



Emergency Management Division

Washington State Military Department

HAZARD MITIGATION GRANT PROGRAM (HMGP)

PROJECT APPLICATION COMPLETION GUIDE & FREQUENTLY ASKED QUESTIONS



REVISED JULY 2012

Program administered by:
Washington State Military Department
Emergency Management Division
State Hazard Mitigation Office
MS: TA-20, Building 20
Camp Murray, Washington 98430-5122

HAZARD MITIGATION GRANT PROGRAM (HMGP)

PROJECT APPLICATION DEVELOPMENT GUIDE AND FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

INTRODUCTION	2
FREQUENTLY ASKED QUESTIONS	
1. Eligibility	2
2. Grant Funding	3
3. Matching Funds.....	3
4. Hazard Mitigation Plan Requirement	4
5. Application Review & Evaluation	5
6. Project Budget	5
7. Reimbursement	6
8. Cost Effectiveness	6
9. Environmental	7
10. Applicant Agent	7
11. Project Alternatives and Public Involvement	8
HMGP PROJECT APPLICATION GUIDE	
Section 1 Application Summary.....	9
Section 2 Applicant Agent & Resolution Designating App Agent	10
Section 3 Proposed Project.....	11
Section 4 Scope of Work.....	11
Section 5 Budget and Funding Sources	12
Section 6 Schedule of Work/Milestones.	13
Section 7 Environmental Data	13
Section 8 Project Alternatives #2 and #3.....	16
Section 9 Certification and Assurances	16
Section 10 Benefit Cost Analysis and Property Site Inventories	16
Seismic Retrofit Projects – Helpful Info for Worksheet.....	18
State Hazard Mitigation Staff Contact Information	24

INTRODUCTION

The purpose of this guide is to help eligible applicants prepare applications to request project funding from the Hazard Mitigation Grant Program administered by the state of Washington Emergency Management Division, and to answer frequently asked questions. While *some* of the guidance may be useful for other mitigation grant programs (FMA, RFC, PDM, SRL) this guide has been specifically developed for HMGP program projects.

FREQUENTLY ASKED QUESTIONS (FAQs)

1 ELIGIBILITY

What is the Hazard Mitigation Grant Program?

The Hazard Mitigation Grant Program (HMGP) is a federally funded program managed by the Washington Military Department's Emergency Management Division (State EMD). It provides grant funds for hazard mitigation plans and projects that reduce casualties and damage to structures in future disasters.

The program becomes available following Presidential Disaster Declarations, such as the January 2012 Winter Storm disaster. It is funded by the Federal Emergency Management Agency (FEMA), and authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).

The program is competitive statewide, with the most cost-effective, feasible and environmentally sound applications recommended by State EMD to FEMA for funding. HMGP is managed on a reimbursement-only basis.

Which agencies and organizations are eligible to apply for HMGP grants?

State and local governments, special districts such as schools, fire, water and sewer districts, federally recognized Indian tribes, and private non-profit organizations that provide essential, like-government service and that operate a facility are eligible to apply for HMGP grant funds.

Individuals are not eligible to apply directly for HMGP funds; however, an eligible applicant can apply on their behalf.

Must applications address the hazard(s) which caused the disaster and made the HMGP available?

No. An applicant can apply for grant funds for structural and non-structural hazard mitigation projects that are unrelated to the hazard event which led to the disaster declaration.

Can we submit a project that was not on our initial Letter of Intent?

Yes. You cannot submit a project application unless you submitted an initial Letter of Intent.

2. GRANT FUNDING

When is funding available?

HMGP funds are available only upon request of the Governor and after a declaration of major disaster by the President.

FEMA has four additional mitigation programs available on an annual basis. Visit the WA EMD website for mitigation grant program descriptions at this link:

http://www.emd.wa.gov/grants/grants_hazard_mitigation.shtml

How much money can be requested?

This varies by disaster. It is based on a percentage of federal expenditures made under the Stafford Act to help individuals and families as well as communities recover from the disaster event. The state receives its “floor” number for each HMGP – the minimum amount which FEMA will fund – six months after a disaster declaration

Disaster-specific criteria on numbers of applications and maximum costs/grant awards will be announced at the time applications are sent to potential applicants.

Is there a cost share for HMGP?

Yes. Project and planning costs are shared on a 75 percent federal and 25 percent non-federal basis. Typically, the non-federal share is split between the applicant (12.5 percent) and the state (12.5 percent); however, until the Legislature takes such action, applicants must be prepared to pay the entire 25 percent non-federal share. *For the DR-4056 HMGP, the state will provide 12.5 percent, or half of the non-federal share, of the cost of a funded project or plan.*

If a project is underway when we apply, can we include costs already incurred in the total project costs listed in the grant application?

No. A project or planning initiative started prior to funding is not eligible for an HMGP grant.

Can I get reimbursed for costs associated with developing my application?

Yes. These are called pre-award costs. Applicants that receive grant funding for their planning or project applications can receive reimbursement for their costs to develop their applications, at FEMA’s discretion, if funds are available. Pre-award application development costs must be specifically identified in the project or planning budget. Costs incurred from the opening of the application period, which is the date of the declared disaster and prior to the grant award are identified as pre-award costs. Applicants whose applications are not funded are not eligible for pre-award cost reimbursement.

See F.2 *Pre-Award Costs* on page 27 of FEMA’s HMA Guidance FY 2011 for additional information. <http://www.fema.gov/library/viewRecord.do?id=4225>

3. MATCHING FUNDS

What is the non-federal share?

The non-federal share of an HMGP grant is 25 percent of the total cost of the project or plan. Depending upon action by the Legislature, the state may pick up one half of the non-federal share, or 12.5 percent of the cost of the project or plan, with the applicant contributing the remaining 12.5 percent. *For the DR-4056 HMGP, the state will provide 12.5 percent, or half of the non-federal share, of the cost of a funded project or plan*

Can money originating from other federal sources be used to match federal HMGP funds?

Generally, no. However, an applicant can use certain Department of Housing and Urban Development Community Development Block Grant (CDBG) monies as a match for property acquisition programs. Small Business Administration (SBA) and Federal Housing Administration (FHA) have determined that their loan funds lose their federal identity once a loan to an individual is approved. Therefore, homeowners can apply their SBA or FHA loans to match HMGP funds for acquisition projects. Additionally, property owners may use Increased Cost of Compliance funds from flood insurance claims as match for certain flood mitigation projects. Contact State Mitigation staff if you have questions about a particular federal program.

Can we use work done prior to funding as our local match?

No. Only the work completed to develop the project or planning proposal prior to grant award is eligible for funding or use as a match. FEMA has the discretion to fund eligible pre-award planning or project development costs. Any other work completed prior to grant award is ineligible as a cost and use as part of the non-federal match. Due to the National Environmental Policy Act (NEPA) requirements and guidance from the President's Council on Environmental Quality (CEQ), projects that have been started or completed prior to grant approval are not eligible for funding.

Can we use in-kind contributions for our local match?

Yes. The applicant share can include in-kind contributions (i.e. donations) of the time of staff and/or volunteers, equipment use or rental, donated materials, and cash contributions from non-federal sources. Any portion of the non-federal share to be met through an in-kind contribution should have the category/categories and estimated value of the contribution specifically identified. *Applicants that do not specifically identify in-kind contributions in the project budget may not claim them as part of project costs during implementation.*

4. HAZARD MITIGATION PLAN REQUIREMENT

Does a FEMA-approved hazard mitigation plan need to be in place for a project to receive funding?

Yes. States, cities, towns and counties, special districts such as fire, water, sewer and school districts, and federally recognized Indian tribes must have a FEMA-approved mitigation plan developed under 44 CFR Part 201 as a condition of receiving HMGP funds for mitigation projects. However, eligible private non-profits are not required to have a FEMA-approved hazard mitigation plan to receive grant funding for a mitigation project, but they *should* be located in a jurisdiction which does have an approved plan. An applicant that does not have an approved local or tribal mitigation plan at the time FEMA awards a project grant will not be eligible to receive the award.

Will the Hazard Mitigation Grant Program provide funds to help us to prepare a Local or Tribal Hazard Mitigation plan or update our existing plan?

Yes. Planning grants can be sought to develop a new FEMA-approved hazard mitigation plan (for jurisdictions without a plan) or to revise / update an existing FEMA-approved local or tribal plan. These plans must meet the criteria found in 44 CFR Part 201.6 (local plan) or 201.7 (tribal plan).

Is there a separate application for a planning grant?

Yes. There is a separate application for planning grants.

5. APPLICATION REVIEW AND EVALUATION

How does the state determine which applications to fund?

An application initially receives an appraisal for eligibility, an examination for completeness, and analysis for cost-effectiveness by State EMD staff. If more applications are received than funding is available, complete applications with cost effective projects are sent to a committee of state and local officials for further review. The committee scores narrative sections of each application to determine how well the project meets state and federal hazard mitigation goals and eligibility requirements. After scoring the applications, the committee ranks them for funding and provides a recommendation to the Director of the Emergency Management Division. Upon EMD Director approval, the prioritized, ranked applications are forwarded to FEMA for eligibility and environmental/historic preservation review, final approval, and funding. As many applications as possible are recommending for funding, given available resources.

When will an applicant know the status of its application as it goes through the review and approval process?

An applicant should know within three to four months of the application deadline whether it is being sent to the Review Committee or that the proposed project is ineligible. This depends, however, upon other demands placed upon State EMD staff such as new disaster declarations or other pressing grant program application periods or requirements. The scoring process takes an additional one to two months; applicants will be notified following scoring whether or not their projects will be recommended to FEMA for funding. The applicant will be notified if the project does not meet the minimum eligibility requirements, if the project is not cost effective, when the project is sent to the Review Committee, and when EMD sends the application to FEMA for funding.

How long does it take to receive money from the HMGP?

It can take 4 to 18 months from the date an eligible project is submitted to FEMA for funds to be awarded. The length of time depends upon complexity and type of project, the required FEMA environmental and historic preservation analyses, and number of project applications in FEMA's queue. Typically, funds are released 1-2 months after an application is approved by FEMA.

6. PROJECT BUDGET

How can an applicant estimate costs when it has no idea what the costs will be?

An applicant should obtain an estimate from a professional (e.g., contractor or engineer) prior to submitting its application. Use local resources and check similar projects for the types of costs associated with them. Be aware that cost overruns are the responsibility of the applicant, so having a complete scope of work and accurate cost estimate will help prevent future surprises. For all costs, provide documentation on how the figures were determined.

Since we don't retrofit city hall everyday, what happens if a bid for the project comes in \$50,000 over the estimate the project cost?

This is considered a cost overrun and you would be responsible for the \$50,000 difference. For Hazard Mitigation Grant Program only: A request for additional funds to cover a cost overrun may be granted by the Military Department and FEMA only if funds are available within the HMGP ceiling for the particular disaster. A request for additional funds must be fully documented and justified.

How detailed should the planning or project budget be?

The budget in the application must be as detailed as possible to allow reviewers to determine eligibility. Use the budget categories in the application as a guide. Do not use lump-sum

costs. Projected or increased costs due to a delayed project starting date should be built into the categories line item. Do not include contingency costs as a separate line item, as these costs are not eligible for funding; place contingency costs within construction or other budget line items.

Can environmental mitigation costs be included as project costs?

Costs associated with environmental compliance may be included as project costs.

Is hiring a project manager an eligible cost?

Yes, as long as the cost is incurred after the HMGP contract is signed and it is directly related to managing the project.

Are costs associated with managing the project eligible?

The costs of managing the project (e.g., hiring a consultant or staff to manage the project) must be included in the budget to be eligible for reimbursement.

However, costs incurred to prepare quarterly reports, prepare and submit reimbursement requests, etc. (grant management activities) are not eligible for reimbursement.

7. REIMBURSEMENT

Does funding on a reimbursement basis mean that we get paid at the end of the project or as we make our project expenditures?

You may submit invoices throughout project implementation as you incur costs. Typically, most subgrantees submit invoices on a monthly or quarterly basis, or as needed for cash flow purposes. Advance payment for expenses will not be made.

8. COST EFFECTIVENESS

How do I determine cost-effectiveness of our project?

Basically, a project is considered cost effective if it saves more in future damages or losses avoided than it costs to implement. Cost effectiveness is determined through the use of benefit-cost analysis software programmed with FEMA methodology. Applicants either can use the benefit-cost analysis software to demonstrate cost effectiveness or allow Mitigation staff to make the calculations for them. In either case, the data for the analysis must be provided as part of the application.

What kind of information is needed for the benefit-cost analysis?

Data about the facility that is the subject of the mitigation project, the hazard being mitigated, past hazard-caused damages, and the costs to implement the project is among the information required to determine project cost effectiveness. Specific information needed for the analysis depends upon the hazard being mitigated. Applicants that have questions should consult FEMA's benefit-cost web page (<http://www.fema.gov/government/grant/bca.shtm#1>) or contact Mitigation staff.

Must a benefit cost analysis be completed for each property included in the project application?

Yes. The only exception is for properties involved in a HMGP-funded acquisition project that a local building official determined were substantially damaged by the hazard event. Substantial damage documentation for each such property must be included in the project application.

9. ENVIRONMENTAL

Which agency handles environmental issues?

FEMA prepares all environmental review documents on the submitted projects; however the applicant is required to provide the necessary data. The review process cannot begin until this information is received. All projects (not mitigation plans) must comply with the National Environmental Policy Act (NEPA).

Construction projects require certain environmental documentation depending upon the project type and its potential effects on the physical, biological, and construction environment.

Why does my jurisdiction have to verify that the "community" the project is located in is participating and in good standing with the National Flood Insurance Program?

It is both a federal and state requirement that for projects in the floodplain the community must be in good standing with the NFIP. Applicants that are unsure of their status should contact one of the following individuals from the Department of Ecology.

State NFIP Contacts:

Scott McKinney Department of Ecology Headquarters	360-407-6131 smck461@ecy.wa.gov
---	--

Ted Olson Department of Ecology Eastern Regional Office	509-329-3413 tols461@ecy.wa.gov
---	--

David Radabaugh Department of Ecology Northwest Regional Office	425-649-4260 drad461@ecy.wa.gov
---	--

10. APPLICANT AGENT

What is an Applicant Agent?

An Applicant Agent is the individual within the organization applying for funds that has the authority to commit it to completing the project. Your jurisdiction designates an Applicant Agent to sign contracts and work with the State EMD on issues related to the HMGP application, grant and contract. A resolution or letter from your jurisdiction's governing board or official is required to appoint an Applicant Agent *and an* Alternate. Note, however, that a jurisdiction's chief executive officer (Mayor, City Manager or Administrator, etc.) cannot appoint himself/herself as Applicant Agent.

Do I have to use the resolution designating the Applicant Agent that is in the application packet?

No, you may use whatever mechanism your jurisdiction normally uses to designate an Applicant Agent; a letter works just fine. The template in the application is for those jurisdictions that do not have a letter or resolution.

Does the Applicant Agent for my HMGP application have to be the same as the Applicant Agent for the Public Assistance Program?

No. However, if it is the same person, you can use the same resolution or letter appointing the Applicant Agent as long as the document specifically references the HMGP for this disaster.

Can a past disaster Applicant Agent form be used for this disaster?

No. A new resolution or letter designating an Applicant Agent for HMGP is needed for each disaster.

Does the Applicant Agent have to fill out the application and/or project paperwork?

Not necessarily. The Applicant Agent is responsible for reviewing and signing all project paperwork submitted to the State EMD. Project managers or other staff can contribute to the process.

11. PROJECT ALTERNATIVES AND PUBLIC INVOLVEMENT

What does public involvement mean in the development of the proposed action alternative for a mitigation project?

Project applications must meet FEMA and State eligibility criteria as outlined in the State's Mitigation Grants Program Administrative Plan (updated May 2012) and in the pertinent version of FEMA's Hazard Mitigation Assistance grant programs guidance document (dated June 1, 2010). Each Applicant must consider a number of alternatives and describe those alternatives in its project application, and should involve the public in its decision making process. The Applicant must find that its Proposed Action is the most practical, effective and environmentally sound alternative after considering a range of options, and it must be found cost-effective using FEMA benefit-cost methodology. The Applicant must describe the methodology / process it used to select its Proposed Action.

For any proposed project in or affecting floodplains or wetlands the Applicant must follow the Public Notice Requirements of 44 CFR Part 9.8. Mitigation staff will provide a public notice template and publication instructions to Applicants upon request.

Is an applicant required to involve the public in developing an application for preparing a new hazard mitigation plan or revising an existing plan?

From an environmental standpoint, no, because the process of developing or reviewing/revising a plan does not have any impact on the environment; however, FEMA's planning regulation 44 CFR Part 201 requires local governments and Indian tribes to involve the public in its planning process.

HMGP PROJECT APPLICATION DEVELOPMENT GUIDE

This HMGP Project Application Development Guide will assist you in completing the application by providing you with supporting information, clarification on questions asked, and definitions of terminology used.

The Guide goes through each section and number sequencing as it appears in the application, and covers the items that may need an explanation. A missing number in the sequence means the question doesn't require additional explanation.

If **any** sections or questions are left unanswered in your application at the time it is submitted, it may be deemed incomplete and not considered for possible funding.

Answer with NA, if not applicable.

The application has been created as a form. Your responses can be entered directly into the form in the gray spaces provided. They will expand as needed.

SECTION 1 APPLICATION SUMMARY

1.1 Applicant Information:

1. *Applicant Organization/Agency:* The name of your jurisdiction (county, city, other)
9. *Primary Contact Name:* This is the individual who will be most familiar with the project. It could be the Applicant Agent or the Project Manager.

1.2 Mitigation Plan Information

A FEMA-approved natural hazards mitigation plan is required in order for an applicant to receive a grant for a mitigation project funded by the HMGP. The plan must be approved by the date of the HMGP project grant award for the applicant to receive funding.

- 1.3 National Flood Insurance Program (NFIP) Community Assistance Visit (CAV):** The intent of this question is to determine that your community is in compliance with the NFIP, and that the NFIP State Coordinator has no concerns regarding your jurisdiction's compliance or eligibility.

You must provide a certification (letter or e-mail) from the Washington State Department of Ecology NFIP State Coordinator that your community currently has NO outstanding NFIP or CAV issues/violations and that you have a "compliant" flood ordinance approved and adopted by the application due date. These requirements continue throughout the life of any grant award. If a jurisdiction receives a CAV or negative compliance issue following receipt of a grant, it can be cause for recapturing grant funds. For applicants that do not have land use policy control, contact the jurisdiction in which your project is located to determine your community's NFIP status or contact Ecology directly.

NFIP Info link: <http://www.floodsmart.gov/floodsmart/>

1.4 Growth Management Act Compliance

The Growth Management Act requires all cities, towns and counties in the state, at a minimum, to designate critical areas and to adopt development regulations that will protect them. Link to Overview of the Growth Management Act:
http://www.commerce.wa.gov/_CTED/documents/ID_892_Publications.pdf

1.5 Project Information

1. *Project Title:* Any name that you choose to distinguish your project. (Keep the name short and descriptive, and avoid the words “Hazard” or “Mitigation” (unless it’s a Plan).
2. *Project Cost estimate : Total project cost (federal, state, local)*
6. *If the project is part of a Project Worksheet under the Public Assistance program,* an applicant must make the repairs, appeal, or request an improved project. There are times that this may require doing a project under a Project Worksheet and then redoing portions if your application is successful in this competitive grant process, due to restrictions in law.

1.6 Acquisition Project Information

This section runs through the information and documentation required for projects that would acquire properties for purposes of open space.

1.7 Elevation Project Information

This section runs through the information and documentation required for projects to elevate structures above the base flood elevation.

1.8 Projects Affecting Floodplain or Wetlands

If the project will affect a floodplain or wetland, public notice of the proposed project is required. Contact Mitigation staff for a sample and template to use for the required notice.

SECTION 2 APPLICANT AGENT & PROJECT MANAGER INFORMATION

The Applicant Agent is the designated contact whom the jurisdiction has formally authorized to apply for and receive grant funding. The Applicant Agent certifies that the Applicant will fulfill all requirements of the Hazard Mitigation Grant Program.

Please enter the designated Applicant Agent and Alternate contact information for the person(s) who will act as the contact between the state of Washington and your jurisdiction. They should be the individuals who have been involved in the preparation of the application, are familiar with the proposed project, have signature authority, and can make decisions for the applicant. Recognizing that there are many individuals on your project team, please designate an alternate applicant agent and a project manager to act as points of contact on technical aspects of the project.

RESOLUTION DESIGNATING APPLICANT AGENT TEMPLATE

An Applicant Agent and Alternate must be formally designated by your jurisdiction’s Chief Executive Officer (CEO) or governing body to sign the application, grant agreements and payment vouchers (for approved projects), and to work with State Emergency Management Division on the jurisdiction’s behalf. You may use the attached form or any other method your jurisdiction employs (e.g., letter).

A jurisdiction’s CEO cannot appoint himself/herself as applicant agent. Each disaster event or program funding cycle needs a new and specific resolution or letter for that disaster and for the particular mitigation program. The applicant can use a resolution or letter designating an applicant agent for the Public Assistance program as long as it specifically references the same disaster Hazard Mitigation Grant Program.

SECTION 3 PROPOSED PROJECT

As part of the National Environmental Policy Act (NEPA) process, HMGP requires a narrative discussion of at least three alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental.

In Section 4 of the application you will answer questions specific to your proposed, or highest priority project and describe why and how the proposed project was selected over all of the other alternatives reviewed, why it is the best solution to your particular hazard, and how the various alternatives were prioritized and decisions made through this process.

(Note: Questions specific to project *alternatives* will be completed in Section 10 Project Alternatives #2 and #3.)

3.1 Project Synopsis: Provide an overview of your project, the hazard it will mitigate, the goal(s) of your project, how you intend to accomplish the goal(s), location, number of structures, etc.

3.2 Project Costs: Include federal, state, local, and matching funds.

3.3 Benefits of this Alternative: What is the quantifiable (\$) benefit of the project? (In particular, what is the quantifiable financial benefit to the federal, state, and local governments). Quantifiable benefits are avoided future costs (e.g., the project will protect the area from \$X amount of future damages). This amount would come from your BCA Worksheets.

3.4 Benefit-Cost Ratio: This number is taken from the BCA Worksheets once the benefit-cost analysis has been completed. A project is considered cost-effective if the Benefit-Cost Ratio is 1.0 or higher. This means that the future benefits of the project are equal to or greater than the total project cost.

SECTION 4 PROJECT SCOPE OF WORK

The Scope of Work describes the objectives, methodology, feasibility, outcomes, timeline, milestones, resources, deliverables, and benefits of, as well as reasons for, the proposed project.

Scope of Work Narrative: The narrative must be detailed and establish the “**who, what, where, when, and how**” of the proposed project and the anticipated timeline. You must demonstrate that the project can be completed within a 3 year period of performance. It is in your best interest to spend some time developing a comprehensive word picture of the hazard, the proposed project, and how it solves the problem. Be clear, concise, and avoid assuming that reviewers know about your community or the type of project you are proposing. This Scope of Work is the ‘substance’ of the application. Solid documentation is critical.

The application itself has very specific information to guide you in writing this section.

Property Lists: Provide the primary and alternate properties for the project. There are occasions when a primary property will not make it through the review process or a property owner will drop out of the project, for various reasons. If an alternate property is not listed, it cannot be included in the application or award later.

SECTION 5 BUDGET AND FUNDING SOURCES

5.1 BUDGET: Use the template provided in the application. All anticipated project costs should be detailed over the useful life of the project, and include all pre-construction and construction tasks, including overhead, administrative fees, permits and all ancillary costs. Reasonable project cost estimates are essential. Do not use lump-sum costs. Projected or increased costs due to a delayed project starting date should be built into budget line item. Do not include contingency costs as a separate line item. Do not include grant

management costs (time spent preparing and submitting reimbursement requests, quarterly reports, etc.); they are not eligible for reimbursement. Please attach any spreadsheets or supporting project cost documentation along with the HMGP Project Application.

Detail all of the expenses needed to complete the proposed mitigation project and attach project cost breakout for each site/structure. You must identify pre-award costs in the application in order for those costs to be included in a grant award and eligible for reimbursement later.

See F.2 *Pre-Award Costs* on page 27 of FEMA's HMA Guidance FY 2011 for additional information. <http://www.fema.gov/library/viewRecord.do?id=4225>

5.2 FUNDING SOURCE: You need to document the source(s) of your local match and provide assurance it has been secured. For example:

- If your source is a special levy, provide documentation that it has passed.
- If your source is a federal, state or private loan, provide documentation that it has been approved.
- State Agencies (including universities and colleges) may have the match provided by the Legislature, administered through the Military Department, Emergency Management Division.

Non-Applicant (Outside Sources) Project Funds: Sometimes mitigation projects are part of a larger project, or a community seeks outside assistance to meet their HMGP match requirements. Please identify other funding you have applied for (Public Works Trust Fund; Flood Control Assistance Account Program; Community Development Block Grant; etc.) and the status of that application or award (verified in writing whenever possible). If you have not applied for other funding sources, please explain why. Do NOT restate the mitigation grant funds for this project.

If your mitigation application is part of a larger project, or if you have outside funds – other than the mitigation funds you are applying for – committed as part of your local match, please identify these funds in the table provided. Describe any constraints or conditions on the sources you list in the table. We realize that applicants often fund projects in phases and that mitigation grant funds may fund just one phase or aspect of the project. Also, applicants often package funds from other grant or loan programs to provide complete funding of the entire project.

Note: Federal funds (except CDBG) cannot be used as a match for HMGP funds; also HMGP funds cannot be used as a match for other federal programs (i.e., Natural Resource Conservation Service, U.S. Army Corps of Engineers).

SECTION 6 PROJECT MILESTONES/SCHEDULE OF WORK

Give your best estimate on how long each task/phase will take and the approximate date of completion for each task/phase. For estimation purposes, allow four to six months following the application due date for the state review of eligibility and up to 18 months for the FEMA environmental and final reviews, before an award is made.

SECTION 7 ENVIRONMENTAL DATA

Most of the items in this section of the application are self-explanatory including links to assist you in providing what is being requested.

7.2 FLOODPLAINS & WETLANDS DISCLOSURE

For any proposed project in or affecting floodplains or wetlands, the Applicant must follow the Public Notice Requirements of 44 CFR Part 9.8. Mitigation staff will provide a public notice template and publication instructions to Applicants upon request. If your project is located in a Special Flood Hazard Area (SFHA) or a wetland, you must complete the 8 Step Process.

1. Describe the **recent public involvement** (within a year of the application due date) in the alternative development and selection process, especially with those individuals that this project may impact. **Provide documentation** (all forms of notices, meeting minutes and agendas indicating intent to obtain comments and prioritization of projects and if funded, to follow through with the planning requirements), sign-in sheets, flyers, written notices to/from homeowners and others affected by this action; print outs of website postings).

Provide a description of all public meetings and/or workshops with the public. You may use your accustomed, standard method of notification, however, you must include the following six points within the announcement: 1) Intent to apply for federal and state funds through the HMGP, FMA, or PDM as appropriate; 2) Identify that there is a local match involved; 3) Identify your particular hazard; 4) You may include “possible” solutions to your hazard; 5) There is a hazard mitigation planning requirement; and 6) Allow for public comment to help develop alternatives.

2. Describe the **recent involvement** your agency has had with other federal, state, local, or tribal agencies regarding the planning, impact, and support of alternatives. **Provide documentation** (all forms of notices, meeting minutes and agendas, sign-in sheets, flyers).

Provide a description of all communications with other agencies and jurisdictions regarding the project. Provide the name, agency, and phone number of any specific person with whom you have been in contact. Simply mailing a letter to an affected agency or jurisdiction is not considered adequate inter-agency communication. Make sure to include copies of all documentation regarding communication and attach any letters to this application. It is especially important to identify that contact has been made with neighboring communities that may be affected by this project.

For example, if your project will require a Hydraulic Project Approval from Washington Department of Fish & Wildlife, you must provide documentation that WDFW has initially reviewed the proposal and has no issues that will prevent it from issuing an HPA for the project.

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

Please explain. For example, a county may want to acquire several homes located within a floodplain, but a school or fire district may have concerns regarding the fact that the removal of those properties will subtract from the tax base. These concerns must be anticipated and coordination must occur with all neighboring jurisdictions. Attach and refer to any documentation.

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

For example, a project by a water district to retrofit a reservoir may affect a nearby fire district in a positive manner by allowing the continued storage of water to be used during a fire emergency; however, it also may negatively affect the fire district during the short-term construction period when water is removed.

7.3 **ENVIRONMENTAL JUSTICE** (Executive Order 12898)

1. *Are there concentrations of minority or low income populations in or near the project area? You must demonstrate that you have checked, and cite your sources of information. A helpful source of information may be the Census 2010 website, <http://2010.census.gov/2010census/data/> or the EPA environmental justice mapper website, <http://www.epa.gov/compliance/environmentaljustice/assessment.html>*
2. *Would they be disproportionately impacted by this project? If yes, discuss how the project will provide sufficient benefit to outweigh the described impact. Also, describe any additional minimization measures that will be taken.*

Two examples of impacts: 1) Displacement, regardless of how many people displaced, either from employment or from residence, whether temporary or not. 2) Removal of a structure, such as a bridge or a road, that provides an alternate route for the community's ingress and egress. This example could be either a beneficial impact or an adverse impact. If there will be any adverse impact(s), discuss how the project will provide sufficient benefit to minority or low-income populations that will outweigh the described adverse impact.

3. *Cite the sources of information and include any socio-economic data used to make the above determinations. **Remember to attach supporting documentation.***

7.6 **HYDRAULIC CODE COMPLIANCE** (RCW 77.55.100-180)

- *Is your proposed project located below the Ordinary High Water Line in the bed of any salt or fresh water of the state? Check Yes or No.*

If you answer YES and your proposal is selected, you are responsible for contacting the State Department of Fish and Wildlife to find out whether it will require a Hydraulic Project Approval for your proposed work. This permitting process takes time, therefore, you are recommended to begin the process as soon as possible. **You must submit a copy of the permit, or exemption, before release of any funding.** Activities that normally require a HPA are those which use, divert, or change the bed or flow of state fresh and marine waters.

7.7 **SEPA COMPLIANCE** (WAC 197-11)

The State requires that all HMGP projects will go through the State Environmental Policy Act (SEPA) process. The SEPA process is used to ensure that environmental values are considered during decision-making by state and local agencies. If your project is selected for approval, you will be required to submit a copy of your completed Environmental Checklist, Determination of Non-Significance, or Claim for Categorical Exemption, prior to the release of funds. You may contact the Department of Ecology or go to the following website for additional information regarding SEPA, <http://www.ecy.wa.gov/programs/sea/sepa/e-review.html>.

1. *If you have a completed **Environmental Checklist** or **Determination of Non-Significance**, please include it as part of your application.*

Make sure to reference this attachment.

2. *Will there be a **Determination of Non-Significance or Claim for Categorical Exemption** for this project? Check Yes or No for both DNS and CE.*

A DNS is issued by the SEPA lead agency after they have determined that a proposal will have no probable significant adverse environmental impact, or that all adverse impacts can be “mitigated” to a non-significant level. A CE project has been exempted from SEPA requirements because these are considered unlikely to have a significant adverse environmental impact or were designated exempt by the Legislature.

3. *If you claim a **Categorical Exemption** under SEPA regulations, please cite the sections of your SEPA procedures or the section of WAC under which you claim exemption.*
4. *Please describe the categorical exemption in adequate detail for evaluation.*

If your application is submitted for approval, a letter from your jurisdiction stating that you are claiming categorical exemption will be required.

7.8 **SHORELINE MANAGEMENT ACT COMPLIANCE** (RCW 90.58)

- *Is your proposed project located within the boundaries of the Shoreline Management Act (including but not limited to: within 200 feet of any marine shoreline or associated wetland; the banks or associated wetlands of any stream with a flow of 20 cubic feet per second or greater; or the shoreline or associated wetland of any lake 20 acres in size or larger in any of the 15 counties west of the crest of the Cascade Mountain range)? Check Yes or No.*

YES NO

If you answer YES and your proposal is selected, you will need to apply for a Shoreline Permit from the appropriate unit of government and submit a copy of the permit, or exemption, before release of any funding. If you already have a permit or have submitted an application, please include these items as part of your application.

SECTION 8 PROJECT ALTERNATIVES #2 AND #3

Alternative #2: Describe an alternative project. This project should be the next best solution if the proposed project could not be developed, funded, or was not approved. This project could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget, and the impacts of this alternative. Provide enough detail to describe the project for the evaluation panel to decide the best course of action for the state.

(See Section 4 Proposed Project and Section 5 Scope of Work for additional information)

Alternative #3 - No Action Alternative: Describe what would reasonably be expected to occur if you did nothing.

SECTION 9 CERTIFICATIONS AND ASSURANCES

The applicant agent must read and sign certifying understanding of certain federal and state funding requirements. All applications and attachments become the property of Washington State Emergency Management Division once submitted. Successful applications become a part of the final grant agreement.

If an applicant agent changes, a new resolution and certification and assurances are required.

SECTION 10 BENEFIT COST ANALYSIS & PROPERTY SITE WORKSHEETS

The Benefit Cost Analysis is done using FEMA methodology and BCA Software version 4.5 Spring 2009. Jurisdictions with the expertise and capability are encouraged to complete the BCA. Non-FEMA BCA methodology may be used only if FEMA approves the methodology prior to submission of the application.

For BCA information, resources, technical assistance and to download BCA software, visit: <http://www.fema.gov/government/grant/bca.shtm#1>

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

FEMA and the State EMD will review the Benefit Cost Analysis (BCA) for all proposed mitigation projects to determine whether the information provided in the application demonstrates the following:

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

BCA Property Site Inventory Worksheets

You ***must*** complete the appropriate BCA Worksheet for your project. Worksheets can be found on our website at the following link: http://www.emd.wa.gov/grants/grants_hazard_mitigation.shtml

- 10.1 Flood Projects
- 10.2 Seismic Retrofit Structural – Public Buildings
- 10.3 Seismic Retrofit Non-Structural – Public Buildings
- 10.4 Seismic Retrofit – Residential
- 10.5 Roads and Bridges
- 10.6 Utilities (Infrastructure & Equipment)

This information is required for EACH property and/or structure involved by ALL project types (acquisition, relocation, elevation, retrofits, etc.). **Include a separate worksheet for each property and/or structure.**

IMPORTANT: All data (other than FEMA standard or default values) ***MUST*** be fully documented and the source of the data clearly described on the Worksheet corresponding to the particular hazard you are proposing to mitigate.

Applications without clear and supporting documentation will be deemed incomplete and not considered for possible funding.

- Documentation should include the source of the data (title, author, date)
- Data must be from a credible source. Credible sources include federal, state, county, regional, and local government agencies or qualified professionals such as licensed architects, engineers, and surveyors.
- Data obtained from sources *other* than those listed above, **MUST** include a complete discussion of the methodology used and how it was applied to the proposed mitigation project to establish data credibility.

You must attach 1 paper copy of the full BCA printout for each structure involved in the project **and** an electronic version of the final BCA file report for the application to be considered complete.

SEISMIC RETROFIT PROJECTS – HELPFUL INFO FOR WORKSHEETS

10.2 PUBLIC BUILDINGS STRUCTURAL RETROFIT BCA WORKSHEET

For seismic projects where one building is demolished and a new building (that may be larger or smaller than the original) is put in its place, please complete a separate worksheet for the old building and the proposed building. The same should be done for change in future use of a building and proposed occupancy. Be sure to include an accurate count of occupancy including employees and visitors. If public meetings or other uses indicate higher occupancy numbers, document in Chapter 2, Section 2 as part of the process description. Ensure that you document your maintenance records.

10.3 PUBLIC BUILDINGS NON-STRUCTURAL RETROFIT BCA WORKSHEET

The seismic performance of non-structural building components depends significantly on the overall building performance. Therefore, consideration of the building's structural performance is an important aspect of evaluation of all non-structural mitigation projects. Non-structural mitigation may not make sense at all if the building itself is substantially deficient in seismic performance. Be sure to include an accurate count of customers served and number and value of units. If your project consists of more than one type of retrofit (unit/item) please list each type and cost.

- Sprinkler systems—occupancy of entire building
- Generic contents—occupancy of entire building
- Parapet walls—occupancy of fall area only
- Racks/shelves—occupancy of entire building
- Generators*—occupancy of entire building
- Elevators—occupancy of elevator only
- HVACs—occupancy not needed
- Ceilings—occupancy of area affected by ceilings under evaluation
- Electrical cabinets—occupancy of rooms containing cabinets

*Generators may be considered for critical facilities, however, will not be considered for replacing older units which is an O & M function. Elevating on base isolators would be considered if there is a positive benefit/cost analysis.

TERMS AND DEFINITIONS FOR SEISMIC MITIGATION PROJECTS

The following section contains Terms and Definitions for earthquake related mitigation, Building Structural Type Descriptions, Key Points and a list of Building Structural Types to aid in completing the worksheets pertaining to seismic projects.

- **Annual Operating Budget** is the cost of providing the public/nonprofit services from a building and includes: rental costs, wages, benefits, supplies, utilities, maintenance costs, equipment cost. For benefit-cost analysis, annual operating budget is used as a measure of the base value of services provided from a building. If there are multiple facilities enter only the portion of the budget that pertains to the location of the proposed mitigation project.
- **Building Occupancy** is the average number of persons (employees and visitors) present in the building during the day, evening and night for weekdays and weekends; the number of days per week; the hours per day; and the months per year, for which these number apply. The program calculates the average building occupancy over a 24-hour, 7-day per week period for a total of 168 hours each week.

- **Building Replacement Value** is the typical cost to build a new building of the same size, functionality and level of amenities as the existing building. Building replacement values can be obtained from local building officials, engineering departments, construction firms, or from reference guides such as Means or Marshall & Swift.
- **Building Size** is the total square footage of the building. However, if a retrofit only affects a portion of a building (for example, one wing) then the building size entered should be the size of the affected portion of the building, rather than the total square footage.
- **Building Structural Type** is the primary structural material (wood, steel, concrete, masonry) for the building as well as the type of building system (walls, frames, etc.) that provides vertical and lateral strength for the building. Seismic vulnerability varies with building structural type.
- **Displacement costs** are costs incurred for temporary quarters when an earthquake causes damage that is severe enough to displace occupants to temporary quarters. Displacement costs include: monthly rent of temporary quarters, other monthly costs such as furniture rentals, extra transportation or operating expenses, one time costs such as roundtrip moving expenses, utility hookup fees and such.
- **Relocation costs** are costs incurred for temporary quarters when occupants must move out of the building in order to complete the mitigation project. If occupants are displaced because of earthquake damage, then they are not assumed to be relocated for the mitigation project. Relocation costs per month may be the same as displacement costs (see above) or sometimes less because relocation can be planned for, while displacement is unexpected.
- **Relocation time** is the duration of relocation of occupants during construction of the mitigation project. Relocation may be complete - all occupants are moved out for a given duration. Relocation may also be fractional with different portions of the building vacated at different times during construction. If relocation is fractional, relocation time is the average relocation time for the building as a whole. For example, if 50% of occupants are relocated for 6 months and then the other 50% are relocated for 6 months (for a 12-month construction project), the relocation time for the building as a whole averages to 6 months.

Wood

Wood Light Frame (Less than 5,000 square feet)

These buildings, typically single- or multiple-family dwellings, are characterized by repetitive framing with wood rafters or joists on wood stud walls, light loads, and small spans. These may have relatively heavy masonry chimneys and may be partially or fully covered with masonry veneer. Most of these buildings are not engineered, but constructed according to the conventional building code provisions. These have components of a lateral-force-resisting system, although it may be incomplete. Lateral loads are transferred by diaphragms to shear walls. The diaphragms are roof panels and floors which may be sheathed with wood, plywood, or fiberboard sheathing. Shear walls are the exterior walls sheathed with wood siding, stucco, plaster, plywood, gypsum board, particle board, or fiberboard. Interior partition walls are commonly sheathed with plaster or gypsum board.

Wood (Greater than 5,000 square feet)

The buildings, typically commercial or industrial buildings with 5,000 square feet or more of floor area and few, if any, interior walls, are characterized by framing by beams over columns. The beams may be glue-laminated (glu-lam) wood or steel beams or trusses. Lateral loads usually are resisted by wood diaphragms and exterior walls sheathed with plywood, stucco, plaster, or other paneling. The walls may have diagonal rod bracing. Large openings for stores and garages often require post-and-beam framing. Lateral load resistance on those lines may be achieved with steel rigid frames or diagonal bracing.

Steel

Steel Moment Frame

These buildings have steel column and beam framing. The beam-column connections may have small moment resisting capacity or some of the beams and columns may be fully developed as moment frames to resist lateral forces. Usually the structure is concealed on the outside by exterior walls, which can be of almost any material and on the inside by ceilings and column furring. Lateral loads are transferred by diaphragms to moment resisting frames. The frames develop their stiffness by full or partial moment connections and can be loaded almost anywhere in the building. Usually, the columns are oriented so that the strong directions of some columns act primarily in one direction while the others act in the other direction, and the frames consist of lines of strong columns and their intervening beams. Steel moment frame buildings are typically more flexible than shear wall buildings. This low stiffness can result in large inter-story drifts that may lead to relatively greater nonstructural damage.

Steel Braced Frame

These buildings are similar to steel moment frame buildings except that the vertical components of the lateral-force-resisting system are braced frames rather than moment frames.

Steel Light Frame

These buildings are pre-engineered and prefabricated with transverse rigid frames. The roof and walls consist of lightweight panels. The frames are designed for maximum efficiency often with tapered beam and column sections built up of light steel plates. The frames are constructed in segments and assembled in the field with bolted joints. Lateral loads in the transverse direction are resisted by the rigid frames with loads distributed to them by shear elements. Loads in the longitudinal direction are resisted entirely by shear elements which can be either the roof or wall

sheathing panels, an independent system of tension-only rod bracing, or a combination of panels and bracing.

Steel Frame with Concrete Shear Walls

The shear walls in these buildings are cast-in-place concrete and may be bearing walls. The steel frame is designed for vertical loads only. Lateral loads are transferred by diaphragms of almost any material to the shear walls. The steel frame may provide a secondary lateral-force-resisting system depending on the stiffness of the frame and the moment capacity of the beam-column connections. In modern dual systems, the steel moment frames are designed to work together with the concrete shear walls in proportion to their relative rigidities.

Steel Frame with Unreinforced Masonry (URM) Infill Shear Walls

This is one of the older types of building. The infill walls usually are offset from the exterior frame members, wrap around them, and present a smooth masonry exterior with no indication of the frame. Solidly-infilled masonry panels, when fully engaging the surrounding frame members (i.e., lie in the small plane), provide stiffness and lateral load resistance to the structure.

Concrete

Concrete Moment Frame

These buildings are similar to steel moment frame buildings except that the frames are reinforced concrete. There are a large variety of frame systems. Some older concrete frames may be proportioned and detailed such that brittle failure of the frame members can occur in earthquakes leading to partial or full collapse of the buildings. Modern frames in zones of high seismicity are proportioned and detailed for ductile behavior and are likely to undergo large deformations during an earthquake without brittle failure of frame members and collapse.

Concrete Frame with Concrete Shear Wall

The vertical components of the lateral-force-resisting system in these buildings are concrete shear walls that are usually bearing walls. In older buildings, the walls often are quite extensive, and the wall stresses are low, but reinforcing is light. In newer buildings, the shear walls often are limited in extent, generating concerns about boundary members and overturning forces.

Concrete Frame w/ URM Infill Shear Walls

These buildings are similar to steel frame buildings with unreinforced masonry infill walls except that the frame is reinforced concrete. In these buildings, the shear strength of the columns after cracking the infill may limit the semi-ductile behavior of the system.

Precast Concrete Tilt-up with Flexible Diaphragm

These buildings have a wood or metal deck roof diaphragm, which often is very large, that distributes lateral forces to precast concrete shear walls. The walls are thin but relatively heavy, while the roofs are relatively light. Older buildings often have inadequate connections for anchorage of the walls to the roof for out-of-plane forces, and the panel connections often are brittle. Tilt-up buildings often have more than one story. Walls can have numerous openings for doors and windows of such size that the wall looks more like a frame than a shear wall.

Precast Concrete Frame with Concrete Shear Walls

These buildings contain floor and roof diaphragms typically composed of precast concrete elements with or without cast-in-place concrete topping slabs. The diaphragms are supported by precast concrete girders and columns. The girders often bear on column corbels. Closure strips between precast floor elements and beam-column joints usually are cast-in-place concrete. Welded steel inserts often are used to interconnect precast elements. Lateral loads are resisted by precast or cast-in-place concrete shear walls. Buildings with precast frames and concrete shear

walls should perform well if the details used to connect the structural elements have sufficient strength and displacement capacity. However, in some cases, the connection details between the precast elements have negligible ductility.

Masonry

Unreinforced Masonry Bearing Wall

These buildings include structural elements that vary depending on the building's age and, to a lesser extent, its geographic location. In buildings built before 1900, the majority of floor and roof construction consists of wood sheathing supported by wood sub-framing. In large multistory buildings, the floors are cast-in-place concrete supported by the unreinforced masonry walls and/or steel or concrete interior framing. In unreinforced masonry constructed after 1950, wood floors usually have plywood rather than board sheathing. In regions of lower seismicity, buildings of this type constructed more recently can include floor and roof framing that consists of metal deck and concrete fill supported by steel framing elements. The perimeter walls, and possibly some interior walls, are unreinforced masonry. The walls may or may not be anchored to the diaphragms. Ties between the walls and diaphragms are more common for the bearing walls than for walls that are parallel to the floor framing. Roof ties usually are less common and more erratically spaced than those on the floor levels. Interior partitions that interconnect the floors and roof can have the effect of reducing diaphragm displacements.

Reinforced Masonry with Precast Concrete Diaphragm

These buildings have bearing walls similar to those of reinforced masonry bearing wall structures with wood or metal deck diaphragms, but the roof and floors are composed of precast concrete elements such as planks or tee-beams, and the precast roof and floor elements are supported on interior beams and columns of steel or concrete (cast-in-place or precast). The precast horizontal elements often have a cast-in-place topping.

Reinforced Masonry with Wood or Metal Deck Diaphragm

These buildings have perimeter bearing walls of reinforced brick or concrete-block masonry which are the vertical elements in the lateral-force-resisting system. The floors and roofs are framed with either wood joists or beams with plywood or straight or diagonal sheathing, or steel beams with metal deck with or without a concrete fill. Wood floor framing is supported by interior wood posts or steel columns. Steel beams are supported by steel columns.

OTHER

Mobile Home

These are prefabricated housing units that are transported to location on wheels or moving platforms. At the site, the units are placed on isolated piers or masonry block foundations usually without any positive anchorage. Floors and roofs of mobile homes usually constructed with plywood and outside surfaces are covered with sheet metal.

Please use the following Building Structural Types Chart in conjunction with the descriptions to assist you with filling out the Earthquake Cost Effectiveness Worksheets.

BUILDING STRUCTURAL TYPES	
Label	Description
W1	Wood, Light Frame (< 5,000 sq. ft.)
W2	Wood, Greater than 5,000 sq. ft.
S1	Steel Moment Frame
S2	Steel Braced Frame
S3	Steel Light Frame
S4	Steel Frame with Cast-in-Place Concrete Shear Walls
S5	Steel Frame with Unreinforced Masonry Infill Shear Walls
C1	Concrete Moment Frame
C2	Concrete Shear Walls
C3	Concrete Frame with Unreinforced Masonry Infill Shear Walls
PC1	Precast Concrete Tilt-Up Walls with Flexible Diaphragm
PC2	Precast Concrete Frame with Concrete Shear Walls
RM1	Reinforced Masonry Bearing Walls with Wood or Metal Deck Diaphragms
RM2	Reinforced Masonry Bearing Walls with Precast Concrete Diaphragms
URM	Unreinforced Masonry Bearing Walls
MH	Mobile Homes

NOTE: these structural types are as defined in HAZUS.

10.5 ROADS AND BRIDGES BCA WORKSHEET

Be sure to include accurate one-way traffic counts and detour times.

10.6 UTILITIES BCA WORKSHEET

Utility project worksheets are designed for projects dealing with utility infrastructure and equipment. For mitigation projects for utility buildings, use the Public Buildings worksheets. Be sure to include an accurate count of customers served.

If you have any questions please call one of the state Mitigation staff:

Mark Stewart
State Hazard Mitigation
Programs Manager
(253) 512-7072
mark.stewart@mil.wa.gov

Wes Nims
Hazard Mitigation Grant Coordinator
(253) 512-7078
wes.nims@mil.wa.gov

Brynne Walker
Hazard Mitigation Grant Coordinator
(253) 512-7067
brynne.walker@mil.wa.gov

Tim Cook
Hazard Mitigation Grant Coordinator
(253) 512-7042
tim.cook@mil.wa.gov

State of Washington Military Department
Emergency Management Division
MS: TA-20, Building 20
Camp Murray, Washington 98430-5122