

CHAMPS NAVIGATIONAL TUTORIAL EXCERPT: CONSTRUCTING NEW MITIGATION ACTION FORMS (MAFs)

Appendix E-2-3

*Enhanced Portion: Integration with Other Planning
Initiatives*

Commonwealth of Kentucky Enhanced Hazard Mitigation Plan: 2013 Version

Kentucky Emergency Management (KYEM)

University of Kentucky, Martin School of Public Policy and Administration

Hazard Mitigation Grants Program (UK-HMGP)

University of Louisville Center for Hazards Research and Policy Development (CHR)

This appendix documents what it is that users of CHAMPS see when they construct new Mitigation Action Forms (MAFs). As discussed within the “Integration with Other Planning Initiatives” section, the MAF is the basic unit of data collection.



Module 5: Projects

The Projects module allows users to pre-apply for project funding by submitting a Mitigation Action Form (MAF), then once selected submit a complete application for funding. If the application is chosen to be funded, communities can then manage projects through implementation.

What are the benefits of managing project in CHAMPS?

- Well-coordinated, on-time, and organized projects.
- Guided step-by-step project management templates.
- Easy tracking of project progress that is being managed by multiple contributors.

What can users do?

Users can proactively submit MAFs for funding consideration and complete applications through a guided process. Then upon project implementation, projects can be managed by utilizing the project workspace.

What sub-modules are included?

MITIGATION ACTIONS OVERVIEW

Once you have a mitigation project idea for your community, completing and submitting a Mitigation Action Form (MAF) is the first step toward being considered for funding. Formerly known as the letter of intent (LOI), the MAF is your pre-application submittal. In this sub-module, you can proactively submit a MAF for review by State-level Grant Specialists.

MITIGATION PROJECTS OVERVIEW

If your MAF is selected, you can then start on the more detailed mitigation project application in the "Mitigation Projects" sub-module. Then, if your mitigation project is selected to be funded, manage important project milestones in the "Project Workspace" application.

PROJECTS

The "Projects Overview" sub-module is for all projects other than mitigation. Here you will apply for funding and manage project implementation once funded.

TEMPLATE BUILDER

Each project within the "Projects Overview" sub-module has customized questions that have been created in the "Project Builder" template-building application. These questions and forms can be applied to one or more project applications for applicants to complete.

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Mitigation Actions

Mitigation Actions allow communities to identify projects that would increase their community's resilience to disaster. When seeking funding, a Mitigation Action Form (MAF) can be submitted to serve as an initial application for funding to KYEM. It can also serve as a community's complete mitigation action plan, whether actions that require external funds or not.

After each federally declared disaster, KYEM reviews the MAFs that are submitted for external funding and the Kentucky Hazard Mitigation Council (KYMC) selects the MAFs that provide the most benefit given the funding available. The selected MAFs are then moved into the Projects Module where the application can be completed, and once funding is received, the project can be managed to completion.

There are three major steps in the Mitigation Actions Module. They are Creating/Editing a MAF, Reviewing a MAF, and Selecting a MAF to become a project. For instructions on creating or editing a MAF use the Mitigation Actions Author section, for instructions on reviewing a MAF use the Mitigation Actions Review section and for instructions on selecting a MAF refer to the Mitigation Actions Select section.

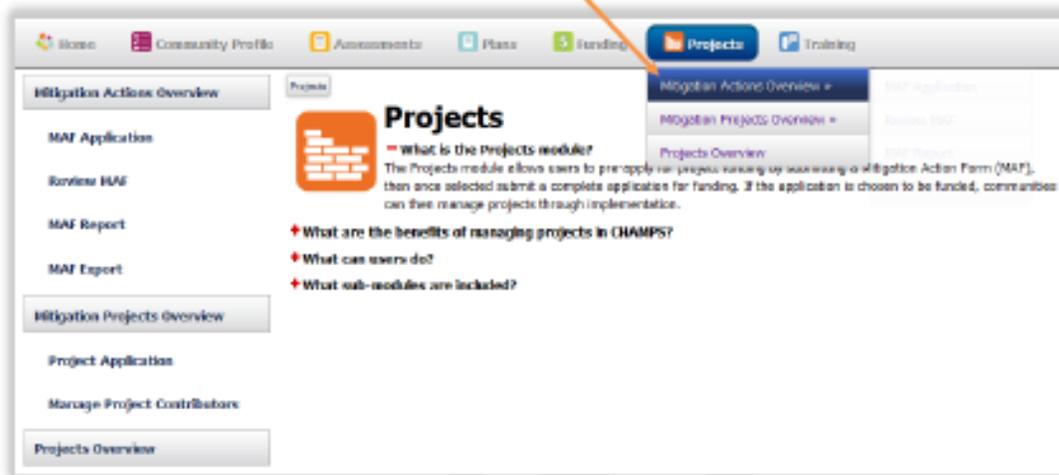
Mitigation Actions Author

Mitigation Action Forms, or MAFs, is a guided 12-step pre-application that assists communities with tracking mitigation needs. Complete a MAF at any time - you do not have to wait until your community is affected by a disaster. Then, if a federally declared disaster affects your community, submitted MAFs will be the first items reviewed when looking to distribute federally awarded funds.



Create

To create a Mitigation Action go to Projects, and select the "Mitigation Actions Overview" option.





This is the Mitigation Actions main screen. From here, you can manage existing MAF's or create new ones. In this section, we are creating a new MAF. To begin click the green "Create a New MAF" button.

Projects > [View all items](#) > [Go Home](#)

Mitigation Action Form (MAF) Dashboard

Mitigation Action Forms, or MAFs, are intended to assist a community in tracking their mitigation needs. A community may complete a mitigation action form at any time - you do not have to wait until your community is affected by a disaster. This is a tool that is intended to be part of the proactive measures communities take to knowledge and mitigate their risks to natural hazards. Should a federally declared disaster affect your community, available, previously submitted MAFs will be the first items reviewed when looking to distribute federally awarded funds.

[Create a New MAF](#)

Show entries

Search:

Showing 1 to 33 of 33 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Name	Type	Jurisdiction	Disaster	Status	Modified By	Modified On	Cost
Options > Culverts	Other	Scottsville, City of (Allen County)	N/A	In Progress	Marc Pearson	12/22/2010	\$800,000



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After clicking the "Create a New MAF" button, you will be taken to the Mitigation Action Form. On this page, you create your "Project Title". The circles with numbers are buttons that will skip you ahead in the application. Please beware that skipping to the black circle "12" so will automatically submit the MAF. At any point you can preview the MAF by clicking on the "11" button.

Mitigation Action Form >> Step 1 of 12



Save and Exit

Create MAF Project >

Project Title

To get started, give your proposed Mitigation Action a name. Be as descriptive as possible - this will be the way the project is referenced in the future. For example, a good name might look like "City of Stanton Main Street Culvert".

Project Title ^{Required}

Ex: Lexington Vine Street Aqueduct

Save and Exit

Create MAF Project >

<p>Project Title ^{Required}</p> <p><i>Ex: Lexington Vine Street Aqueduct</i></p> <input type="text"/>	<p>Type your project name here. The project name should provide a clear indication of what the project is, for example "City of Stanton Main Street Culvert".</p>
<p>Create MAF Project ></p>	<p>Click this button to create the MAF and to move to step two.</p>
<p>Save and Exit</p>	<p>Click this button to create the MAF and to exit the application.</p>

Step 2, of the MAF application is to identify information about the applicant, as well as identify the disaster funding source. In general, the disaster funding source should be the most recent federally declared event in Kentucky, the funding source can be updated after each federally declared disaster to reapply for funding.

Mitigation Action Form » Step 2 of 12

vents

1 →
 2 →
 3 →
 4 →
 5 →
 6 →
 7 →
 8 →
 9 →
 10 →
 11 →
 12 →

Save and Exit
← Back
Next →

Applicant Information

Applicant Type ^{Req}

Please indicate if this is for a State or Local Government or a 501(c)(3) Non-Profit agency

- Select -

Point of Contact

Please identify a Point of Contact for this Mitigation Action.

Applicant ^{Req}

This is the user you're logged in as.

Applicant

Point of Contact ^{Req}

Must be a user in ITDRMS

Point of Contact

Sub-Applicant ^{Req}

This can be a user or organization

Subapplicant

Save and Exit
← Back
Next →

Disaster Funding Source

Federal Disaster

Select a Federal Disaster to which you would like this MAF's Funding to apply. You may submit this MAF for KyDM consideration several times under different Disaster Funding Sources

- Select -

Applicant Information

Applicant Type ^{Req}

Please indicate if this is for a State or Local Government or a 501(c)(3) Non-Profit agency

- Select -

Use this drop down menu to indicate if the applicant is a State Government Agency, a Local Government Agency, or a 501(c)(3) Non-Profit agency.

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Disaster Funding Source

Federal Disaster

Select a Federal Disaster to which you would like the MAF's Funding to apply. You may submit the MAF for AFBT consideration several times under different Disaster Funding Sources.

- Select -

Use this drop down menu to select the federal disaster, which you would like submit this MAF for funding. This MAF may be resubmitted for consideration each time a federal disaster is declared. Federal Disasters are added to CHAMPS by a System Administrator.

Applicant^{*Req}

This is the user you're logged in as.

Applicant

Typically, this will be the author of the MAF. This is a text entry drop down combination box. Begin typing your name and a number of entries to select from will populate.

Point of Contact^{*Req}

Must be a user in ITEAMS

Point of Contact

This field must be an ITEAMS user who is the best point of contact for this application. Typically, this will be you the author of the MAF but could be another person in your community. This is a text entry drop down combination box. Begin typing your name and a number of entries to select from will populate.

Sub-Applicant^{*Req}

This can be a user or organization

Subapplicant

This can be a user or an organization. Typically, the Sub-Applicant should be the agency that you are filing the application out for. This is a text entry drop down combination box. Begin typing your name and a number of entries to select from will populate, if the desired option does not populate simply type the whole name of the user or organization.

Save and Exit

Back

Next

"Next" will take you to the next step of the MAF, "Save and Exit" will leave the MAF application and return you to the "Mitigation Action" main page, and "Back" will take you to the prior screen.



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Step 3, of the MAF application is to identify information about the project and community.

Mitigation Action Form » Step 3 of 12

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Save and Exit [« Back](#) [Next »](#)

Project Information

Project Description ^{*Req}

Please describe, in detail, the proposed project. Also explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in the next step.

Project Type ^{*Req}

Please indicate the main project type of your MAF.

<input type="radio"/> Acquisition	<input type="radio"/> Admin Training Manual
<input type="radio"/> Construction	<input type="radio"/> Drainage
<input type="radio"/> Educational Campaign	<input type="radio"/> Elevation - Roads
<input type="radio"/> Elevation - Structures	<input type="radio"/> Generator
<input type="radio"/> Initiative - Other	<input type="radio"/> Local Mitigation Plan Update
<input type="radio"/> Mapping	<input type="radio"/> Other
<input type="radio"/> Planning - Other	<input type="radio"/> Regular - Other
<input type="radio"/> Siren	<input type="radio"/> Stabilization
<input type="radio"/> Tornado Safe Room	

CRS Participant [Help] ^{*Req}

Please indicate if the community is a CRS Participant.

Yes No

Community NFIP Status [Help] ^{*Req}

Please indicate the community's NFIP Status.

- Select -

Save and Exit [« Back](#) [Next »](#)

Project Description ^{*Req}

Please describe, in detail, the proposed project. Also explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in the next step.

Text box to provide in as much detail as possible what the project will be. Detail what the problem is, how the project will solve the problem and to what level protection will be provided and for how long.

<p>Project Type ^{*Req}</p> <p><i>Please indicate the main project type of your MAF</i></p> <p> <input type="radio"/> Acquisition <input type="radio"/> Admin Training Manual <input type="radio"/> Construction <input type="radio"/> Drainage <input type="radio"/> Educational Campaign <input type="radio"/> Elevation - Roads </p>	<p>Administrator controlled Project Types. Select the project type that your MAF fits. The options in this field are subject to change as the HMGP eligibility changes.</p>
<p>CRS Participant [Help] ^{*Req}</p> <p><i>Please indicate if the community is a CRS Participant</i></p> <p> <input type="radio"/> Yes <input type="radio"/> No </p>	<p>This is a flag to indicate your community's participation in the Community Rating System (CRS) click "Help" for information on the CRS program.</p>
<p>Community NFIP Status [Help] ^{*Req}</p> <p><i>Please indicate the community's NFIP Status</i></p> <p>- Select - </p>	<p>This drop down is to indicate your communities status in the National Flood Insurance Program (NFIP) click "Help" for information on the NFIP.</p>
<p>Save and Exit  </p>	<p>"Next" will take you to the next step of the MAF, "Save and Exit" will leave the MAF application and return you to the "Mitigation Action" main page, and "Back" will take you to the prior screen.</p>

Step 4, of the MAF application is to identify information about the project location and hazards.

Mitigation Action Form » Step 4 of 12

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Save and Exit [Back](#) [Next](#)

Project Information

Convert from Degreess-Minutes-Seconds to Decimal Degreess

Project Latitude ^{*Req}
Ex: 38.9422 (Decimal Degreess Only)

Project Longitude ^{*Req}
Ex: -98.9422 (Decimal Degreess Only)

Project Location - County ^{*Req}
Ex: Fayette County

Project Location - Jurisdiction ^{*Req}
Ex: City of Lexington

Applicable Hazard Mitigation Plan
Ex: Fayette County Hazard Plan

Please select a Mitigation Activity before continuing.

Show entries
 Showing 0 to 0 of 0 entries

Search:

First Previous Next Last

Select	Description	Hazard	Potential Funding Source	Time Frame	Benefit	Cost
No data available in table						

Save and Exit [Back](#) [Next](#)

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<p>Project Latitude ^{*Req}</p> <p><i>Ex: 38.9162 (Decimal Degrees Only)</i></p> <input type="text" value="Latitude"/>	<p>North-South position of a point on the earth's surface in WGS 1984 decimal degrees. This point should be the front porch or centroid of the application area.</p>														
<p>Project Longitude ^{*Req}</p> <p><i>Ex: -95.9662 (Decimal Degrees Only)</i></p> <input type="text" value="Longitude"/>	<p>East-West position of a point on the earth's surface in WGS 1984 decimal degrees. This point should be the front porch or centroid of the application area.</p>														
<p>Project Location - County ^{*Req}</p> <p><i>Ex: Fayette County</i></p> <input type="text" value="- Select -"/>	<p>Select the county that this MAF is proposed for.</p>														
<p>Project Location - Jurisdiction ^{*Req}</p> <p><i>Ex: City of Lexington</i></p> <input type="text" value="- Select -"/>	<p>Select the jurisdiction that this MAF would be located in. The jurisdiction options are limited by the county selected.</p>														
<p>Applicable Hazard Mitigation Plan</p> <p><i>Ex: Fayette County Hazard Plan</i></p> <input type="text" value="- Select -"/>	<p>Select the Hazard Mitigation Plan for the community this MAF would be located in.</p>														
<p>Hazard Mitigated</p> <p><i>Indicate the primary hazard that is being mitigated by this MAF. Bolded items are those identified in the selected plan.</i></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Chemical leak</p> <p>Drought</p> <p>Earthquake</p> <p>Flash Flooding</p> <p>Flood</p> <p>Hail</p> <p>Ice Storm</p> <p>Man-made hazard</p> <p>Solar Storm</p> </div> <p><small>Maximum 100 characters per entry</small></p> <p>Show 15 entries Showing 8 of 8 entries</p> <p>Search: <input type="text" value="Search the table"/></p> <p>Print Check New Copy</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Impact</th> <th>Estimated Funding</th> <th>Lead Agency</th> <th>Priority</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">No data available in table</td> </tr> </tbody> </table>	Select	Description	Impact	Estimated Funding	Lead Agency	Priority	Cost	No data available in table							<p>Select the primary hazard that this mitigation action would mitigate.</p> <p>Mitigation Activities Table: This table lists mitigation activities that were identified in your community's Hazard Mitigation Plan. Select the mitigation activity that best fits this project by clicking the radial "Select" button in the "Select" column of this table.</p>
Select	Description	Impact	Estimated Funding	Lead Agency	Priority	Cost									
No data available in table															
<p>Save and Exit: <input type="button" value="Back"/> <input type="button" value="Next"/></p>	<p>"Next" will take you to the next step of the MAF, "Save and Exit" will leave the MAF application and return you to the "Mitigation Action" main page, and "Back" will take you to the prior screen.</p>														

Step 5, of the MAF application is to identify information about the projects impact.

Mitigation Action Form » Step 5 of 12

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Save and Exit [« Back](#) [Next »](#)

Project Information

Does the project impact critical facilities?*^{Req}
Please indicate Yes/No below.

Yes
 No

Does the project impact facilities with repetitive loss?*^{Req}
Please indicate Yes/No below.

Yes
 No

Does the project impact facilities with severe repetitive loss?*^{Req}
Please indicate Yes/No below.

Yes
 No

Will the project impact future buildings or infrastructure?*^{Req}
Please indicate Yes/No below.

Yes
 No

Does the project impact existing buildings and infrastructure?*^{Req}
Please indicate Yes/No below.

Yes
 No

Approximately how many people does this project impact?*^{Req}
Please indicate how many people could be impacted by this project.

Does the project impact a small or impoverished area?*^{Req}
Please indicate Yes/No below.

Yes
 No

Is any part of the project located in a mapped 1% floodplain?*^{Req}
Please indicate Yes/No below.

Yes
 No

Is any part of the proposed project located in a mapped floodway?*^{Req}
Please indicate Yes/No below.

Yes
 No

Save and Exit [« Back](#) [Next »](#)



<p>Does the project impact critical facilities?^{*Req}</p> <p>Please indicate Yes/No below.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag indicates if this project will affect any critical facilities. Critical facilities are facilities that are identified as critical in the CHAMPS Infrastructure module.</p>
<p>Does the project impact facilities with repetitive loss?^{*Req}</p> <p>Please indicate Yes/No below.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag indicates if this project will affect any facilities that are Repetitive Loss (RL) properties. Repetitive Loss properties are properties that have received two or more claim payments of more than \$1,000 from the National Flood Insurance Program within any rolling 10-year period for your home or business. For more information on repetitive loss go to: http://www.fema.gov/severe-repetitive-loss-program</p>
<p>Does the project impact facilities with severe repetitive loss?^{*Req}</p> <p>Please indicate Yes/No below.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag indicates if this project will affect any facilities that are Severe Repetitive Loss(SRL) properties</p> <p>SRL property is defined as a residential property that is covered under an NFIP flood insurance policy and:</p> <ul style="list-style-type: none">• That has at least four NFIP claim payments (including building and contents) over \$5,000 each, and the cumulative amount of such claims payments exceeds \$20,000; or• For which at least two separate claims payments (building payments only) have been made with the cumulative amount of the building portion of such claims exceeding the market value of the building.• For both (a) and (b) above, at least two of the referenced claims must have occurred within any ten-year period, and must be greater than 10 days apart. <p>For more information on Severe Repetitive Loss go to: http://www.fema.gov/severe-repetitive-loss-program</p>
<p>Will the project impact future buildings or infrastructure?^{*Req}</p> <p>Please indicate Yes/No below.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag is to indicate if the project will affect any future construction.</p>
<p>Does the project impact existing buildings and infrastructure?^{*Req}</p> <p>Please indicate Yes/No below.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag is to indicate if the project will affect and existing buildings or infrastructure.</p>
<p>Approximately how many people does this project impact?^{*Req}</p> <p>Please indicate how many people would be impacted by this project.</p> <input type="text" value="0"/>	<p>Estimate the number of people that will be impacted by this project.</p>



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<p>Does the project impact a small or impoverished area?^{*Req}</p> <p><small>Please indicate Yes/No below.</small></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag is to indicate if a small or an impoverished area will be affected.</p>
<p>Is any part of the project located in a mapped 1% floodplain?^{*Req}</p> <p><small>Please indicate Yes/No below.</small></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag is to indicate if any of the project area is located in a FEMA 1% annual probability floodplain.</p>
<p>Is any part of the proposed project located in a mapped floodway?^{*Req}</p> <p><small>Please indicate Yes/No below.</small></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This flag is to indicate if any of the project is located in a mapped floodway.</p>
<p>Save and Exit: <input type="button" value="Back"/> <input type="button" value="Next"/></p>	<p>*Next* will take you to the next step of the MAF. *Save and Exit* will leave the MAF application and return you to the *Mitigation Action* main page, and *Back* will take you to the prior screen.</p>



Step 6, of the MAF application is to identify information about the problem and the solution.

Mitigation Action Form » Step 6 of 12

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Save and Exit « Back Next »

Project Details

Describe the problem your community is encountering in the location of the proposed project. *Req

Please provide as much detail as possible.

Describe the proposed mitigation action that will solve the problem. *Req

Please provide as much detail as possible.

Save and Exit « Back Next »

<p>Describe the problem your community is encountering in the location of the proposed project. *Req</p> <p><small>Please provide as much detail as possible.</small></p> <div style="border: 1px solid #ccc; height: 40px;"></div>	<p>Text box to describe in as much detail as possible what the problem is that is causing the need for the mitigation project</p>
<p>Describe the proposed mitigation action that will solve the problem. *Req</p> <p><small>Please provide as much detail as possible.</small></p> <div style="border: 1px solid #ccc; height: 40px;"></div>	<p>Text box to describe what the mitigation action is that will solve the problem and how it will do so.</p>
<p>Save and Exit « Back Next »</p>	<p>*Next* will take you to the next step of the MAF, *Save and Exit* will leave the MAF application and return you to the *Mitigation Action* main page, and *Back* will take you to the prior screen.</p>



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Step 7, of the MAF application is to identify information about the location and origins for the project.

Mitigation Action Form » Step 7 of 12

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Save and Exit « Back Next »

Project Details (cont.)

Please describe the precise location of the project. ^{*Req}

Please provide as much detail as possible, including addresses, plot descriptions, and coordinates.

Describe why your community has chosen to submit this project. How was the project idea initiated? ^{*Req}

Please provide as much detail as possible.

Save and Exit « Back Next »

<p>Please describe the precise location of the project. ^{*Req}</p> <p><small>Please provide as much detail as possible, including addresses, plot descriptions, and coordinates.</small></p> <div style="border: 1px solid #ccc; height: 40px;"></div>	<p>Text box to provide a detailed description of the project location, this should include the address, cross streets, latitudinal and longitudinal coordinates, etc...</p>
<p>Describe why your community has chosen to submit this project. How was the project idea initiated? ^{*Req}</p> <p><small>Please provide as much detail as possible.</small></p> <div style="border: 1px solid #ccc; height: 40px;"></div>	<p>Text box to provide a narrative on the process that resulted in this project for submittal.</p>
<p>Save and Exit « Back Next »</p>	<p>*Next* will take you to the next step of the MAF, *Save and Exit* will leave the MAF application and return you to the *Mitigation Action* main page, and *Back* will take you to the prior screen.</p>



Step 8, of the MAF application is to identify information about the cost and funding of the proposed project.

Mitigation Action Form » Step 8 of 12

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Save and Exit ← Back Next →

Funding Breakdown

Total Project Cost ^{***}

to: \$50,000

Federal Share

\$0

State Share

\$0

Local Share

\$0

Provide funding sources and estimated amounts for this project. The source of the Local Match must be explained (e.g., local funds, in-kind contributions of services or materials, other outside grants, etc.). ^{***}

Please provide as much detail as possible.

Save and Exit ← Back Next →

<p>Total Project Cost ^{***}</p> <p><small>to: \$50,000</small></p> <input style="width: 100px; border: 1px solid #ccc;" type="text" value="\$ 0"/>	<p>Numeric field where the estimated total cost of the project should be entered. The funding breakdowns will be provided in the "Federal Share", "State Share", and "Local Share" fields based on the current HMGP funding splits. Note: state agency applicants are responsible for paying the state and local share.</p>
<p>Federal Share</p> <p>\$0</p>	<p>Portion of the project cost federal HMGP funding will pay for; the federal portion is 75%.</p>



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<p>State Share \$0</p>	<p>Portion of the project that the state will pay for; the state portion is 12%</p>
<p>Local Share \$0</p> <p><small>Provide funding sources and estimated amounts for this project. The source of the local match must be explained (e.g., local funds, in-kind contributions of services or materials, other outside grants, etc.) ¹⁰⁰</small></p> <p><small>This text box is not for a match.</small></p> <div data-bbox="264 562 672 646" style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>Portion of the project that your community must fund; the local share is 13%. Communities can meet their 13% match several ways. For example, they can provide in-kind contributions, or identify other outside grants.</p> <p>This text box is available to provide information on local funding sources and the process used to develop the estimate for the project cost.</p>
<p>Save and Exit: ◀ Back Next ▶</p>	<p>"Next" will take you to the next step of the MAF, "Save and Exit" will leave the MAF application and return you to the "Mitigation Action" main page, and "Back" will take you to the prior screen.</p>

Step 9, of the MAF application allows the uploading of supporting documents. To upload a file type in the "File Title", "File Description", then click the "Select File" button and navigate to the file location on your computer to upload.

Mitigation Action Form » Step 9 of 12

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Save and Exit « Back Next »

Attach Supporting Documents

File Title
For Overview Map

Added Supporting Documents

No Supporting Documents Uploaded

File Description
Briefly describe the file, its contents, and its relevance to the project application.

Files must be less than 50mb in size

Select File
Submit

No Files Selected

Save and Exit « Back Next »

File Title
For Overview Map

Provide a unique and explanatory name for each file you upload in this text box.

File Description
Briefly describe the file, its contents, and its relevance to the project application.

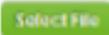
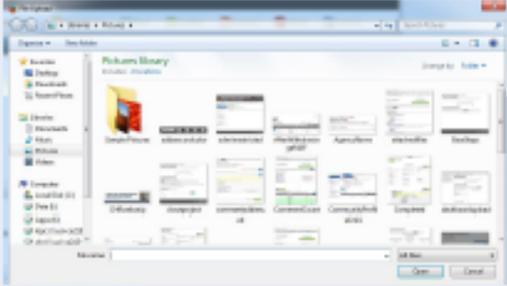
Provide a detailed description of the file and its relevance to the MAF for each file you upload in this text box.



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	<p>Clicking this button will bring up a "File Upload" box unique to your operating system. Navigate to the place on your computer where the file you want to upload is located and select it. Below is an example of what you might see on a Windows 7 PC. On this computer you would click the file you want to upload then click the "Open" button.</p> 
	<p>The "Submit" button is initially greyed out, but once a file has been selected to be uploaded, it becomes blue. When blue the "Submit" button is clickable and you are able to upload the selected file. Before clicking "Submit", ensure that the "File Title" and "File Description" fields are completed.</p>
<p>Save and Exit</p> 	<p>"Next" will take you to the next step of the MAF, "Save and Exit" will leave the MAF application and return you to the "Mitigation Action" main page, and "Back" will take you to the prior screen.</p>



Step 10, of the MAF is for project specific Questions. If the selected MAF project type has any additional questions, they will be listed here. MAF Questions based on project type are administrator controlled and are managed in the System Administrator module.

Mitigation Action Form » Step 10 of 12

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Save and Exit [« Back](#) [Next »](#)

Additional Questions Based on MAF Project Type

Type Indicated: *N/A*

This project type does not have any extended questions. You may continue with your application.

Save and Exit [« Back](#) [Next »](#)

Save and Exit [« Back](#) [Next »](#)

Next will take you to the next step of the MAF, *Save and Exit* will leave the MAF application and return you to the *Mitigation Action* main page, and *Back* will take you to the prior screen.



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Step 11, of the MAF provides the opportunity to review the MAF application prior to submittal. Below is an example MAF.

Lakeland Storm Water Detention Basin

Applicant: [Gen Jo Bravner](#)
 Sub-Applicant: City of Henderson
 Point of Contact: [Gen Jo Bravner](#)

Mitigation Action Form » Step 11 of 12

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Save and Exit
← Back
Finalize and Submit →

Review MAF Application

Project Title

Project Type	Funding Type	CRS Participant	NFIP Status
<input type="text" value="Drainage"/>	<input type="text" value="Regular Funding"/>	<input type="text" value="Yes"/>	<input type="text" value="Active"/>

Project Location	Project Lat/Lng
<input type="text" value="Green River ADD: Henderson County (210286), HENDERSON, CITY OF (210109)"/>	<input type="text" value="37.81943200, -87.57291710"/> View in Google Maps

Project Impacts Critical Facilities <input type="text" value="No"/>	Project Impacts Repetitive Loss Facilities <input type="text" value="No"/>	Project Impacts Severe Repetitive Loss Facilities <input type="text" value="No"/>
Project Impacts Existing Buildings <input type="text" value="No"/>	Project Impacts Future Buildings <input type="text" value="No"/>	Project Impacts Small or Impoverished Areas <input type="text" value="No"/>
People Impacted by Project <input type="text" value="63"/>	Project Within Mapped 100-Year (1% Chance) Floodplain <input type="text" value="Yes"/>	Project Within Mapped Floodway <input type="text" value="Yes"/>

Problem the Community Is Facing at the Proposed Project Location

Continued on next page



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Continued from previous page

Proposed Mitigation Action

Henderson Water Utility contracted with Tetra Tech of Louisville, Kentucky in 2003 to study the drainage issues and make recommendations of mitigation solutions. Enclosed is a copy of the study. In 2005 and again in 2006, the City of Henderson experienced back to back major rain events that exceeded 200 year storm events. Significant damage occurred to homes in the Lakeland and Cooper Park subdivisions. As a result, the City of Henderson and the Henderson County Fiscal Court formed a task force to identify possible solutions to the Canoe Creek flooding. The task force (Flood Mitigation Board) entered into an agreement in 2008 with Stantec Consulting Services of Louisville, Kentucky. The purpose of the study was to determine the impact of the Canoe Creek watershed in as it drains approximately 70% of the 436 square miles of Henderson County; and to recommend mitigation projects for the reduction of flooding in and along Canoe Creek. The Cooper Park study by Tetra Tech recommended storm drainage improvements to the street right-of-ways. Attached are 17-20 of the Tetra Tech study to explain the project detail. The estimated cost of design and construction in 2003 was \$98,900. In today's dollars, the project can be estimated to cost \$140,317 assuming an average rate of inflation of 3%. The Lakeland Subdivision project being submitted is a detention basin to be constructed on property being donated to the City of Henderson by a Lakeland subdivision owner. The detention basin concept is one proposed b t Stantec in their study dated January, 2009. The project will detain storm water until Canoe Creek falls back to normal pool levels. The estimated cost of design and construction is \$393,782.

Project Location Description

Lakeland Subdivision, vacant lots on Reid and Glover Drive, Henderson, Henderson County, KY 42420 37.819432 -87.5729171

Reason for Submitting Project

The residents of Lakeland and Cooper Park Subdivision have approached the City and County governments for many years for assistance with flooding issues. Enclosed are several newspaper articles validating the much needed flooding improvement projects that are being recommended. The project was initiated at the request of the area residents in conjunction with an area church that too has experienced the same flooding experiences. In addition, the Flood Mitigation Board have identified these projects in the top five mitigation projects.

Total Project Cost

\$393,782.00

Federal Share

\$295,336.50

State Share

\$47,253.84

Local Share

\$51,191.66

Funding Source Description

Local Match - The City of Henderson and Henderson County Fiscal Court received a Kentucky Infrastructure Authority Grant in the amount of \$1,350,000 of which \$1,200,000 has been committed to Alternative #1B of Master Plan of projects. The remaining funds will be utilized for Alternative #2 and additional local funding will be shared between the City of Henderson and Henderson County utilizing annual contributions to the Flood Mitigation Fund.

Save and Exit

← Back

Finalize and Submit →



Save and Exit

"Finalize and Submit" will prompt a popup that requests verification that you are ready to submit the MAF application, "Save and Exit" will leave the MAF application and return you to the "Mitigation Action" main page, and "Back" will take you to the prior screen.

Below is the popup that is presented after clicking "Finalize and Submit". To submit the MAF click "OK".

By continuing, you are verifying that the information displayed here is correct. Clicking OK will advance this MAF Application to the next stage for review.

Clicking "OK" will submit the MAF for review, clicking "Cancel" will return you back to the "Review MAF Application" screen.



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Step 12, of the MAF provides confirmation that the MAF was submitted. Both "Return to Dashboard" and "Save and Exit" return you to the "Mitigation Action" main page. Remember that for each new Federally Declared Disaster you must resubmit the MAF for that Disaster.

Mitigation Action Form » Step 12 of 12

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Save and Exit
Return to Dashboard >

Your MAF has been Submitted

Your MAF is now submitted for consideration to become a funded project. It will be considered when funds become available and you will be notified by KyEM if it is selected.

Save and Exit
Return to Dashboard >

Save and Exit

Return to Dashboard >

*"Save and Exit" and "Return to Dashboard" will leave the MAF application and return you to the "Mitigation Action" main page.



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Edit

To Edit a Mitigation Action go to Projects, and select the "Mitigation Actions Overview" option.

