AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Colorado Division of Homeland Security and Emergen

Action Requested: County Manager Signature

Parties to the Agreement:

Term Begins: 3/18/2018 **Term Ends:** 11/1/2018 **Grant Contract #:**

Summary:

Hazard Mitigation Plan for Gunnison County, CO. The Plan and planning process will include the following: City of Gunnison, Towns of Crested Butte, Mt. Crested Butte, Pitkin, Marble, USFS, BLM, NPS. The $16,250 of the "applicants" responsibility will be split amongst 11 agencies in

Fiscal Impact: $65,000; Federal = $48,750, Local = $16,250

Submitted by: B. Lucero for S. Morrill **Submitter's Email Address:** blucero@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
If grant is approved, we'll include in 2018 budget work. No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 10/19/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 11/3/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 11/3/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 11/7/2017

Revised April 2015

Colorado Division of Homeland Security and Emergency Management

Hazard Mitigation Plan (HMP) Pre-Application 2017

DOCUMENTATION: Templates of required documents are included in EMGrants. You can download templates and upload your completed documents.

Documents Required with this Pre-Application in addition to the Eligibility and Completeness Checklist:

Document	Applicant's Initials
Scope of Work (SoW) for a New Plan or Plan Update	SM
Signed Mitigation Planning Applicant Work Schedule and Timeline	SM
Budget Narrative for Single or Multi-Jurisdictional Mitigation Plan	SM
Draft Budget	SM
Funding Match Commitment Letter(s) (totaling 25% non-Federal match requirement)	SM
Applicant's Authorized Agent Form (if required)	SM
Federal Forms (FEMA Form 20-16c and Standard Forms 424, 424A, and 424B)	SM
Letter(s) of Intent to Participate from each participating jurisdiction (except the project lead)	SM

Documents Required Not Later than first Quarterly Report (submitted in EMGrants) or first Request for Reimbursement (RFR), if earlier:

Document	Applicant's Initials
Lead jurisdiction's Procurement Policy in effect at the time of contracting with a consultant	SM
Local Procurement Data:	SM
- Copy of Request for Proposal/Bid (RFP/RFB) utilized	SM
- Contractor selection process	SM
-- Documentation of publication of RFP/IFB (newspaper, Rocky Mountain E-Purchasing System, other)	SM
-- Copy of all received bids/proposals with costs/prices	SM
-- Letter of justification for selected firm	SM
-- BOCC/County Administrator/Mayor/City Council/City Manager approval	SM
- Ranking/scoresheets	SM
-- Copies of original scoresheets with evaluators' names	SM
-- Tabulation	SM
-- Verify selection criteria in RFP matches evaluations	SM
Copy of consultant contract signed by both parties	SM
MBE/WBE affirmative steps taken	SM

Colorado Division of Homeland Security and Emergency Management

Hazard Mitigation Plan (HMP) Pre-Application 2017

Documents Required with each Request for Reimbursement (RFR):

Document	Applicant's Initials
All invoices with explanation	SM
All proof of payment(s)	SM
All documentation/proof of in-kind	SM
- Sign-in sheets tallied with amounts	SM
- Confirm eligibility of attendees	SM
- Copies of personnel time and wages (if applicable)	SM

Documents Required to Close Out the Project (upon official FEMA approval and submission of Final Plan including all adoption letters and final Review Tool to DHSEM):

Document	Applicant's Initials
Sub-recipient to State Closeout Request Letter	SM
Sub-recipient to State De-obligation Letter (if required)	SM
Final Quarterly Report	SM
Completed and Signed Closeout Checklist	SM

I acknowledge the documentation requirements listed above:

Signature:	Date Signed:
Scott Mowll	09/20/17

COLORADO
Division of Homeland Security & Emergency Management
Department of Public Safety

PREPARATION OF AN UPDATE TO THE GUNNISON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (HMP) STATEMENT OF WORK (SoW)

The proposed project will develop a Hazard Mitigation Plan (HMP) Update for Gunnison County that meets the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current Federal Emergency Management Agency (FEMA) "how-to" planning guidance. The plan will meet the most current FEMA Local Mitigation Plan Review Tool requirements, attached and made a part of this Statement of Work. In addition, the plan will be aligned with the 2013 State of Colorado Hazard Mitigation Plan.

The contractor will be responsible for the following four stages: **1. Organizing Resources, 2. Assessing Risks, 3. Developing a Mitigation Strategy, and 4. Plan Adoption, Monitoring & Evaluation.** The contractor will facilitate the planning process, identify the data requirements, conduct research, develop and facilitate the public input process, document the planning process, produce the draft and final plan document, and facilitate the plan adoption process.

A. Organize Resources

1. Work closely with the Local Planning Committee (LPC) on all phases of the project. Ensure that representatives from participating jurisdictions, local elected officials, local agencies, other partner agencies, business, nonprofits, academia, neighboring counties or communities, and the general public have an opportunity to be involved in the planning process. Document efforts to include these partners and their participation.
2. Develop an action plan for public involvement and comment during the plan development stage and prior to plan approval, and document the process and results. Coordinate public involvement through a variety of tools, such as surveys, educational briefings, press releases, informational postings on local websites, and public hearings.
3. Establish minimum standards for participation in the plan. Clearly identify continuing or newly participating jurisdictions and special districts, including documenting how they met the minimum standard for participation. At a minimum, the following cities, towns, and special districts are anticipated to be participating jurisdictions (as defined by FEMA) in this multi-jurisdictional plan update:
   - Gunnison County
   - City of Gunnison
   - Town of Crested Butte
   - Town of Mt. Crested Butte
   - Town of Marble
   - Town of Pitkin
   - Crested Butte South Metropolitan District
   - Gunnison Fire Protection District
   - Crested Butte Fire Protection District
   - Arrowhead Fire Protection District
   - Gunnison RE1J School District

4. Thoroughly document and describe the planning process with particular emphasis on how the LPC reviewed and analyzed each section of the plan, and if each section was revised as part of the update process.
5. Analyze existing capability by identifying, reviewing, and incorporating existing plans, studies, reports, and technical information into the planning process. This could include local comprehensive plans, local ordinances, Capital Improvement Plans (CIPs), warning systems, Community Wildfire Protection Plans (CWPPs), public education initiatives, local building codes and zoning ordinances, Floodplain Management Plans, and others.
6. Describe how the plan was maintained and implemented over the past 5 years.
7. Utilize existing GIS information for identified hazards, and make corrections or updates of GIS information as necessary.

B. Assessing Risks

Hazard Identification

1. Provide updated or new descriptions of the natural hazards (and additional human-caused hazards if so desired) affecting each participating jurisdiction, as needed. Analyze how hazards vary across jurisdictions, if applicable.

Profiling Hazards

1. Provide updated information on the location and the extent (severity) of each natural hazard (and additional human-caused hazards if so desired) affecting each jurisdiction, including updated information on previous occurrences.
2. Provide an update on any hazard events that occurred since the last plan date.
3. Provide updated information on the probability ranking of future hazard events.

Assessing Vulnerability

1. Provide an overall summary for each jurisdiction's vulnerability to each hazard. Rate the impact, for example high, medium, or low and explain the rating system used and the process followed to achieve the ranking.
2. For each jurisdiction describe in general, each hazard's impact on buildings, infrastructure, critical facilities, and the vulnerable population.
3. Describe vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) repetitive loss properties located in the identified hazard areas.
4. Include the most current FEMA Flood Insurance Rate Map (FIRM) in plan, if available.
5. Based on available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, and critical facilities for each jurisdiction. Specify the types and numbers of buildings, infrastructure, and critical facilities.
6. Based on available data, provide estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.
7. Based on best available data, describe vulnerability in terms of land use and development trends.
8. Based on best available data, analyze the economic impacts from potential hazards.
9. Based on best available data, describe how potential climate adaptation may impact each jurisdiction's current and future vulnerability to specific hazards.

Capabilities Assessment

1. Document each jurisdiction's existing authorities, policies, programs, and resources related to hazard mitigation, and its ability to expand on and improve these existing tools.
2. Provide information on each jurisdiction's participation in the NFIP in terms of policies in force, total dollar amount for premiums, and any claims information. The mitigation strategy should identify, analyze, and prioritize action items related to continued compliance with the NFIP.

C. Develop a Mitigation Strategy

1. Update the mitigation goals and objectives to reduce or avoid hazard vulnerabilities, if needed. Explain if goals and objectives have changed.
2. The plan update must analyze previous action items to identify which were completed, deleted, or continued for each jurisdiction.
3. Facilitate the identification and analysis of a comprehensive range of specific mitigation actions for each hazard, for each jurisdiction. Action items should reduce the effects on existing and new buildings and infrastructure. There must be identifiable action items for each jurisdiction seeking adoption of the plan.
4. Action items will be prioritized based on evaluation criteria such as the STAPLEE method which analyzes the social, technical, administrative, political, legal, economic, and environmental feasibility of proposed actions. This may include a cost-benefit review and/or cost estimate.
5. Develop an implementation strategy for identified actions that includes the action's priority (i.e. high, medium, or low), the lead party responsible for implementation, potential funding sources, and an implementation timeline for each proposed action item.

D. Plan Adoption, Monitoring and Evaluation

1. Describe the method and schedule for monitoring the plan, including progress on action items and the responsible department.
2. Identify how, when, and by whom will the plan be evaluated.
3. The updated plan must describe the process to incorporate the mitigation plan requirements into other local planning mechanisms for each jurisdiction, and how the previous mitigation plan elements were incorporated into the same.
4. Develop and describe a strategy for continued public participation.
5. A digital copy of the final draft HMP and completed FEMA Local Mitigation Plan Review Tool will be submitted to the Colorado Division of Homeland Security & Emergency Management (DHSEM) Mitigation & Recovery Section (MARS) for submittal to FEMA prior to the grant performance period end date.
6. After FEMA indicates the plan is Approvable Pending Adoption (APA), the plan will be adopted by the participating jurisdictions within six to eight months.
7. The resolution of adoption for all jurisdictions will be provided to the State (DHSEM Mitigation & Recovery Section), and the State will provide adoptions to FEMA for final approval.

<u>Additional Contract Provisions</u>

- Contractor will maintain project management role until the Plan is approved by FEMA.

- Contractor is responsible for changes required by FEMA to gain Approvable Pending Adoption (APA) plan status. *These changes may be required after final payment is made to the contractor in order to maximize the grant award, but final payment does not relieve the contractor of delivery of a FEMA approved plan.*
- Contractor should provide required documentation to assist the lead fiscal agent community with completion of quarterly financial and performance reports to DHSEM.

COLORADO
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Department of Public Safety

General (Grant-Funded) Planning Applicant Work Schedule and Timeline

Please review the State expanded timeline to ensure as a sub-applicant you are aware of the time needed for State & FEMA reviews, potential revisions, Approvable Pending Adoption (APA) status, official adoptions, and final FEMA approval and State/FEMA grant close-out:

Months 1-3: State and Local contracting process

Months 4-12: Hazard Mitigation Plan (HMP) development; DRAFT plans complete

Months 13-15: State HMP Review and potential revisions

Months 16-18: FEMA HMP Review and potential revisions

Months 19-21: HMP local adoptions

Months 22-24: Official FEMA HMP approval and final grant close-out

This timeline will not affect work schedules identified in grant applications, yet provides an opportunity for State and FEMA reviews, potential required revisions, APA status, local adoptions, and official FEMA approval after the HMP draft is completed and submitted to the State within a 15-month application timeline.

Name: SCOTT MORRILL

Signature: Scott Morrill 09/20/17

Budget Narrative for Gunnison County Hazard Mitigation Plan

The proposed budget for Gunnison County is $65,000 total project cost. The Colorado Department of Homeland Security & Emergency Management (DHSEM) *HMA Program Planning Projects -A Handbook for Local Officials* provides the guidance for a "Range of Costs" that a mitigation plan for a mid-size county, multi-jurisdictional, 20,000-200,000 population should be between $40,000-70,000. According to 2010 U.S. Census Bureau population statistics, Gunnison County has a population of 15,324; therefore, the $65,000 figure is justified.

Explanation of Budget Breakdown

The $65,000 total project was broken down into the five categories in the "Exhibit B: Hazard Mitigation Plan Application" provided to subapplicants by DHSEM. The "budget breakdown" attachment and this budget narrative supersede the economic values in that Application. A default percentage of the total project cost for each of the five categories was determined based on consultant-assisted plans. The five categories and their default percentages are:

- Organize Resources: Management Costs/Meetings and Outreach Activities – 22.87%
- Assess Risks: Data Gathering/Mapping – 19.05%
- Hazard Identification & Risk Assessment -19.05%
- Mitigation Strategy, Plan Writing and Editing – 21.17%
- Plan Adoption, Monitoring, Evaluation – 14.89%
- Other/Grant Management (Supplies, Travel, Miscellaneous) – 2.97%

The default percentages noted above were modified based on criteria such as the number of participating communities, projected size of the planning team, expected amount of travel required, and other items. The final budget was reviewed and approved by the subapplicant as being reasonable.

Many of the budget line items are separated into cash needs for the consultant who is awarded the bid for the work ("Contractual") and the cash equivalent for the value per hour for staff who devote time to this planning effort ("Personnel"). A default value of $25.97 is used to value an hour of time -this value comes from the Independent Sector value of a volunteer hour for Colorado for 2013, which is the most recent year available. For more information, please see: https://www.independentsector.org/volunteer_time. Each subapplicant (and potential participating jurisdiction) will track their cumulative time donation value, and it is understood that the typical "loaded wage"(wage plus benefits) rate will be greater than $25.97/hour. For the purpose of generating a cost estimate, it was not feasible to calculate an average hourly rate for each potential plan participant in a multi-jurisdictional plan.

The Contractual costs are assigned to the Federal 75% amount, along with the 25% in-kind match; therefore, the total funds available for the actual planning work will be 75% of the total project cost. Many subapplicants are able to provide hard match funds in the event they are not able to justify the full value of their 25% in-kind match.

The justification for the Personnel budget line items is as follows:

- Tasks 1
    - 102 hours for outreach and meeting hours is estimated for the participating jurisdictions and districts. The derived from three, two-hour meetings at $25.97 per participant per jurisdiction (11 jurisdictions total) [17 personnel total; Gunnison County x 3; City of Gunnison x 3; Town of crested Butte x 2; Town of Mt Crested Butte x 2; Town of Marble x

1; Town of Pitkin x 1; Crested Butte South Metropolitan District x1; Gunnison Fire x1; Crested Butte Fire x 1; Arrowhead x 1; Gunnison RE1J School District x1] - to be identified in planning process. Travel time/mileage has not been accounted for in these figures.
    - Other costs: At this time, the County is expecting the consultant to provide the copying services and the County does intend to track mileage. These miles will be valued at the Standard Mileage Rate in effect at the time.

- Task 2
    - The bulk of the data gathering and mapping work will be completed by the contractor; however, the planning team will need to provide the contractor with data that will assist the contractor in this effort. Approximately 68 hours are provided for all participating jurisdictions.
    - The bulk of the hazard identification and risk assessment work will be completed by the contractor; however, the planning team will need to provide the contractor with data that will assist the contractor in this effort. Approximately 68 hours are provided for all participating jurisdictions.
    - These 136 hours are in addition to time spent on the HIRA during the meetings in Task 1.
- Task 3
    - The contractor will write, edit, and finalize the actual plan; however, the planning team will spend an estimated 51 hours assisting with writing and reviewing the plan, and developing a viable local mitigation strategy. These 54 hours are separate from the hours spent on the Mitigation Strategy meeting in Task 1.
- Task 4
    - 21 hours is for working with the contractor and individual communities to ensure the "Approved Pending Adoption" (APA) plan is adopted, providing assistance to participating communities in the plan review process, and similar activities.
- Task 5
    - 40 hours- Gunnison County staff as fiscal agent will monitor HMGP grant, supervise consultant, track in-kind personnel and other costs, and provide necessary quarterly financial and progress reporting to the state and FEMA. Number of Personnel units (40) derived from estimate of 2 staff averaging 20 hours each over period of grant.
    - Most of the participating jurisdictions will be travelling to attend the three meetings. Distances one way: Crested Butte 30; Mt Crested Butte 33; Crested Butte Fire 30; Marble 129; Pitkin 28.

Scope of Work, Schedule, and Cost Estimate

I. Purpose

Gunnison County will develop a multi-jurisdictional local hazard mitigation plan update to reduce potential losses from future disasters. The plan will meet the federal mitigation planning requirements of 44 CFR 201.6 to be eligible to apply for project grants under FEMA's Hazard Mitigation Assistance programs.

This will be a multi-jurisdictional plan. The jurisdictions represented in the plan include: Gunnison County, City of Gunnison, Town of Crested Butte, Town of Mt Crested Butte, Town of Marble, Town of Pitkin, Crested Butte South Metropolitan District, Gunnison Fire, Crested Butte Fire, Arrowhead Fire, and Gunnison RE1J School District. Gunnison County will coordinate this planning project. The project will result in a FEMA approved local hazard mitigation plan that will be aligned with the Colorado State Hazard Mitigation Plan.

II. Plan Development Tasks

The proposed planning project has five tasks:
Task 1. Organize Resources: Management Costs/Meetings; Outreach Activities
Task 2. Assess Risks: Data Gathering/Mapping
Task 3. Develop a Mitigation Strategy: Plan Writing and Editing
Task 4. Plan Adoption, Monitoring, and Evaluation
Task 5. Other: Grant Management

Task 1. Organize Resources

The plan will document the planning process used to develop the plan and how the plan will be maintained within a five-year cycle, including the following information:

A. How it was prepared, including who was involved in the process and how the public was involved. Gunnison County will establish a planning team to oversee the development of the plan. The planning team will include representation from each participating jurisdiction.
B. How each jurisdiction participated in the plan's development.
C. The planning team will identify and involve stakeholders in the planning process including local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, neighboring communities, and other public, private, and non-profit interests
D. The planning team will identify and conduct activities that involve all the participating jurisdictions to provide an opportunity for the public to participate in the plan's development.
E. How plans, studies, reports, and technical information were reviewed and incorporated.
F. How each jurisdiction will continue public participation and monitor, evaluate, and update the plan within a five-year cycle.

The updated plan will document the current planning process undertaken to update the plan.

Task 2. Assessing Risks

The plan will include a risk assessment developed by the planning team that includes the following:

A. A description of the natural hazards that can affect the jurisdictions in the planning area, including each hazard's type, location, extent, previous occurrences, and probability of future events.
B. A summary of the potential impacts of each hazard in each jurisdiction.
C. A description of the types and numbers of NFIP insured structures within each jurisdiction that have been damaged by floods.
D. An overall summary of the vulnerabilities of each jurisdiction.
E. An assessment of the capabilities, including the authorities, policies, programs, and resources, available to accomplish hazard mitigation of each jurisdiction.

The updated plan will include an assessment of the changes in development in hazard prone areas and how the vulnerability of each jurisdiction has been affected. The updated plan will also include hazard events that have occurred and any other appropriate changes in data and analysis since the last plan was developed.

Task 3. Develop a Mitigation Strategy

Each jurisdiction will participate in the development of a mitigation strategy that reflects the results of the risk assessment and includes the following:

A. Overall goals for reducing risk in the planning area
B. Specific mitigation actions and projects being considered to reduce the impacts identified in the risk assessment, with an emphasis on new and existing buildings and infrastructure for each jurisdiction.
C. A description of each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate.
D. A description of how the mitigation actions identified will be prioritized, implemented, and administered by each jurisdiction.
E. A process for how the mitigation strategy will be implemented into other planning mechanisms in each jurisdiction.

The updated plan will include an evaluation of the status of the hazard mitigation actions in the previous plan and the progress made in achieving goals and implementing actions. The planning team will revise the plan's priorities to reflect current conditions. The updated plan will describe how each jurisdiction incorporated the mitigation plan into other planning mechanisms as a demonstration of progress.

Task 4. Plan Adoption, Monitoring and Evaluation

Gunnison County will submit the final draft plan in digital copy and the FEMA Local Mitigation Plan Review Tool completed with page numbers of required elements to the Colorado Office of Emergency Management for initial review. The State will forward the plan to FEMA Region VIII for review and conditional approval pending local adoption. Revisions to the plan will be made as required by the State and FEMA. After this review is completed and pending approval given, the plan will be formally adopted by Gunnison County, City of Gunnison, Town of Crested Butte, Town of Mt Crested Butte, Town of Marble, Town of Pitkin, Crested Butte South Metropolitan District, Gunnison Fire, Crested Butte Fire, Arrowhead Fire, and Gunnison RE1J School District. Resolutions of adoption will be provided to the State and FEMA for final plan approval.

Task 5. Grant Management

Gunnison County staff will assist the Emergency Management Office, as necessary with the following tasks:

A. Grant application development.
B. Setting up grant documentation and accounting upon award.
C. Consultant procurement and compliance with local, state, and federal procurement rules.
D. Documenting and reporting in-kind labor and quarterly reporting.
E. Documenting grant reimbursements, close-out, and records maintenance.

III. Project Schedule (Schedule of Work)

Please review the State expanded timeline to ensure as a sub-applicant you are aware of the time needed for State & FEMA reviews, potential revisions, Approvable Pending Adoption (APA) status, official adoptions, and final FEMA approval and State/FEMA grant close-out:

Months 1-3: State and Local contracting process

Months 4-12: Hazard Mitigation Plan (HMP) development; DRAFT plans complete

Months 13-15: State HMP Review and potential revisions

Months 16-18: FEMA HMP Review and potential revisions

Months 19-21: HMP local adoptions

Months 22-24: Official FEMA HMP approval and final grant close-out

This timeline will not affect work schedules identified in grant applications, yet provide an opportunity for State and FEMA reviews, potential required revisions, APA status, adoptions, and official FEMA approval after the HMP draft is completed and submitted to the State within the 15 month application timeline.

IV. Cost Estimate

Task	Description	Cost (% of Total)	Total
1	Organize Resources	22.87%	$14,858.94
2a	Assess Risks	19.05%	$12,380.96
2b	Hazard and Risk Assessment	19.05%	$12,380.96
3	Develop a Mitigation Strategy	21.17%	$13,754.47
4	Plan Adoption, Monitoring, and Evaluation	14.89%	$9,675.37
5	Other; Grant Management	2.97%	$1,949.37
Total:			**$65.000.07**

V. Attachments - Gunnison County UPDATED Budget

Gunnison County 2017 PDM Draft Budget					
Task	**Description**	**Cost (% of Total)**	**Unit Cost**	**# of Units**	**Total**
1	***ORGANIZE RESOURCES: Management Costs/Meetings; Outreach Activities***	22.87%			
	*Contractual (% of estimated contract cost***)*		$12,210.00	1	$12,210.00
	Personnel 17 staff x 6 hr ea=102		$25.97	102	$2,648.94
	Task 1 Sub-Total				$14,858.94
2a	***ASSESS RISKS: Data Gathering/Mapping***	19.05%			
	Contractual		$10,615.00	1	$10,615.00
	Personnel 17 staff x 4 hr ea=68hrs		$25.97	68	$1,765.96
2b	***Hazard & Risk Assessment***	19.05%			
	Contractual		$10,615.00	1	$10,615.00
	Personnel 17 staff x 4 hr ea=68hrs		$25.97	68	$1,765.96

	Task 2 Sub-Total				$24,761.92
3	***DEVELOP A MITIGATION STRATEGY:*** ***Plan Writing & Editing***	21.17%			
	Contractual		$12,430.00	1	$12,430.00
	Personnel 17 staff x 3 hr ea=51 hrs		$25.97	51	$1,324.47
	Task 3 Sub-Total				$13,754.47
4	***PLAN ADOPTION, MONITORING & EVALUATION:*** ***Plan Review/Adoption***	14.89%			
	Contractual		$9,130.00	***1***	$9,130.00
	Personnel 7 staff x 3 hr ea=21 hrs		$25.97	21	$545.37
	Task 4 Sub-Total				$9,675.37
5	***OTHER:*** ***Grant Management***	2.97%			
	Contractual		n/a	n/a	0
	Personnel 2staff x 20 hr ea= 40 hrs		$25.97	40	$1,038.80
	Supplies				$0.00
	Travel*		$0.535/mile	1702	$910.57
	Miscellaneous				
	Task 5 Sub-Total				$1949.37
	In-Kind/Personnel Total				**$10,000.07**
	Total @ 25% of $65,000.00 **Requested (Local Contractual and Personnel)**				$16,250.00
	Total @ 75% Cash (Federal Contractual)				$48,750.00
	Total Requested Sum				**$65,000.00**
	* http://independentsector.org/volunteer_time				
	** ($.535/mile per IRS guidance)				
	*** Lump sum contractual costs for estimate per FEMA, verified by State				

~ For documentation purposes, all attendees are estimated at a minimum level of participation to verify in-kind match availability; Gunnison County expects additional Planning Team members throughout the process after official outreach and kickoff. ~

Task #1- Number of Personnel Units (102) derived from 3, two hour meetings at $25.97 per participant per jurisdiction (11 jurisdictions total) [17 personnel total; Gunnison County x 3; City of Gunnison x 3; Town of crested Butte x 2; Town of Mt Crested Butte x 2; Town of Marble x1; Town of Pitkin x 1; Crested Butte South Metropolitan District x1; Gunnison Fire x1; Crested Butte Fire x1; Arrowhead x 1; Gunnison RE1J School District x1] - to be identified in planning process.

17 staff x 3 two hour meetings : 17 x 6 x 25.97=$2648.94

Task #2a- Number of Personnel Units (68) derived from 17 planning team members and GIS staff contributing 4 hours each to gathering data, drafting, review, and the development of supporting GIS materials for the community natural hazards risk assessment.

{17 x 4 x 25.97 = $1765.96}.

Task #2b- Number of Personnel Units (68) derived from 17 planning team members contributing 4 hours each including public involvement in a final risk review and scoring.

{17 x 4 x25.97=$1765.96}.

Task #3 – Number of Personnel Units (51) derived from 17 participants providing an average of 3 hours to provide input, review, and comments on draft plan and mitigation actions and including public input and review.

{17 x 3 x 25.97=$1324.47}.

Task #4 - Number of Personnel Units (21) derived from 7 participants (planning team and other staff) averaging 3 hours' review of evaluation and monitoring process, and in procuring agency adoption after FEMA APA.

{7 x 3 x 25.97=$545.37}.

Task #5 – Gunnison County staff as fiscal agent will monitor PDM grant, supervise consultant, track in-kind personnel and other costs, and provide necessary quarterly financial and progress reporting to the state and FEMA. Number of Personnel units (40) derived from estimate of 2 staff averaging 20 hours each over period of grant. Most of the participating jurisdictions will be travelling to attend the three meetings. Distances one way: Crested Butte 30; Mt Crested Butte 33; Crested Butte Fire 30; Marble 129; Pitkin 28, plus local area travel.
{2 x 20 x 25.97 = $1038.80}.

~ Contractual costs justification provided by Colorado DHSEM, Mitigation & Recovery upon request. ~

Gunnison County 2017 PDM Draft Budget					
Task	**Description**	**Cost (% of Total)**	**Unit Cost**	**# of Units**	**Total**
1	***ORGANIZE RESOURCES: Management Costs/Meetings; Outreach Activities***	22.87%			
	*Contractual (% of estimated contract cost***)*		$12,210.00	1	$12,210.00
	Personnel 17 staff x 6 hr ea=102		$25.97	102	$2,648.94
	Task 1 Sub-Total				$14,858.94
2a	***ASSESS RISKS: Data Gathering/Mapping***	19.05%			
	Contractual		$10,615.00	1	$10,615.00
	Personnel 17 staff x 4 hr ea=68hrs		$25.97	68	$1,765.96
2b	***Hazard & Risk Assessment***	19.05%			
	Contractual		$10,615.00	1	$10,615.00
	Personnel 17 staff x 4 hr ea=68hrs		$25.97	68	$1,765.96
	Task 2 Sub-Total				$24,761.92
3	***DEVELOP A MITIGATION STRATEGY: Plan Writing & Editing***	21.17%			
	Contractual		$12,430.00	1	$12,430.00
	Personnel 17 staff x 3 hr ea=51 hrs		$25.97	51	$1,324.47
	Task 3 Sub-Total				$13,754.47
4	***PLAN ADOPTION, MONITORING & EVALUATION: Plan Review/Adoption***	14.89%			
	Contractual		$9,130.00	***1***	$9,130.00
	Personnel 7 staff x 3 hr ea=21 hrs		$25.97	21	$545.37
	Task 4 Sub-Total				$9,675.37
5	***OTHER: Grant Management***	2.97%			
	Contractual		n/a	n/a	0
	Personnel 2staff x 20 hr ea= 40 hrs		$25.97	40	$1,038.80
	Supplies				$0.00
	Travel**		$0.535/mile	1702	$910.57
	Miscellaneous				
	Task 5 Sub-Total				$1,949.37
	In-Kind/Personnel Total				**$10,000.07**
	Total @ 25% of $65,000.00 Requested (Local Contractual and Personnel)				$16,250.00
	Total @ 75% Cash (Federal Contractual)				$48,750.00
	Total Requested Sum				**$65,000.00**
	* http://independentsector.org/volunteer_time				
	** ($.535/mile per IRS guidance)				
	*** Lump sum contractual costs for estimate per FEMA, verified by State				

~ For documentation purposes, all attendees are estimated at a minimum level of participation to verify in-kind match availability; GunnisonCOunty expects additional Planning Team members throughout the process after official outreach and kickoff. ~

Task #1- Number of Personnel Units (102) derived from 3, two hour meetings at $25.97 per participant per jurisdiction (11 jurisdictions total) [17 personnel total; Gunnison County x 3; City of Gunnion x 3; Town of crested Butte x 2; Town of Mt Crested Butte x 2; Town of Marble x1; Town of Pitkin x 1; Crested Butte South Metropolitan District x1; Gunnison Fire x1; Crested Butte Fire x1; Arrowhead x 1; Gunnison RE1J School District x1] - to be identified in planning

17 staff x 3 two hour meetings : 17 x 6 x 25.97=$2648.94

Task #2a- Number of Personnel Units (68) derived from 17 planning team members and GIS staff contributing 4 hours each to gathering data, drafting, review, and the development of supporting GIS materials for the community natural hazards risk assessment.

{17 x 4 x 25.97 = $1765.96}.

Task #2b- Number of Personnel Units (68) derived from 17 planning team members contributing 4 hours each including public involvement in a final risk review and scoring.

{17 x 4 x25.97=$1765.96}.

Task #3 – Number of Personnel Units (51) derived from 17 participants providing an average of 3 hours to provide input, review, and comments on draft plan and mitigation actions and including public input and review.

{17 x 3 x 25.97=$1324.47}.

Task #4 - Number of Personnel Units (21) derived from 7 participants (planning team and other staff) averaging 3 hours' review of evaluation and monitoring process, and in procuring agency adoption after FEMA APA.

{7 x 3 x 25.97=$545.37}.

Task #5 – Gunnison County staff as fiscal agent will monitor PDM grant, supervise consultant, track in-kind personnel and other costs, and provide necessary quarterly financial and progress reporting to the state and FEMA. Number of Personnel units (40) derived from estimate of 2 staff averaging 20 hours each over period of grant. Most of the participating jurisdictions will be travelling to attend the three meetings. Distances one way: Crested Butte 30; Mt

{2 x 20 x 25.97 = $1038.80}.

~ Contractual costs justification provided by Colorado DHSEM, Mitigation & Recovery upon request. ~

Designated Agent's
Delegation of Project Management Duties

Instructions: Please use this form to designate authority of grant management duties.

Routine grants management is hereby delegated as noted to the following personnel:

Scott Morrill
Name
Emergency Manager
Title
smorrill@gunnisoncounty.org
Email

- [x] Request for Reimbursement
- [x] Quarterly Financial Status Reports
- [x] Quarterly Project Performance Reports
- [x] Monitoring Documents
- [x] Certified Payroll
- [x] Record of Environmental Compliance
- [ ] Other _____

Signature of
Authorized Individual _____ Date _____

Jody Wise
Name
Gunnison County Finance (Grants)
Title
jwise@gunnisoncounty.org
Email

- [x] Request for Reimbursement
- [x] Quarterly Financial Status Reports
- [x] Quarterly Project Performance Reports
- [x] Monitoring Documents
- [x] Certified Payroll
- [x] Record of Environmental Compliance
- [ ] Other _____

Signature of
Authorized Individual _____ Date _____

The above authorization will commence on the date of this statement, as attested to below, and will apply for the duration of the following:

Organization Gunnison County
Project Name Gunnison County Hazard Mitigation Plan
Contract Number _____

Attested to by:

_____	_____	_____
Signature of Designated Agent	Title	Date of Commencement

Designated Agent's
Delegation of Project Management Duties

Instructions: Please use this form to designate authority of grant management duties.

Routine grants management is hereby delegated as noted to the following personnel:

Scott Morrill
Name
Emergency Manager
Title
smorrill@gunnisoncounty.org
Email

- [x] Request for Reimbursement
- [x] Quarterly Financial Status Reports
- [x] Quarterly Project Performance Reports
- [x] Monitoring Documents
- [x] Certified Payroll
- [x] Record of Environmental Compliance
- [ ] Other _____

Signature of
Authorized Individual _____ Date _____

Jody Wise
Name
Gunnison County Finance (Grants)
Title
jwise@gunnisoncounty.org
Email

- [x] Request for Reimbursement
- [x] Quarterly Financial Status Reports
- [x] Quarterly Project Performance Reports
- [x] Monitoring Documents
- [x] Certified Payroll
- [x] Record of Environmental Compliance
- [ ] Other _____

Signature of
Authorized Individual _____ Date _____

The above authorization will commence on the date of this statement, as attested to below, and will apply for the duration of the following:

Organization Gunnison County
Project Name Gunnison County Hazard Mitigation Plan
Contract Number _____

Attested to by:

_____	_____	_____
Signature of Designated Agent	Title	Date of Commencement

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,00 0 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subjec t to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* APPLICANT'S ORGANIZATION

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE: Completed on submission to Grants.gov * DATE: Completed on submission to Grants.gov