTeGrants@fema.dhs.gov](mailto:MTeGrants@fema.dhs.gov).

The Federal awarding agency may not make a Federal award to an applicant until the Applicant has complied with all applicable DUNS and SAM requirements and, if an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the State’s process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget’s home page at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc) to ensure currency.

### **Funding Restrictions**

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other

Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

**Program Funding Restrictions.** The maximum Federal share for FMA subapplications is as follows:

- \$50,000 for state flood hazard mitigation planning
- \$25,000 for local flood hazard mitigation planning
- 5 percent of plan and project subapplications for Subapplicant management costs included in plan and project subapplications
- 10 percent of FMA grant application for Applicant management costs
- \$50,000 for technical assistance for states that received at least \$1 million in FMA awards in FY 2015

The Mitigation eGrants system will not allow subgrant applications in excess of these funding limits.

Allowable costs are:

- Training related costs
- Domestic travel costs
- Construction and renovation costs
- Equipment costs

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 200, available on the internet: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Unallowable costs are:

- Exercise related costs
- Operational Overtime costs

More detailed information is available in Part III, E.1, Eligible Activities, of the HMA Guidance available at <http://www.fema.gov/media-library/assets/documents/103279>.

**Pre-Award Costs.** Pre-award costs directly related to developing the FMA application or subapplication incurred after the application period has opened but prior to the date of the grant award are allowed. Such costs may have been incurred, for example, to develop a Benefit Cost Analysis, to gather Environmental and Historic Preservation data, for preparing design specifications, or for workshops or meetings related to development and submission of applications and subapplications. Applicants and Subapplicants may identify pre-

award costs as their non-Federal cost share in the Cost Share section of the subapplication.

Costs associated with implementation of the submitted grant application or subapplication incurred prior to grant award are not allowed. Mitigation activities initiated or completed prior to award are not eligible.

Applicants and Subapplicants who are not awarded grants or subgrants (awards/subawards) will not receive reimbursement for the corresponding pre-award costs. More detailed information is provided in the HMA Guidance, Part IV, F.2, Pre-Award Costs, available on the FEMA website:

<http://www.fema.gov/media-library/assets/documents/103279>.

**Management and Administration (M&A) Costs.** Management costs are any indirect costs and administrative expenses that are reasonably incurred in administering an award or sub-award. Applicant and Subapplicant management cost activities directly related to the implementation of the FMA program, such as subapplication development, geocoding mitigation projects, delivery of technical assistance, managing awards and staff salary costs are eligible for FMA funding in accordance with the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Applicants may apply for up to 10 percent of the FMA grant application for Applicant management costs. Applicant requests for management costs must be submitted in a management costs subgrant application in the eGrants system (see the Content and Form of Application Submission subsection).

Subapplicants may apply for up to 5 percent of plan and project subapplications for Subapplicant management costs. Subapplicant management costs must be included as part of the Subapplicant's planning or project subapplication in the Mitigation eGrants system.

Management costs are only awarded in conjunction with awarded project or planning subapplications. Applicants and Subapplicants who do not receive any awards/subawards for any planning or project subapplications will not receive reimbursement for management costs (see Review and Selection Process in Section E).

**Indirect Facilities & Administrative (F&A) Costs.** Indirect costs are allowable under this program as described in 2 CFR § 200.414. With the exception of Recipients who have never received a negotiated indirect cost rate as described in 2 CFR § 200.414(f), Recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

## **Other Submission Requirements**

### **Environmental Planning and Historic Preservation (EHP) Compliance**

Applicants and Subapplicants proposing projects that have the potential to impact the environment, including but not limited to modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to adversely impact environmental resources and/or historic properties.

## **E. Application Review Information**

### **Application Evaluation Criteria**

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of governmentwide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

FEMA will select planning subapplications up to \$100,000 Federal share per Applicant with a maximum of \$50,000 Federal share for State mitigation plan updates and \$25,000 Federal share for local mitigation plans. FEMA may reduce the Federal share of any planning subapplication that exceeds the regulatory maximums.

Technical assistance subapplications up to \$50,000 Federal share will be selected for Applicants who received FMA awards totaling at least \$1 million Federal share in FY 2015. FEMA may reduce the Federal share of any technical assistance subapplication that exceeds the regulatory maximums.

Cost sharing will not be considered in the review process.

### **Review and Selection Process**

FEMA will review the planning and project subapplications plus one management cost subapplication submitted by each Applicant to ensure compliance with the HMA Guidance, including eligibility of the Applicant and Subapplicant; eligibility of proposed activities and costs; completeness of the subapplication; cost effectiveness and engineering feasibility of mitigation projects; and eligibility and availability of non-Federal cost share. For more detailed information, see the HMA Guidance, Part VI, Application Review Information, available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

FEMA will select eligible planning subapplications up to \$100,000 Federal share per Applicant with a maximum of \$50,000 Federal share for State mitigation plan updates and \$25,000 Federal share for local mitigation plans. FEMA may reduce the Federal share of any planning subapplication that exceeds the regulatory maximums.

FEMA will select eligible technical assistance subapplications up to \$50,000 Federal share for Applicants who received FMA awards totaling at least \$1 million Federal share in FY 2015.

FEMA will select eligible project subapplications on a competitive basis up to the amount of funding in order of the agency's priorities for the FY 2016 FMA Grant Program:

1. Projects that will mitigate flood damage to at least 50 percent of structures included in the subapplication for which at least two separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structure
2. Projects that will mitigate flood damage to at least 50 percent of FMA RL structures included in the subapplication
3. Projects that will mitigate flood damage to at least 50 percent of structures included in the subapplication for which four or more separate NFIP claims payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of claims payments exceeding \$20,000
4. Projects that will mitigate flood damage for the largest number of NFIP-insured properties at the neighborhood level

For competitive project subapplications in priority categories 1 through 3 above, FEMA will further prioritize as follows:

- The highest percentage of structures included in the subapplication that meet the definition from 100 to 50 percent;
- The largest number of structures included in the subapplication that meet the definition; and
- FEMA-validated Benefit-Cost Ratio (BCR).

For project subapplications in priority category 4, FEMA will further prioritize as needed by the highest FEMA-validated BCR.

If a project subapplication includes structures that meet the definition in more than one of the priority categories, then the project will be considered under each of those priority categories, and the structures that meet the definition of each priority category will be counted for that category.

For example, a project with structures that meet the definition in priority category 1 is not selected for priority 1 because less than 50 percent of the structures included in the subapplication meet that definition. However, the project also contains structures that meet the definition in priority category 2. So the project is considered for priority 2, and the percentage of structures included in the subapplication that meet the definition in priority category 2 is used to determine whether it is selected.

FEMA may select a subapplication out of priority order based upon one or more of the following factors:

- Availability of funding;
- Balance/distribution of funds geographically or by type of recipient;
- Duplication of subapplications;
- Program priorities and policy factors; and,
- Other pertinent information.

FEMA will select management costs subapplications for Applicants with selected planning/project subapplications on a case by case basis not to exceed 10 percent of the awarded planning/project subapplications or the amount requested, whichever is less.

Selected subapplications are given a status of Identified for Further Review. Eligible subapplications that are not Identified for Further Review due to funding limitations will be given a status of Not Selected. Planning and project subapplications that do not satisfy the eligibility and completeness requirements will be given a status of Did Not Meet HMA Requirements.

At its discretion, FEMA may review a decision regarding a planning or project subapplication that Did Not Meet HMA Requirements only where there is an indication of material, technical, or procedural error that may have influenced FEMA's decision. There will be no reconsideration regarding the amount of planning subapplications, Applicant management costs or technical assistance costs. For more detailed information on the selection process, see Part V, B of the HMA Guidance available on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance>.

Prior to making an award, FEMA will evaluate a pass-through entity to determine the level of risk when there is a history of failure to comply with general or specific terms and conditions of a Federal award or failure to meet the expected performance goals. If FEMA determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award, as specified in the HMA Guidance, Part VI, B, available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

If the anticipated Federal award amount will be greater than the simplified acquisition threshold, currently \$150,000 (see 2 CFR §200.88):

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

#### **Anticipated Announcement and Federal Award Dates**

FEMA anticipates announcing the status of applications by the Funding Selection Date of 08/30/2016.

FEMA will post the status of the planning and project subapplications on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance> and alert FMA webpage subscribers when the results of the review are published. For information on how to sign up for a FEMA webpage subscription, visit <https://www.fema.gov/subscribe-receive-free-email-updates>.

Applicants with planning/project subapplications that are Identified for Further Review will receive notification through the Mitigation eGrants system via an automatic e-mail to the point(s) of contact designated in their FMA grant application.

#### **F. Federal Award Administration Information**

##### **Notice of Award**

FEMA will provide the Federal award package to the Applicant electronically via the Mitigation eGrants system. Award packages include an award letter, Obligor Document for Awards/Amendments, and Articles of Agreement, including EHP and/or other conditions. An email notification of the award package will be sent through the eGrants system to the Applicant point(s) of contact designated in the FMA grant application. See 2 CFR § 200.210, Information contained in a Federal award:

<http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-210>.

When FEMA obligates funds for a grant to an Applicant, the Applicant and Subapplicant are denoted as Recipient and Subrecipient, respectively. The Recipient and Subrecipient agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement provided in the award package. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions.

For detailed information, see the HMA Guidance, Part VI, A on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

### **Administrative and National Policy Requirements**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

The AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

**Mitigation Plan Requirement.** All Applicants and Subapplicants must have a FEMA approved Mitigation Plan at the award date to receive a project award under this program in accordance with Title 44 CFR Part 201. More detailed information is provided Part III, E.5, Hazard Mitigation Plan Requirement, of the HMA Guidance available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

**Environmental Planning and Historic Preservation (EHP) Compliance.** As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

**Construction Project Requirements.** Acceptance of Federal funding requires FEMA, the Recipient and any Subrecipients to comply with all Federal, state and local laws prior to the start of any construction activity. Failure to obtain all appropriate Federal, state and local environmental permits and clearances may jeopardize Federal funding.

1. Any change to the approved scope of work will require re-evaluation by FEMA for Recipient and Subrecipient compliance with the National Environmental Policy Act and other laws and Executive Orders.
2. If ground disturbing activities occur during construction, the Recipient and any Subrecipients must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify the Recipient and FEMA.

**Acquisition Project Requirements.** The Subrecipient must provide FEMA with a signed copy of the Statement of Voluntary Participation for each property post-award. The Statement of Voluntary Participation formally documents the Notice of Voluntary Interest and information related to the purchase offer. The Statement of Voluntary Participation is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/13708>.

Subrecipients must apply deed-restriction language to all acquired properties to ensure that the property is maintained in perpetuity as open space consistent with natural floodplain functions, as agreed to by accepting FEMA mitigation award funding. Deed-restriction language is applied to acquired properties by recording the open space and deed restrictions. The FEMA Model Deed Restriction is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/28496>.

### Reporting

Recipients are required to submit financial and programmatic reports as a condition of their award acceptance throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

**Federal Financial Reporting Requirements.** The SF-425, Federal Financial Reporting (FFR) form, *OMB #0348-0061*, is available from the Office of Management and Budget at:

[https://www.whitehouse.gov/omb/grants\\_forms](https://www.whitehouse.gov/omb/grants_forms).

Recipients must submit the SF-425, FFR using the Payment and Reporting System (PARS). Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

**Program Performance Reporting Requirements.** The Performance Progress Report, SF-PPR, OMB #0970-0334, is available on the FEMA website at: <http://www.fema.gov/media-library/assets/documents/29485>.

Recipients must submit the SF-PPR using the Mitigation eGrants system.

**Close Out Reporting Requirements.** Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (SF-429) available online at: [http://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-429.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf).

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

## **G. DHS Awarding Agency Contact Information**

### **Contact and Resource Information**

**Program Questions.** General questions about the FMA program can be directed to the appropriate FEMA Regional Office or SHMO. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>. Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

The HMA Helpline is available via telephone: 1-866-222-3580 or email: [HMAGrantsHelpline@fema.dhs.gov](mailto:HMAGrantsHelpline@fema.dhs.gov).

**Financial and Administrative Questions.** FEMA Regional Assistance Officers manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program. Contact the

appropriate FEMA Regional Office for additional information. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>.

**Technical Assistance.** Upon request, FEMA will provide technical assistance. FEMA encourages Applicants and Subapplicants to seek technical assistance early in the application period by contacting their appropriate FEMA Regional Office. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>.

For questions about Benefit-Cost Analysis, contact the BC Helpline via telephone: 1-855-540-6744 or email: [BCHelpline@fema.dhs.gov](mailto:BCHelpline@fema.dhs.gov).

The Feasibility and Effectiveness Helpline is available for guidance on FEMA Building Science publications via email: [FEMA-BuildingScienceHelp@fema.dhs.gov](mailto:FEMA-BuildingScienceHelp@fema.dhs.gov).

A Helpline for guidance on FEMA Safe Room publications is available via email: [Saferoom@fema.dhs.gov](mailto:Saferoom@fema.dhs.gov).

The Environmental & Historic Preservation Helpline is available via telephone: 1-866-222-3580 or email: [ehhelpline@fema.dhs.gov](mailto:ehhelpline@fema.dhs.gov).

**Mitigation eGrants System.** Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>. The eGrants Helpdesk can be reached via telephone: 1-855-228-3362 or email: [MTeGrants@fema.dhs.gov](mailto:MTeGrants@fema.dhs.gov).

## **H. Additional Information**

### **Extensions**

Extensions to this program are allowed.

Recipients must submit proposed extension requests to FEMA for review and approval at least 60 days prior to the expiration of the grant period of performance.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the Recipient's respective Region and must contain specific and compelling justification as to why an extension is required. Recipients are advised to coordinate with the Region as needed when preparing an extension.

All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;

3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requests for extensions to a grant period of performance will be evaluated by FEMA but will not be approved automatically. The Regional Administrator can extend the period of performance for up to twelve months with justification. All requests to extend the grant period of performance beyond twelve months from the original grant termination date must be approved by FEMA Headquarters.

## **Other**

### **Related HMA Programs**

**Hazard Mitigation Grant Program.** The Hazard Mitigation Grant Program (HMGP) is authorized by Section 404 of the Stafford Act, 42 U.S.C. 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP funding is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. Indian Tribal governments may also submit a request for a major disaster declaration within their impacted areas.

The amount of HMGP funding available to the Applicant is based on the estimated total of Federal assistance, subject to the sliding scale formula outlined in 44 CFR § 206.432(b) that FEMA provides for disaster recovery under the Presidential major disaster declaration. The formula provides for up to 15 percent of the first \$2 billion of estimated aggregate amounts of disaster assistance, up to 10 percent for amounts between \$2 billion and \$10 billion, and up to 7.5 percent for amounts between \$10 billion and \$35.333 billion. For States with enhanced plans, the eligible assistance is up to 20 percent for estimated aggregate amounts of disaster assistance not to exceed \$35.333 billion. Local governments are considered Subapplicants and must apply to their Applicant State/territory.

**Pre-Disaster Mitigation.** The Pre-Disaster Mitigation (PDM) program, authorized by the Stafford Act, 42 U.S.C. 5133, is designed to assist States, U.S. Territories, Native American Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters. Congressional appropriations provide the funding for PDM. The total amount of funds

distributed for PDM is determined once the appropriation is provided for a given Fiscal Year. It can be used for mitigation project and planning activities.

Further information regarding these programs is available in the HMA Guidance on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

### **Payment**

FEMA utilizes PARS for financial reporting, invoicing and tracking payments. Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a SF-1199A, Direct Deposit Form.

### **Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The Recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to the FEMA Program Analyst within five days of learning of the conflict of interest. Similarly, Subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, or his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an Applicant, Subapplicant, Recipient, Subrecipient, or FEMA employee.



## Federal Insurance and Mitigation Administration

### FY 2016 Pre-Disaster Mitigation (PDM) Grant Program

As appropriated by the Consolidated Appropriations Act, 2016 (Public Law 114-113); the Fiscal Year (FY) 2016 Pre-Disaster Mitigation (PDM) Grant Program provides resources to assist states, tribal governments, territories and local communities in their efforts to implement a sustained pre-disaster natural hazard mitigation program, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (42 U.S.C. 5133).

*In Fiscal Year 2016, \$90,000,000 is available to assist State, Tribal Territorial and local governments reduce overall risk to the population and structures from future hazard events, while also reducing reliance on federal funding from future disasters.*

The Hazard Mitigation Assistance (HMA) Unified Guidance applies to the FY 2016 PDM Grant Program application cycle. Applicants are encouraged to review the Notice of Funding Opportunity announcement and the HMA Guidance for detailed information regarding eligibility and to contact their FEMA Regional Office for additional information.

### Funding

- In FY 2016, the total amount of funds distributed under the FY 2016 PDM Grant Program will be \$90,000,000.
- All 50 States, the District of Columbia, American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands are eligible to receive an allocation of \$575,000 in accordance with Section 203(f)(1) of the Stafford Act.
  - Ten percent of the appropriated PDM funding, or \$10 million, will be set aside for Federally-recognized Native American Tribal applicants to receive an allocation of \$575,000 per tribe.
  - The balance of PDM Grant Program funds will be distributed on a competitive basis to all eligible applicants.
  - No applicant may receive more than 15 percent, or \$15 million, of the appropriated PDM funding per Section 203(f)(2) of the Stafford Act.

### Eligibility

All 50 States, the District of Columbia, Federally-recognized Native American Tribal governments, American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands are eligible to apply for the FY 2016 PDM Grant Program. Local governments are considered sub-applicants and must apply to their applicant state/territory.

Either the state Emergency Management Agency or the office that has primary emergency management responsibility is eligible to apply directly to FEMA for PDM Grant Program funds as an applicant; however, only one application will be accepted from each state, tribe or territory.

### Funding Guidelines

The maximum federal share for PDM sub-applications is as follows:

- \$4 million for mitigation projects
- \$400,000 for new mitigation plans
- \$300,000 for state/territory and multi-jurisdictional local/tribal plan updates
- \$150,000 for single jurisdiction local/tribal mitigation plan updates

A maximum of 10 percent of the total of mitigation planning and project grants can be used for dissemination of information about the activity in accordance with the Stafford Act. Additionally, a maximum 10 percent of grant funds awarded can be used by the state EMA for management costs, and a maximum of 5 percent of grant funds awarded can be used by the local EMA for management costs, per HMA Guidance.

Federal funding is available for up to 75 percent of the eligible activity costs. Small, impoverished communities may be eligible for up to a 90 percent Federal cost share in accordance with the Stafford Act. The remaining eligible activity costs must be derived from non-Federal sources.

A small, impoverished community must:

- i. Be a community of 3,000 or fewer individuals identified by the State as a rural community that is not a remote area within the corporate boundaries of a larger city;
- ii. Be economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data. For the most current information, go to the Bureau of Economic Analysis website at <http://www.bea.gov>;
- iii. Have a local unemployment rate that exceeds by 1 percentage point or more the most recently reported, average yearly national unemployment rate. For the most current information, go to the Bureau of Labor Statistics website at <http://www.bls.gov/eag/eag.us.htm>; and
- iv. Meet other criteria required by the applicant in which the community is located.

The period of performance for the PDM Grant Program begins with the opening of the application period and ends no later than 36 months from the date that FEMA announces selected sub-applications.

### Key FY 2016 PDM Grant Program Changes

- FEMA revised the application limits from FY 2015 to allow a maximum of 8 project sub-applications out of 19 sub-applications per applicant: 18 for mitigation planning and projects, plus 1 management cost sub-application for applicant management costs
- The mitigation project cap was increased from FY 2015 to \$4,000,000 federal share
- The mitigation planning cap for state/tribal and multi-jurisdictional plan updates was increased to \$300,000
- FEMA will prioritize competitive mitigation planning sub-applications from applicants without Hazard Mitigation Grant Program (HMGP) planning funds available and competitive project sub-applications from applications without HMGP project funding available before competitive sub-applications from applicants with HMGP planning and project funds available.
- FEMA will use the majority of the funding for mitigation projects, as directed by the appropriations language.

# Federal Emergency Management Agency

## FY 2016 Pre-Disaster Mitigation (PDM) Grant Program

- FEMA will prioritize the competitive projects for selection up to the available funding as follows:
  - Climate Resilient Mitigation Activities (CRMA), including Aquifer Storage and Recovery (ASR), Floodplain and Stream Restoration (FSR), and Flood Diversion and Storage (FDS); and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - Non-flood hazard mitigation projects (e.g., seismic, wildfire, landslide and wind) and non-acquisition/elevation/mitigation reconstruction flood mitigation activities (e.g., stormwater management and flood control measures)
  - Acquisition, elevation and mitigation reconstruction projects
  - Generators for critical facilities as identified in a FEMA-approved Mitigation Plan
- FEMA will further prioritize competitive sub-applications as needed to make selection decisions as follows:
  - Small, impoverished community status;
  - FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating from a grade of 1 to 10;
  - FEMA-validated Benefit Cost Ratio for projects.

## Application Submission and Review Process

Applications and sub-applications for the PDM Grant Program must be submitted via the Mitigation eGrants system on the FEMA Grants Portal: <https://portal.fema.gov>. If a sub-applicant does not use the eGrants system, then the applicant must enter the paper sub-application(s) into the eGrants system on the sub-applicant's behalf.

Applicants may submit a maximum of 19 sub-applications, including 1 management cost sub-application for Applicant management costs. Of the 18 sub-applications for mitigation activities, a maximum of 8 projects may be included. Applicants must rank their sub-applications in priority order. If any applicant submits more than 18 sub-applications for mitigation activities, FEMA will only consider the 18 highest ranked sub-applications. If any Applicant submits more than 8 project sub-applications, FEMA will only consider the 8 highest ranked projects. The Applicant's highest ranked planning and/or project sub-applications must not exceed \$575,000 Federal share to be eligible for the State/Territory or Tribal allocations. If an Applicant's highest ranked planning or project sub-application exceeds \$575,000 Federal share, then the Applicant will not receive an allocation. Instead, all of the Applicant's eligible sub-applications will be considered on a competitive basis only.

PDM Grant Program applications will undergo a complete eligibility review within their respective FEMA Region. FEMA will review planning and project sub-applications plus one management sub-application submitted by each applicant through the Mitigation eGrants system to ensure compliance with the HMA Guidance, including eligibility of the applicant and sub-applicant; eligibility of proposed activities and costs; completeness of the sub-application; cost effectiveness and engineering feasibility of projects; and eligibility and availability of non-federal cost share.

FEMA will select eligible planning and project sub-applications in order of the agency's priorities for the FY 2016 PDM Grant Program:

- 1<sup>st</sup> priority: Mitigation planning and project sub-applications up to \$575,000 Federal share per states/territories/District of Columbia consistent with Section 203 (f)(1) of the Stafford Act
- 2<sup>nd</sup> priority: Up to \$10 million for mitigation planning and project sub-applications up to \$575,000 Federal share per tribal applicant
- 3<sup>rd</sup> priority: Mitigation planning sub-applications from applicants that do not have HMGP planning funds available
- 4<sup>th</sup> priority: Projects from applicants that do not have HMGP project funds available:
  - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - ii. Non-flood hazard mitigation projects and non-acquisition/ elevation/mitigation reconstruction flood mitigation activities
  - iii. Acquisition, elevation and mitigation reconstruction projects
  - iv. Generators for critical facilities
- 5<sup>th</sup> priority: Planning activities from applicants that have HMGP planning funds available
- 6<sup>th</sup> priority: Projects from applicants that have HMGP project funds available:
  - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - ii. Non-flood hazard mitigation projects and non-acquisition/ elevation/mitigation reconstruction flood mitigation activities
  - iii. Acquisition, elevation and mitigation reconstruction projects
  - iv. Generators for critical facilities

FEMA will further prioritize competitive planning and project activities within the 3<sup>rd</sup> through 6<sup>th</sup> categories as needed by small, impoverished community status; the FEMA-validated BCEGS rating from a grade of 1 (exemplary commitment to building code enforcement) to 10; and highest FEMA-validated Benefit Cost Ratio for projects.

## For Additional Information

Please see the Notice of Funding Opportunity announcement posted on [Grants.gov](http://www.grants.gov) and the HMA Guidance available on the FEMA Internet: <http://www.fema.gov/hazard-mitigation-assistance> for more detailed information regarding eligibility.

**The Department of Homeland Security  
Notice of Funding Opportunity  
FY 2016 Pre-Disaster Mitigation**

**NOTE:** If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security,  
Federal Emergency Management Agency,  
Federal Insurance and Mitigation Administration,  
Risk Reduction Division

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.047

**CFDA Title**

Pre-Disaster Mitigation

**Notice of Funding Opportunity Title**

FY 2016 Pre-Disaster Mitigation

**NOFO Number**

DHS-16-MT-047-000-99

**Authorizing Authority for Program**

Section 203 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. § 5133)

**Appropriation Authority for Program**

Consolidated Appropriations Act, 2016 (Pub. L. No. 114-113), Title III Protection, Preparedness, Response and Recovery, Federal Emergency Management Agency, National Pre-disaster Mitigation Fund

**Program Type**

Continuation

## **Program Overview, Objectives, and Priorities**

The Pre-Disaster Mitigation (PDM) program makes available Federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while also reducing reliance on Federal funding from future disasters. This PDM program strengthens National Preparedness and Resilience and supports the national preparedness goal of mitigation, as specified in the Presidential Policy Directive (PPD-8).

The agency's priorities for funding PDM applications are outlined below. These are the factors to be considered in the evaluation of applications after eligibility is determined as specified in Section E of this NOFO under Application Evaluation Criteria.

1. State/Territory allocation:  
Planning and project activities from each State, Territory and the District of Columbia up to a maximum of 1 percent of the PDM funds appropriated for the FY or \$575,000, whichever is less, in accordance with Section 203(f)(2)(A) of the Stafford Act
2. Tribal allocation set aside:  
Planning and project activities from Federally-recognized Native American Tribal Applicants up to a maximum of 1 percent of the PDM funds appropriated, or \$575,000, whichever is less, not to exceed a total set aside amount of 10 percent of the PDM appropriation
3. Planning subapplications consistent with Title 44 CFR Part 201 from Applicants that do not have Hazard Mitigation Grant Program (HMGP) planning funds available (see Section H, Additional Information of this NOFO for information on the HMGP)
4. Project subapplications from Applicants that do not have HMGP regular project funds available in order as follows:
  - i. Climate Resilient Mitigation Activities (CRMA), including Aquifer Storage and Recovery (ASR), Floodplain and Stream Restoration (FSR), and Flood Diversion and Storage (FDS); and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - ii. Non-flood hazard mitigation projects (e.g., seismic, wildfire, landslide and wind) and non-acquisition/elevation/mitigation reconstruction flood mitigation activities (e.g., stormwater management and flood control measures)
  - iii. Acquisition, elevation and mitigation reconstruction projects
  - iv. Generators for critical facilities as identified in a FEMA-approved Mitigation Plan

5. Planning subapplications from Applicants that have HMGP planning funds available
6. Project subapplications from Applicants that have HMGP regular project funds available in the following order:
  - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - ii. Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
  - iii. Acquisition, elevation and mitigation reconstruction projects
  - iv. Generators for critical facilities

For the competitive subapplications in priority categories 3 through 6 above, FEMA will further prioritize subapplications as follows:

- Small, impoverished community status;
- FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating, as appropriate to the activity type, from a grade of 1 to 10; and
- FEMA-validated Benefit Cost Ratio (BCR) for projects.

For more information on small, impoverished community status, see Cost Share or Match section under C. Eligibility Information below.

For more information on BCEGS, please visit the Insurance Services Office - Mitigation Online website: <http://www.isomitigation.com/bcegs.html>.

FEMA will use the majority of funding for mitigation projects, as directed by the appropriations language.

No Applicant may receive more than 15 percent of the appropriated PDM funding, or \$15 million, per Section 203(f)(2)(B) of the Stafford Act.

## **B. Federal Award Information**

### **Award Amounts, Important Dates, and Extensions**

Available Funding for the NOFO: \$90,000,000

**Projected number of Awards:** 200

**Period of Performance:** 41 months

The Period of Performance begins with the opening of the application period and ends no later than 36 months from the Funding Selection Date (see section D of this NOFO under Application and Submission Information).

An extension to the Period of Performance for this program is allowed. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H, Additional Information under Extensions.

**Projected Period of Performance Start Date:** 03/15/2016

**Projected Period of Performance End Date:** 08/30/2019

**Funding Instrument**  
Grant

**C. Eligibility Information**

**Eligible Applicants**

States

District of Columbia

U.S. Territories

Federally recognized Native American Tribal governments

Each State, Territory, Commonwealth, or Native American Tribal government shall designate one agency to serve as the Applicant for PDM funding.

Local governments, including cities, townships, counties, special district governments, and Native American tribal organizations are considered Subapplicants and must submit subapplications for mitigation planning and projects to their State/Territory Applicant agency. Contact information for the State Hazard Mitigation Officers (SHMOs) is provided on the FEMA website: <http://www.fema.gov/state-hazard-mitigation-officers>.

**Eligibility Criteria**

To be considered for funding, All Applicants must submit their PDM grant application to FEMA via the Mitigation eGrants system (see section D, Application and Submission Information).

All Applicants and Subapplicants submitting subapplications for mitigation projects must have a FEMA approved Mitigation Plan by the application deadline in accordance with Title 44 CFR Part 201. There is no mitigation plan requirement to submit a subapplication for mitigation planning. More detailed information is provided in Part III, E.5, Hazard Mitigation Plan Requirement, of the Hazard Mitigation Assistance (HMA) Guidance available on internet at: <http://www.fema.gov/media-library/assets/documents/103279>.

**Other Eligibility Criteria**

Each State, Territory, Commonwealth, or Native American Tribal government Applicant's designated agency may submit only one PDM grant application to FEMA via the Mitigation eGrants system. Applicants may include up to 18 subgrant applications for hazard mitigation activities plus one management costs

subgrant application for Applicant Management Costs, for a total of 19 subgrant applications in their PDM grant application. Of the 18 subgrant applications for hazard mitigation activities, no more than eight subgrant applications may be submitted for mitigation projects. Applicants must rank their subgrant applications in the Mitigation eGrants system. FEMA will not consider subgrant applications submitted in excess of these limits. If subgrant applications in excess of these limits are submitted, then FEMA will review the subgrant applications in rank order up to the limits.

For example, if an Applicant's subgrant applications ranked as 1 - 10 are for mitigation projects, then FEMA will review only those project subgrant applications ranked 1 - 8.

The Applicant's highest ranked planning and/or project subgrant applications must not exceed \$575,000 Federal share to be eligible for the State/Territory or Tribal allocation (see Priorities 1 and 2 in section A, Program Overview, Objectives and Priorities of this NOFO). If an Applicant's highest ranked planning or project subgrant application exceeds \$575,000 Federal share, then the Applicant will not receive an allocation. Instead, all of the Applicant's eligible subapplications will be considered on a competitive basis only under Priorities 3 through 6, as described in section E of this NOFO under Review and Selection Process.

FEMA will use the majority of funding for mitigation projects, as directed by the appropriations language.

No Applicant may receive more than 15 percent of the appropriated PDM funding, or \$15 million, per Section 203(f)(2)(B) of the Stafford Act.

### **Cost Share or Match**

Cost share is required under this program. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs are derived from non-Federal sources.

The non-Federal cost share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$400,000 and the non-Federal cost share is 25 percent, then the non-Federal contribution is \$100,000: 25 percent of \$400,000 is \$100,000.

Small, impoverished communities are eligible for up to a 90 percent Federal cost share for their mitigation planning and project subapplications in accordance with the Stafford Act. A small, impoverished community must:

- Be a community of 3,000 or fewer individuals identified by the State as a rural community that is not a remote area within the corporate boundaries of a larger city;

- Be economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data. For the most current information, go to the Bureau of Economic Analysis website at <http://www.bea.gov>;
- Have a local unemployment rate that exceeds by 1 percentage point or more the most recently reported, average yearly national unemployment rate. For the most current information, go to the Bureau of Labor Statistics website at <http://www.bls.gov/eag/eag.us.htm>; and
- Meet other criteria required by the Applicant in which the community is located.

Native American Tribal Applicants meeting the definition of a small, impoverished community that apply to FEMA directly as Applicants are eligible for a 90 percent Federal cost share for their planning, project and management costs sub-applications, which make up their overall PDM grant application.

Applicants and Subapplicants must request the Federal cost share amount up to 90 percent in their application. Applicants must certify small, impoverished community status and provide documentation with the subapplication(s) to justify up to a 90 percent Federal cost share. If documentation is not submitted with the subapplication, then FEMA will provide no more than 75 percent Federal share of the total eligible costs.

For insular areas, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, FEMA automatically waives the non-Federal cost share when the non-Federal cost share for the entire grant is under \$200,000. If the non-Federal cost share for the entire grant is \$200,000 or greater, FEMA may waive all or part of the cost share. If FEMA does not waive the cost share, the insular area must pay the entire non-Federal cost-share amount, not only the amount over \$200,000.

More detailed information is provided in Part III, C, and Cost Sharing, of the HMA Guidance available at <http://www.fema.gov/media-library/assets/documents/103279>.

#### **D. Application and Submission Information**

##### **Key Dates and Times**

**Date Posted to Grants.gov:** 02/10/2016

**Application Start Date:** 03/15/2016

**Application Submission Deadline:** 06/15/2016 at 03:00:00 PM [Eastern Time]

**Anticipated Funding Selection Date:** 08/30/2016

**Anticipated Award Date:** 9/30/2016

**Other Key Dates**

<b>Event</b>	<b>Suggested Deadline For Completion</b>
Obtaining Dun and Bradstreet Universal Numbering System (DUNS) Number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Register with the System for Award Management (SAM)	Four weeks before actual submission deadline
Register for access to the FEMA Grants Portal and request access to the Mitigation eGrants system	Four weeks before actual submission deadline

**Address to Request Application Package**

All PDM grant applications must be submitted electronically via the Mitigation eGrants system through the FEMA Grants Portal on the internet at <https://portal.fema.gov> (see subsection Authorized Organizational Representative below). Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only in the Mitigation eGrants system. To access these, registered eGrants system users should login to the FEMA portal at <https://portal.fema.gov> and then click the “Blank Applications” link on the eGrants system Homepage. For those without access to the eGrants system, the blank copies of eGrants applications are also available on the FEMA internet: <https://www.fema.gov/hazard-mitigation-grant-program/grant-applicants-blank-applications> or from the HMA Helpline (see section H, the Additional Information below).

FEMA will only process applications received via the Mitigation eGrants system. Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

For a hardcopy of the full NOFO, please write or fax a request to:  
Michael Grimm  
Assistant Administrator for Mitigation  
Federal Insurance and Mitigation Administration  
1800 S Bell Street  
Arlington, VA 20472  
FAX: (202) 646-2880

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: 1-800-462-7585.

## **Content and Form of Application Submission**

Applicants must submit a PDM grant application to FEMA via the Mitigation eGrants system on the internet: <https://portal.fema.gov> to be considered for PDM funding.

The required format for applications is built into the Mitigation eGrants system:

- Mitigation planning activities must be submitted in a planning subgrant application;
- Mitigation project activities must be submitted in a project subgrant application;
- Applicant management costs (for Applicants only) must be submitted in a management costs subgrant application;
- PDM grant applications must be submitted in a Pre-Disaster Mitigation Competitive (PDMC) grant application for FY 2016.

Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only. FEMA will not accept these as an application package. Using a blank application ensures that all of the necessary information is provided to the Grant Applicant for input into the eGrants External System. Subapplicants should contact their Applicant agency for information specific to their state/territory's application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

If a Subapplicant does not use the eGrants system to submit planning and project subapplications to the Applicant, then the Applicant must enter the subapplication(s) into the eGrants system on the Subapplicant's behalf. To do this, Applicants can login to the eGrants system on the FEMA portal: <https://portal.fema.gov> and click the "Create new Paper Subgrant" link on the eGrants Homepage. Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

All Applicants, including Tribes, must create a PDM grant application, attach approved planning, project and management costs subgrant applications to the PDM grant application, and rank the subgrant applications before they can submit the PDM grant application to FEMA via the Mitigation eGrants system. Only the Applicant's highest ranked eligible plan or project subgrant application(s) up to \$575,000 are eligible for the State/Territory and Tribal allocations under Priorities 1 and 2 (see section E, Application Review Information), so the ranking step is key. Also, if an Applicant submits subgrant applications in excess of the limits set for this program, then FEMA will review the subgrant applications in rank order up to the limits (see Other Eligibility Criteria in section C of this NOFO).

Wherever possible, supporting documentation for applications should be attached electronically in the Mitigation eGrants system. Over-sized items that cannot be scanned may be mailed to FEMA as necessary; however, Applicants must provide information regarding the paper attachments and the date mailed to FEMA in the eGrants system. Also, the documents must be postmarked by the submission deadline to be considered as part of the application. FEMA will acknowledge receipt of paper attachments. If Applicants do not receive acknowledgement that paper attachments were received by FEMA, then it is their responsibility to follow-up with FEMA to ensure that the documents were received and are considered as part of the application.

The Mitigation eGrants system is programmed to not allow submittal of a PDM grant application after the submission deadline. Applicants who attempt to submit a PDM grant application after the deadline will receive an error message.

Applicants who submit PDM grant applications prior to the submission deadline will receive a confirmation message including the assigned application number in the eGrants system (e.g., PDMC-09-CA-2016). In addition, once FEMA receipts and delegates the PDM grant application, the eGrants system will send an automatic email message to the Point(s) of Contact (POC) identified in the grant application.

**National Environmental Policy Act Requirements for Mitigation Projects.**

Applicants and Subapplicants applying for mitigation projects must provide information needed to comply with the National Environmental Policy Act (NEPA) (42 U.S.C. 4321-4370h). The required information is included in the project subgrant application in the eGrants system.

**Benefit Cost Analysis for Mitigation Projects.** Project subapplications must include a FEMA-approved benefit-cost analysis (BCA) or other documentation to demonstrate cost-effectiveness. Planning and management costs subapplications do not require a BCA. More detailed information is available in Part IV, I, Cost Effectiveness of the HMA Guidance available on the FEMA website at: <http://www.fema.gov/media-library/assets/documents/103279>.

**Statement of Assurances and Deed Restriction for Property Acquisition**

**Projects.** Project subapplications for property acquisition must include the FEMA Statement of Assurances signed by the Subapplicant's authorized agent to provide acknowledgement of, and agreement to, the requirements in the model Statement of Assurances. The model Statement of Assurances is available on the FEMA website at: <https://www.fema.gov/media-library/assets/documents/28695>.

The subapplication must include a sample of the deed restriction (not including property-specific details) that the Subapplicant intends to record with each property deed. The sample must be consistent with the FEMA Model Deed Restriction, which is available on the FEMA website at: <https://www.fema.gov/media-library/assets/documents/28496>.

### **Application for Federal Assistance and Assurances and Certifications Forms.**

Applicants must complete the following forms and attach them to their PDM grant application in the Mitigation eGrants system:

- Application for Federal Assistance (SF-424), *OMB #4040-0004*; and
- Assurances and Certifications:
  - Assurances for Non Construction Programs (SF-424B), *OMB #4040-0009*, or Assurances for Construction Programs (SF-424D), *OMB #4040-0007*;
  - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (FF 20-16C), *OMB #1660-0025*; and
  - Disclosure of Lobbying Activities (SF-LLL), *OMB #4040-0013* (if the Applicant has engaged in or intends to engage in lobbying activities).

The SF-424 family of forms and the SF-LLL form are available on the Grants.gov website: <http://www.grants.gov/web/grants/forms/sf-424-family.html>

The FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements is available from the FEMA library online at <https://www.fema.gov/media-library/assets/documents/9754>.

FEMA Forms 20-16A, Assurances – Non Construction Programs and 20-16B, Assurances - Construction Program may be used in lieu of the SF 424-B, Assurances for Non Construction Programs and SF 424-D, Assurances for Construction Programs, respectively. The FEMA Forms are available on the FEMA Forms webpage: <https://www.fema.gov/forms>.

Applicants may require their Subapplicants to complete and attach the grant application and/or Assurance and Certifications forms to their planning and project subgrant applications in the eGrants system. To turn on/off this requirement, Applicants can login to the eGrants system on the FEMA portal: <https://portal.fema.gov> and click the “Administration” link on the eGrants Homepage to set their Preferences to enable/disable the forms. Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

Subapplicants should contact their Applicant agency for information specific to their state/territory Applicant agency’s application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

### **Unique Entity Identifier and System for Award Management (SAM)**

DHS is participating in the Grants.gov initiative that provides the grant community a single site to find grant funding opportunities. Before you can apply for a DHS grant, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

**Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.**

**DUNS number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 forms submitted as part of this application.

**System for Award Management.** In addition to having a DUNS number, Applicants must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

**Authorized Organizational Representative.** A key step in the registration process is creating a username and password for the FEMA Grants Portal <https://portal.fema.gov>. Applicants and Subapplicants must register the individual who is able to make legally binding commitments for the Applicant/Subapplicant organization as the AOR in addition to other organizational staff who will assist with creating and managing applications.

After registering on the FEMA Grants Portal, Applicants and Subapplicants will need to request access to the Mitigation eGrants system on the FEMA Portal. This is crucial because all applications and subapplications must be submitted via the Mitigation eGrants system on the FEMA Grants Portal.

An Access ID is required to request access to the Mitigation eGrants system. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant agency to get the appropriate Access ID. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

To read more detailed instructions for creating a profile on the FEMA Portal and registering for eGrants, see the job aid: "Registering for eGrants Accounts" on the FEMA web: <https://www.fema.gov/media-library/assets/documents/17425?id=3865>.

**AOR Authorization.** After creating a profile on the FEMA Portal and registering for Mitigation eGrants system access, FEMA Regions review eGrants access requests from Applicants, and Applicants review eGrants access requests from their Subapplicants. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant

agency regarding the status of their registrations. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

Approved users will receive an email from the eGrants system that indicates what system privileges have been authorized. “Sign/Submit” privileges are given to the AOR. Other users may be given “Create/Edit” and/or “View/Print” privileges. Once access is approved, users can login to the Mitigation eGrants system to create and manage their applications online. Only AORs, individual who can make legally binding commitments for the Applicant/Subapplicant organization, who have “Sign/Submit” privileges will be able to submit applications in the Mitigation eGrants system.

**Applicants and Subapplicants are, therefore, encouraged to register on the FEMA Grants Portal and request access to the Mitigation eGrants system at the time of this announcement to ensure the ability to meet required submission deadlines. After you have been approved for access to the Mitigation eGrants system, you will be able to create applications online.**

**Electronic Signature.** Applications submitted through the Mitigation eGrants system constitute electronically signed applications. The registration and account creation for the AOR establishes the AOR for each Applicant/Subapplicant’s organization.

If you experience difficulties with the eGrants system, please contact the helpdesk by telephone: 1-855-228-3362 or email: [MTeGrants@fema.dhs.gov](mailto:MTeGrants@fema.dhs.gov).

The Federal awarding agency may not make a Federal award to an applicant until the Applicant has complied with all applicable DUNS and SAM requirements and, if an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the State’s process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget’s home page at [http://www.whitehouse.gov/omb/grants\\_s poc](http://www.whitehouse.gov/omb/grants_s poc) to ensure currency.

## **Funding Restrictions**

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

**Program Funding Restrictions.** No Applicant may receive more than 15 percent of the appropriated PDM funding, or \$15 million, per Section 203(f)(2)(B) of the Stafford Act.

As directed by the appropriations language, FEMA will use the majority of PDM grant funding for mitigation projects.

The maximum Federal share for PDM activities is as follows:

- \$4 million for mitigation projects
- \$400,000 for new mitigation plans consistent with 44 CFR Part 201
- \$300,000 for state/territorial and multi-jurisdictional local or tribal mitigation plan updates
- \$150,000 for single jurisdiction local or tribal mitigation plan updates
- 10 percent of plan and project subapplications for information dissemination activities including public awareness and education (brochures, workshops, videos, etc.) related to a proposed planning or project activity
- 5 percent of plan and project subapplications for Subapplicant management costs
- 10 percent of grant application for Applicant management costs for administering and managing grant and subgrant activities

The Mitigation eGrants system will not allow subgrant applications in excess of these funding limits.

Allowable costs are:

- Training related costs
- Domestic travel costs
- Construction and renovation costs
- Equipment costs

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 200, available on the internet: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Unallowable costs are:

- Exercise related costs
- Operational Overtime costs

More detailed information is available in Part III, E.1, Eligible Activities, of the HMA Guidance available at <http://www.fema.gov/media-library/assets/documents/103279>.

**Pre-Award Costs.** Pre-award costs directly related to developing the PDM grant application or subapplication incurred after the application period has opened but prior to the date of the grant award are allowed. Such costs may have been incurred, for example, to develop a Benefit Cost Analysis, to gather Environmental and Historic Preservation data, for preparing design specifications, or for workshops or meetings related to development and submission of applications and subapplications. Applicants and Subapplicants may identify pre-award costs as their non-Federal cost share in the Cost Share section of the subapplication.

Costs associated with implementation of the submitted grant application or subapplication incurred prior to grant award are not allowed. Mitigation activities initiated or completed prior to award are not eligible.

Applicants and Subapplicants who are not awarded grants or subgrants (awards/subawards) will not receive reimbursement for the corresponding pre-award costs. More detailed information is provided in the HMA Guidance, Part IV, F.2, Pre-Award Costs, available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

**Management and Administration (M&A) Costs.** Management costs are any indirect costs and administrative expenses that are reasonably incurred in administering an award or sub-award. Applicant and Subapplicant management cost activities directly related to the implementation of the PDM program, such as subapplication development, geocoding mitigation projects, delivery of technical assistance, or managing awards and staff salary costs, are eligible for PDM funding in accordance with the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Applicants may apply for up to 10 percent of the PDM grant application for Applicant management costs. Applicant requests for management costs must be submitted in a management costs subgrant application in the Mitigation eGrants system (see the Content and Form of Application Submission subsection).

Subapplicants may apply for up to 5 percent of plan and project subapplications for Subapplicant management costs. Subapplication management cost activities must be included as part of the Subapplicant's planning or project subgrant application in the Mitigation eGrants system.

Management costs are only awarded in conjunction with awarded project or planning subapplications. Applicants and Subapplicants who do not receive awards/subawards for any planning or project subapplications will not receive reimbursement for management costs (see Review and Selection Process in Section E).

**Indirect Facilities & Administrative (F&A) Costs.** Indirect costs are allowable under this program as described in 2 CFR § 200.414. With the exception of Recipients who have never received a negotiated indirect cost rate as described in 2 CFR § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

#### **Other Submission Requirements**

##### **Environmental Planning and Historic Preservation (EHP) Compliance**

Applicants and Subapplicants proposing projects that have the potential to impact the environment, including but not limited to modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to adversely impact environmental resources and/or historic properties.

#### **E. Application Review Information**

##### **Application Evaluation Criteria**

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

In order to meet the statutory requirement for allocation of funds in Section 203(f)(2)(A) of the Stafford Act, FEMA will select eligible planning and project subapplications from each State, Territory and the District of Columbia in order of the Applicant's rank (#1–19) to the lowest ranked subapplication that brings the total selection to \$575,000.

For example, an Applicant's #1 ranked subapplication for \$100,000 Federal share and #2 ranked subapplication for \$300,000 would be selected; however, the #3 ranked subapplication for \$176,000 will be

considered on a competitive basis because it brings the total selection over the allocation limit.

If an Applicant's highest ranked planning or project subgrant application exceeds \$575,000 Federal share, then the Applicant will not receive an allocation. Instead, all of the Applicant's planning and project subapplications will be considered on a competitive basis only.

FEMA will offer Native American Tribal Applicants the same allocation as the states and territories up to a total of 10% of the appropriated PDM funding, or \$10 million, for Tribal allocations. FEMA will select the eligible planning and project subapplications from Tribal Applicants in rank order (#1–19) to the lowest ranked subapplication that brings the total selection to \$575,000.

For example, #1 ranked subapplication for \$475,000 Federal share is selected; however, #2 ranked subapplication for \$101,000 will be considered on a competitive basis because it brings the total selection over the allocation limit.

If a Tribal Applicant's highest ranked planning or project subgrant application exceeds \$575,000 Federal share, then the Tribe will not receive an allocation. Instead, all of the Tribe's planning and project subapplications will be considered on a competitive basis only.

Cost sharing will not be considered in the review process.

### **Review and Selection Process**

FEMA will review the 18 highest ranked planning and project subapplications, not to exceed eight projects, plus one management cost subapplication submitted by each Applicant to ensure compliance with the HMA Guidance, including eligibility of the Applicant and Subapplicant; eligibility of proposed activities and costs; completeness of the subapplication; cost effectiveness and engineering feasibility of mitigation projects; and eligibility and availability of non-Federal cost share. For more detailed information, see Part VI, Application Review Information, of the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

FEMA will select eligible planning and project subapplications up to the available amount of funding in order of the agency's priorities:

1. Planning and project subapplications from each State, Territory and the District of Columbia in order of the Applicant's rank (#1–19) to the lowest ranked subapplication that brings the total selection up to a maximum of \$575,000 Federal share per Applicant. If an Applicant's highest ranked planning or project subgrant application exceeds the maximum amount of \$575,000 Federal share, then the Applicant will not receive the allocation.

Instead, all of the Applicant's planning and project subapplications will be considered on a competitive basis only, as described in priorities 3 through 6.

2. Planning and project subapplications from each Tribal Applicant in the Tribe's rank order (#1–19) up to a maximum of \$575,000 Federal share per Tribe not to exceed \$10 million total for Tribes. If a Tribe's highest ranked planning or project subapplication exceeds \$575,000 Federal share, then the Tribe will not receive the allocation. Instead, all of the Tribe's planning and project subapplications will be considered on a competitive basis only, as described in priorities 3 through 6.
3. Planning subapplications from Applicants that do not have HMGP planning funds available. Section H, Additional Information provides information on the HMGP.
4. Project subapplications from Applicants that do not have HMGP regular project funds available:
  - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - ii. Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
  - iii. Acquisition, elevation and mitigation reconstruction projects
  - iv. Generators for critical identified in a FEMA-approved Mitigation Plan
5. Planning subapplications from Applicants that have HMGP planning funds available
6. Project subapplications from Applicants that have HMGP regular project funds available
  - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
  - ii. Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
  - iii. Acquisition, elevation and mitigation reconstruction projects

iv. Generators for critical facilities

For the competitive subapplications in priority categories 3 through 6 above, FEMA will further prioritize subapplications as follows:

- Small, impoverished community status;
- FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating, as appropriate to the activity type, from a grade of 1 to 10; and
- FEMA-validated Benefit Cost Ratio (BCR) for projects.

For more information on small, impoverished community status, see Cost Share or Match subsection under section C, Eligibility Information.

For more information on BCEGS, please visit the Insurance Services Office - Mitigation Online website: <http://www.isomitigation.com/bcegs.html>.

As directed by the appropriations language, FEMA will use the majority of funding for mitigation projects.

FEMA may select a subapplication out of priority order based upon one or more of the following factors:

- Availability of funding;
- Balance/distribution of funds geographically or by type of recipient;
- Duplication of subapplications;
- Program priorities and policy factors; and,
- Other pertinent information.

FEMA will select management costs subapplications for Applicants with selected planning/project subapplications on a case by case basis not to exceed 10 percent of the awarded planning/project subapplications or the amount requested, whichever is less.

Selected subapplications are given a status of Identified for Further Review. Eligible subapplications that are not Identified for Further Review due to funding limitations will be given a status of Not Selected. Planning and project subapplications that do not satisfy the eligibility and completeness requirements or were not considered due to exceeding the application limit: 18 mitigation activities with no more than eight projects will be given a status of Did Not Meet HMA Requirements.

At its discretion, FEMA may review a decision regarding a planning or project subapplication that Did Not Meet HMA Requirements only where there is an indication of material, technical, or procedural error that may have influenced FEMA's decision. There will be no reconsideration regarding the amount of Applicant management costs. For more detailed information on the selection

process, see Part V, B of the HMA Guidance available on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance>.

Prior to making an award, FEMA will evaluate a pass-through entity to determine the level of risk when there is a history of failure to comply with general or specific terms and conditions of a Federal award or failure to meet the expected performance goals. If FEMA determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award, as specified in the HMA Guidance, Part VI, B, available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

If the anticipated Federal award amount will be greater than the simplified acquisition threshold, currently \$150,000 (see 2 CFR §200.88):

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

#### **Anticipated Announcement and Federal Award Dates**

FEMA anticipates announcing the status of applications by the Projected Funding Selection Date of 08/30/2016.

FEMA will post the status of the planning and project subapplications on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance> and alert PDM webpage subscribers when the results of the review are published. For information on how to sign up for a FEMA webpage subscription, visit <https://www.fema.gov/subscribe-receive-free-email-updates>.

Applicants with planning/project subapplications that are Identified for Further Review will receive notification through the Mitigation eGrants system via an

automatic e-mail to the point(s) of contact designated in their PDM grant application.

## **F. Federal Award Administration Information**

### **Notice of Award**

FEMA will provide the Federal award package to the Applicant electronically via the Mitigation eGrants system. Award packages include an award letter, Obligor Document for Awards/Amendments, and Articles of Agreement, including EHP and/or other conditions. An email notification of the award package will be sent through the eGrants system to the Applicant point(s) of contact designated in the PDM grant application. See 2 CFR § 200.210,

Information contained in a Federal award:

<http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-210>.

When FEMA obligates funds for a grant to an Applicant, the Applicant and Subapplicant are denoted as Recipient and Subrecipient, respectively. The Recipient and Subrecipient agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement provided in the award package. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions.

For detailed information, see the HMA Guidance, Part VI, A on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

### **Administrative and National Policy Requirements**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

The AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

**Mitigation Plan Requirement.** All Applicants and Subapplicants must have a FEMA approved Mitigation Plan at the award date to receive a project award under this program in accordance with Title 44 CFR Part 201. More detailed information is provided Part III, E.5, Hazard Mitigation Plan Requirement, of the HMA Guidance available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

**Environmental Planning and Historic Preservation (EHP) Compliance.** As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

**Construction Project Requirements.** Acceptance of Federal funding requires FEMA, the Recipient and any Subrecipients to comply with all Federal, state and local laws prior to the start of any construction activity. Failure to obtain all appropriate Federal, state and local environmental permits and clearances may jeopardize Federal funding.

1. Any change to the approved scope of work will require re-evaluation by FEMA for Recipient and Subrecipient compliance with the National Environmental Policy Act and other laws and Executive Orders.
2. If ground disturbing activities occur during construction, the Recipient and any Subrecipients must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify the Recipient and FEMA.

**Acquisition Project Requirements.** The Subrecipient must provide FEMA with a signed copy of the Statement of Voluntary Participation for each property post-award. The Statement of Voluntary Participation formally documents the Notice of Voluntary Interest and information related to the purchase offer. The Statement of Voluntary Participation is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/13708>.

Subrecipients must apply deed-restriction language to all acquired properties to ensure that the property is maintained in perpetuity as open space consistent with natural floodplain functions, as agreed to by accepting FEMA mitigation award funding. Deed-restriction language is applied to acquired properties by recording the open space and deed restrictions. The FEMA Model Deed Restriction is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/28496>.

## **Reporting**

Recipients are required to submit financial and programmatic reports as a condition of their award acceptance throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award

activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

The following reporting periods and due dates apply:

<b>Reporting Period</b>	<b>Report Due Date</b>
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

**Federal Financial Reporting Requirements.** The SF-425, Federal Financial Reporting (FFR) form, *OMB #0348-0061*, is available from the Office of Management and Budget at:

[https://www.whitehouse.gov/omb/grants\\_forms](https://www.whitehouse.gov/omb/grants_forms).

Recipients must submit the SF-425, FFR using the Payment and Reporting System (PARS). Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

**Program Performance Reporting Requirements.** The Performance Progress Report, SF-PPR, *OMB #0970-0334*, is available on the FEMA website at: <http://www.fema.gov/media-library/assets/documents/29485>.

Recipients must submit the SF-PPR using the Mitigation eGrants system.

**Close Out Reporting Requirements.** Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (SF-429) available online at:

[http://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-429.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf).

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

## **G. DHS Awarding Agency Contact Information**

### **Contact and Resource Information**

**Program Questions.** General questions about the PDM program can be directed to the appropriate FEMA Regional Office or SHMO. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>. Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

The HMA Helpline is available via telephone: 1-866-222-3580 or email: [HMAGrantsHelpline@fema.dhs.gov](mailto:HMAGrantsHelpline@fema.dhs.gov).

**Financial and Administrative Questions.** FEMA Regional Assistance Officers manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program. Contact the appropriate FEMA Regional Office for additional information. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>.

**Technical Assistance.** Upon request, FEMA will provide technical assistance. FEMA encourages Applicants and Subapplicants to seek technical assistance early in the application period by contacting their appropriate FEMA Regional Office. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>.

For questions about Benefit-Cost Analysis, contact the BC Helpline via telephone: 1-855-540-6744 or email: [BCHelpline@fema.dhs.gov](mailto:BCHelpline@fema.dhs.gov).

The Feasibility and Effectiveness Helpline is available for guidance on FEMA Building Science publications via email: [FEMA-BuildingScienceHelp@fema.dhs.gov](mailto:FEMA-BuildingScienceHelp@fema.dhs.gov).

A Helpline for guidance on FEMA Safe Room publications is available via email: [Saferoom@fema.dhs.gov](mailto:Saferoom@fema.dhs.gov).

The Environmental & Historic Preservation Helpline is available via telephone: 1-866-222-3580 or email: [ehhelpline@fema.dhs.gov](mailto:ehhelpline@fema.dhs.gov).

**Mitigation eGrants System.** Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>. The eGrants Helpdesk can be reached via telephone: 1-855-228-3362 or email: [MTeGrants@fema.dhs.gov](mailto:MTeGrants@fema.dhs.gov).

## **H. Additional Information**

### **Extensions**

Extensions to this program are allowed.

Recipients must submit proposed extension requests to FEMA for review and approval at least 60 days prior to the expiration of the grant period of performance.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the Recipient's respective Region and must contain specific and compelling justification as to why an extension is required. Recipients are advised to coordinate with the Region as needed when preparing an extension.

All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requests for extensions to a grant period of performance will be evaluated by FEMA but will not be approved automatically. The Regional Administrator can extend the period of performance for up to twelve months with justification. All requests to extend the grant period of performance beyond twelve months from the original grant termination date must be approved by FEMA Headquarters.

### **Other**

#### **Related HMA Programs**

**Hazard Mitigation Grant Program.** The Hazard Mitigation Grant Program (HMGP) is authorized by Section 404 of the Stafford Act, 42 U.S.C. 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP funding is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. Indian Tribal governments may also submit a request for a major disaster declaration within their impacted areas.

The amount of HMGP funding available to the Applicant is based on the estimated total of Federal assistance, subject to the sliding scale formula outlined in 44 CFR § 206.432(b) that FEMA provides for disaster recovery under the Presidential major disaster declaration. The formula provides for up to 15 percent of the first \$2 billion of estimated aggregate amounts of disaster assistance, up to ten percent for amounts between \$2 billion and \$10 billion, and up to 7.5 percent for amounts between \$10 billion and \$35.333 billion. For States with enhanced plans, the eligible assistance is up to 20 percent for estimated aggregate amounts of disaster assistance not to exceed \$35.333 billion. No more than seven percent of the HMGP funds available may be used for mitigation planning. The remaining funds may be used for regular projects. Local governments are considered Subapplicants and must apply to their Applicant State/territory.

**Flood Mitigation Assistance.** The Flood Mitigation Assistance (FMA) program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended (NFIA), 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program. FMA funding is available through National Flood Insurance Fund for flood hazard mitigation projects as well as plan development and is appropriated by Congress.

The total amount of funds distributed for FMA is determined once the appropriation is provided for a given Fiscal Year. All 50 States, the District of Columbia, U.S. Territories, and Federally-recognized Native American Tribal governments are eligible to apply for FMA funds. Projects that mitigate severe repetitive loss and repetitive loss properties are the priority for FMA funding. Local governments are considered Subapplicants and must apply to their Applicant State/territory.

Further information regarding these programs is available in the HMA Guidance on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

### **Payment**

FEMA utilizes PARS for financial reporting, invoicing and tracking payments. Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a SF-1199A, Direct Deposit Form.

### **Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when

making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The Recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to the FEMA Program Analyst within five days of learning of the conflict of interest. Similarly, Subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, or his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an Applicant, Subapplicant, Recipient, Subrecipient, or FEMA employee.

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