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SAVANNAH
Savannahga.gov

MEMORANDUM

To: **Jay Melder, City Manager**

From: **Michael Mills, Asst. Director, Office of Management & Budget** MM

CC: **Ronald Feldner, Chief, Water Resources**
Melissa Carter, Sr. Director, Office of Management & Budget
David Maxwell, Senior Director, Finance
Johnnie Coker, Director, Procurement & Contracts

Date: **November 3, 2026**

Subject: **Grant Acceptance Packet: $2.7M Comprehensive Stormwater Management Plan**

The purpose of this memorandum is to recommend acceptance of the Hazard Mitigation Grant Program (HMGP) DR-4830-GA, funding in the amount of $2,721,128. This funding will support the Comprehensive Stormwater Management Plan. These efforts directly support Savannah GPS Goal 4, Objective 1, Strategy 1.

This project will undertake a detailed update of stormwater modeling and products in thirteen (13) sub-basins located within, adjacent to, or overlapping with the City of Savannah. These basins include: Chippewa, Coffee Bluff, Hampstead, Hardin, Harmon, Horseshoe, Ogeechee, Pipemakers, Redgate, Salt Creek, Talmadge, Wilshire, and Windsor basins. The data and products developed from these studies will be used to help the City identify areas vulnerable to flooding, allowing for the separate design and construction of stormwater improvements. These projects will help to reduce localized flooding and improve the lives of Savannah's residents, businesses, and visitors.

The award period will begin upon execution of the agreement and extend through August 27, 2030. The City's local match of $388,732 will be supported by project DR-810 – Drainage Improvement Grant Match, which was funded through the General Fund.

The City's approved internal grant review packet, revised budget, and award notice from the grantor are attached for your review. Your signature on the award agreement indicates your acceptance of this award on behalf of the City of Savannah.

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Fund	AU	Activity Code		212.XXXX.GTXXXX	HMGP Hurricane Helene -Comprehensive Stormwater Management Plan	2027 Budget	2028 Budget	Total Budgeted
2XX	XXXX	XXXXXX			Balancing	$ -	$ -	$ -
			ACCT #	Account Name	**Total Revenue**	$ (1,360,564)	$ (1,360,564)	$ (2,721,128)
					FEMA HMGP - Direct Costs (75%)	$ 971,831.25	$ 971,831.25	$ 1,943,662.50
					GEMA Share (10%)	$ 129,578	$ 129,578	$ 259,155.00
					City Share (15%) ($388,732.50) DR-801 MSE	$ 194,366	$ 194,366	$ 388,732.50
					FEMA HMGP - SRMC (100%)	$ 64,789	$ 64,789	$ 129,578.00
								$ -
					Total Expenses	$ 1,360,564	$ 1,360,564	$ 2,721,128
XXX	XXXX	GXXXXX	51239	Technical Pur Svcs	*Grant Admin / FEMA SRMC*	$ 64,789.00	$ 64,789.00	$ 129,578.00
XXX	XXXX	GXXXXX	51238	Professional Pur Svcs	*Professional Engineering and Design Services [Contract]*	$ 1,295,775.00	$ 1,295,775.00	$ 2,591,550.00
XXX	XXXX	GXXXXX		FTE				$ -
XXX	XXXX	GXXXXX		FTE				$ -
XXX	XXXX	GXXXXX		FTE				$ -
XXX	XXXX	GXXXXX		FTE				$ -

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GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

BRIAN P. KEMP
GOVERNOR

JOSH LAMB
DIRECTOR

October 19, 2026

Honorable Van R. Johnson, II.
Mayor
City of Savannah
Post Office Box 1027
Savannah, Georgia 31402

Dear Mayor Johnson,

On behalf of Governor Brian Kemp, it is my pleasure to inform you that a Hazard Mitigation Grant Program (HMGP) Award has been approved by the Federal Emergency Management Agency. The grant will be used to develop the City of Savannah Storm Water Management Plan. The total approved cost is $2,591,550.00, with a federal share of $1,943,662.50, a state share of $259,155.00, a local share of $388,732.50, and Subrecipient Management cost of $129,577.50.

These funds are subject to the execution of the enclosed Recipient-Subrecipient Agreement. The end date of this grant is August, 27, 2030. The award expiration date is the time during which the Subrecipient is expected to complete the scope of work for this project. You may not expend FEMA or state funds beyond this date. All costs must be submitted for reimbursement within 60 days of the grant expiration date.

Please sign and return the agreement, and a fully executed copy will be returned to you later for your files.

Thank you for your commitment to protect Georgia Citizens. I appreciate your efforts to ensure that Georgia continues to be a safer place for us to live and raise our families. By working together, we are continuing to reduce the impacts caused by natural hazards. Should you have any questions regarding this grant, please contact Stephen Clark, Hazard Mitigation Manager, at (404) 635-4573.

Sincerely,

Valarie Grooms for,
Josh Lamb

kjc/rl
Enclosures
cc: Jay Melder, City Manager
City of Savannah
Zack Hoffman, Senior Director
Savannah Stormwater Management Department
Dennis Jones, Director
Chatham County Emergency Management Agency
Kristen Higgs, Field Coordinator
Georgia Emergency Management and Homeland Security Agency

HAZARD MITIGATION GRANT PROGRAM
Recipient-Subrecipient Agreement

On September 30, 2024, the President declared that a major disaster exists in the State of Georgia. This declaration was based on damage resulting from Hurricane Helene. This document is the Recipient-Subrecipient Hazard Mitigation Assistance Agreement for the major disaster, designated FEMA-4830-DR, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended by Public Law 100-707, 42 USC 5121 et seq. ("The Act"), in accordance with 2 CFR Part 200, Hazard Mitigation Grant Program. Under this Agreement, the interests and responsibilities of the Recipient, herein after referred to as the State, will be executed by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). The individual designated to represent the State is Mr. Josh Lamb, Governor's Authorized Representative. The Subrecipient to this Agreement is the City of Savannah. The interests and responsibilities of the Subrecipient will be executed by the City of Savannah's agent, the Subrecipient's Authorized Representative.

1. The following Exhibits are attached and made a part of this agreement:

Exhibit "A":	Hazard Mitigation Grant Program Project Administration Guidelines: Financial Assistance
Exhibit "B":	Certification Regarding Drug-Free Workplace Requirements
Exhibit "C":	Certification Regarding Lobbying
Exhibit "D":	Scope of Work
Exhibit "E":	HMGP Progress Payment Request Form
Exhibit "F":	Complaint Verification Form
Exhibit "G":	Federal Funding Accountability and Transparency Act Certification

2. Pursuant to Section 404 of the Act, funds are hereby awarded to the Subrecipient on a 75 percent federal cost share basis for the hazard mitigation project(s) described in Exhibit "D." with an additional 10 percent contributed by the state. The Subrecipient shall be responsible for the remaining 15 percent share of any costs incurred under Section 404 of the Act and this Agreement. Allowable costs will be governed by 2 CFR Part 200.

3. If the Subrecipient violates any of the conditions of disaster relief assistance under the Act, this Agreement, or applicable federal and state regulations; the State shall notify the Subrecipient that additional financial assistance for the project in which the violation occurred will be withheld until such violation has been corrected to the satisfaction of the State. In addition, the State may also withhold all or any portion of financial assistance which has been or is to be made available to the Subrecipient for other disaster relief projects under the Act, this or other agreements, and applicable federal and state regulations until adequate corrective action is taken.

4. The Subrecipient agrees that federal or state officials and auditors, or their duly authorized representatives may conduct required audits and examinations. The Subrecipient further agrees that they shall have access to any books, documents, papers and records of any recipients of federal disaster assistance and of any persons or entities which perform any activity which is reimbursed to any extent with federal or state disaster assistance funds distributed under the authority of the Act and this Agreement. Required documentation must be maintained for

a minimum of three years beyond the date of the final closeout request letter to FEMA. Minimum documentation shall include, but not be limited to the following:

- Summaries of Documentation,
- Activity Reports for labor, equipment, and materials,
- Proof of payment such as copies of checks or vouchers for material purchased and for contract work (if any),
- Contracts awarded (if any),
- Invoices or other billing documents,
- Bid advertisements (if any),
- List of bidders and amounts for each project (if any),
- Statement of why the low bid was not accepted (if appropriate),
- Progress Reports,
- Labor/Equipment Costs.

5. The Subrecipient will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subrecipient actions pursuant to this Agreement.

6. The Subrecipient agrees that the mitigation planning project contained in this agreement will be completed by the City of Savannah on or before August 27, 2030. Completion dates may be extended upon justification by the Subrecipient and approval by FEMA and the Governor's Authorized Representative.

7. The written assurances provided by the City of Savannah pertaining to FEMA's post award approval conditions apply to this Award Agreement and are incorporated by reference.

8. The Subrecipient shall follow Uniform Administrative Requirements for awards found in 2 CFR Part 200 and FEMA HMA (Hazard Mitigation Assistance) program guidance to implement this award

9. There shall be no changes to this Agreement unless mutually agreed upon, in writing, by both parties to the Agreement.

	Taffanye Young
Governor's Authorized Representative	Subrecipient's Authorized Representative
	November 5, 2026 | 5:24 PM EST
Date	Date

EXHIBIT "A"
GEORGIA EMERGENCY MANAGEMENT AGENCY/HOMELAND SECURITY
Hazard Mitigation Grant Program
Project Administration Guidelines: Financial Assistance
4830-0078

This fact sheet provides a synopsis of information contained in the Recipient-Subrecipient Agreement and other applicable documents. Its purpose is to provide general guidelines for efficient and timely Hazard Mitigation Grant Program project administration.

1. Project Identification. The Federal Emergency Management Agency (FEMA) has assigned project number HMGP-4830-0078 to this project. Please reference this number in all correspondence, as doing so will greatly assist us in processing any actions for this project.

2. Documentation. You must keep full documentation to get maximum payment for project related expenditures. Documentation will be required as part of the approved Hazard Mitigation Grant Program project file. Documentation consists of:

   A. Recipient-Subrecipient Agreement.
   B. Copies of checks, vouchers or ledger statements.
   C. Contracts awarded.
   D. Invoices or other billing documents.
   E. Progress reports.
   F. Record of advance or progress payments (where applicable).

3. Funding. Cost sharing has been established at 75% federal, 10% state, and 15% applicant.

4. Debarred and Suspended Parties. You must not make any award or permit any award (subaward or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".

5. Procurement Standards. You may use your own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal laws and standards. Below is a summary of key procurement standards that a subrecipient should incorporate as discussed in 2 CFR Sections 200.318 to 200.326.

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   A. Conflict of Interest Policy
      The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts as required in 2 CFR Section 200.318.

   B. Procurement
      1. Perform procurement transactions in a manner providing full and open competition

2. Contracts and Procurements must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. FEMA finds five methods of procurement acceptable:

    a. Micro-purchase procedures: an informal method for securing services or supplies that do not cost more than $10,000. Micro-purchases may be awarded without soliciting competitive quotes if the subrecipient considers the price to be reasonable.
    b. Small purchase procedures: an informal method for securing services or supplies that do not cost more than $250,000 by obtaining several price quotes from different sources
    c. Sealed bids: a formal method where bids are publicly advertised and solicited, and the contract is awarded to the responsive bidder whose proposal is the lowest in price
    d. Competitive proposals: a method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of on price
    e. Non-competitive proposals: a method whereby a proposal is received from only one source, because the item is available only from a single source; there is an emergency requirement that will not permit delay;

C. Maintain sufficient records to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, and contractor selection or rejection.

D. Take affirmative steps to assure the use of small and minority firms, women's business enterprises, and labor surplus area firms when possible

E. Include specific provisions in subrecipients' contracts to allow changes, remedies, changed conditions, access and records retention, suspension of work and other clauses approved by the Office of Federal Procurement Policy.

6. Payments

A. Progress Payments

1) When progress payments are desired, you must submit a written request (on provided form at Exhibit "E") and provide supporting documentation, such as an invoice and copies of check.

    a. The first expenditure report is due by October 15, 2027, which is within 12 months of the FEMA award date. Subsequent expenditure reports are due annually or more frequently as needed.

2) The Mitigation Planning Specialist reviews the request and supporting documentation. The Hazard Mitigation Manager reviews and approves or denies the request.

3) If the request is denied, the Hazard Mitigation Manager will inform you in writing that additional documentation is required to support the request.

4) If the request is approved, the Hazard Mitigation Manager will authorize payment of the requested amount less final 10%, which will be withheld pending final project completion.

5) Quarterly report submissions must be current in order to receive progress payments.

B. Advance Payments - Advance payments will be made on an exception basis only.

7. Subrecipient Performance - The scope of work (see Exhibit D) must be initiated within 90 days of this award notification.

A. If documentation, inspections or other reviews reveal problems in performance of the scope of work, the Hazard Mitigation Manager will inform you in writing of the deficiencies.

B. In addition, the State may also withhold all or any portion of financial assistance which has been made available under this agreement until adequate corrective action is taken.

8. Award Expiration Date

A. The award expiration date runs through August 27, 2030 and has been established based on project milestones established by the applicant in their grant application. The award expiration date is the time during which the Subrecipient is expected to complete the scope of work. You may not expend FEMA or state funds beyond this date. All costs must be submitted for reimbursement within 60 days of the grant expiration date, whichever comes first.

B. Requests for time extensions to the Award Expiration Date will be considered but will not be granted automatically. A written request must be submitted to the Hazard Mitigation Manager with an explanation of the reason or reasons for the delay. Without justification, extension requests will not be processed. Extensions will not be granted if the sub-recipient has any overdue quarterly progress reports. If an extension is requested, it must be received 90 days prior to the award expiration date. When fully justified, the Hazard Mitigation Manager may extend the award expiration date.

9. Project Termination

A. The Recipient, Subrecipient, or FEMA may terminate award agreements upon giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail.

B. The Subrecipient's authority to incur new costs will be terminated upon the date of receipt of the notice or the date set forth in the notice. Any costs incurred prior to the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Close out of the award will commence and be processed as prescribed under final inspection procedures described in this Recipient-Subrecipient Agreement.

10. Equipment/Supplies

A. The Subrecipient must comply with the regulations listed in 2 CFR 200.313 Equipment and 2 CFR 200.314 Supplies, and must be in compliance with state laws and procedures.

11. Award Modifications

A. Any award modifications, including deviation from the approved scope of work or budget, must be submitted in writing for approval prior to implementation. Unless otherwise noted within this agreement, all award modification requests will be considered on a case by case basis. Award Modifications include:

1) Any revision which would result in the need for additional funding.
2) Transfers between budget categories.

B. The subrecipient shall follow prior approval requirements for budget revisions found in 2 CFR 200.308. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget.

C. The following award modification requests will not be considered:

1) Any modification request received after completion of the planning project.
2) Requests for additional funding due to labor when a contractor is used for plan work.

12. Appeals - You may submit an appeal on any item related to award assistance. Appeals must be submitted to the Hazard Mitigation Manager within 60 days of the action which is being appealed.

13. Progress Reports

A. Quarterly progress reports are required. The report will be supplied to you by GEMA/HS on a quarterly basis for your completion.

B. The initial progress report will cover the period through December 31, 2026 It must be submitted no later than January 15, 2027.

C. Subsequent reports must be filed by you within fifteen days after the end of each calendar quarter (March 31, June 30, September 30, and December 31).

14. Interim Inspections

Interim inspections may be conducted by GEMA/HS staff and/or FEMA staff.

15. Project Closeout

A. When all work has been completed, you must notify your Mitigation Planning Specialist in writing to request project closeout.

B. A desk review will be conducted by your Mitigation Planning Specialist.

Audits

A. If you receive $1,000,000 or more in federal assistance from all federal sources, not just this award, during your fiscal year, you are responsible for having an audit conducted as prescribed by the Single Audit Act and sending a copy to the Georgia Department of Audits and Accounts. Mail reports to:

Department of Audits and Accounts
Non-Profit and Local Government Audits
270 Washington Street, SW, Room 1-156
Atlanta, Georgia 30334-8400

If you need additional information or assistance, contact the Hazard Mitigation Division at (404) 635-7522 or 1-800-TRY-GEMA.

EXHIBIT "B"
Certification Regarding Drug Free Workplace Requirements

This certification is required by the regulations implementing Executive Order 12549, implementing the Drug-Free Workplace Act of 1988, 2 CFR Part 3001. The regulations require certification by Subrecipients, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to grant the award. False certification or violation of the certification shall be grounds for suspension of payments and termination of the grant.

A. The Subrecipient certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Recipient and Subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--
(1) The dangers of drug abuse in the workplace;
(2) The Recipient's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to every award officer or other designee on whose award activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
(l) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973,29 U.S.C. § 701 et seq.; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

EXHIBIT "C"

CERTIFICATION REGARDING LOBBYING
Certification For Contracts, Awards, Loans, and Cooperative Agreements

This certification is required by the regulations implementing the New Restrictions on Lobbying, 44 CFR Part 18. 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 award, 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, award, 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, award, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," 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, sub awards, and contracts under awards, 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 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Taffanye Young

Subrecipient Authorized Representative

November 5, 2026 | 5:24 PM EST

Date

EXHIBIT "D"

PROJECT SCOPE

Shown below is the funding level and scope of work for the Hazard Mitigation Program project for the City of Savannah. Any changes to this spreadsheet must receive prior approval from GEMA/HS and will be maintained by GEMA/HS and shall supersede all previous versions.

A. Fees Paid

Budget Category	Hours	Rate	Unit Cost	Quantity	Total Amount
Project Management & Administration	150 hrs	$145/hr	$21,750	13	$282,750
Data Collection & Review	180 hrs	$150/hr	$27,000	13	$351,000
Field Survey & Mapping	240 hrs	$140/hr	$33,600	13	$436,800
Hydrologic Modeling	250 hrs	$150/hr	$37,500	13	$487,500
Hydraulic Modeling	250 hrs	$150/hr	$37,500	13	$487,500
Alternatives Development	180 hrs	$150/hr	$27,000	13	$351,000
Reporting & Presentation	100 hrs	$150/hr	$15,000	13	$195,000
Total					**$2,591,550**

B. Labor

Description	*Hours*	*Rate*	*Cost*	*Source*
N/A				

Total Estimated Project Cost $___$2,591,550.00_____

Federal Share**	State Share	Local Share**
75%	10%	15%

Subrecipient Management Cost
$129,577.50

**Cost shares are calculated on a percentage basis. Actual cost share dollar amounts will fluctuate based on final overall project costs.

Conditions:

The City of Savannah, in coordination with key regional partners, will complete a Storm Water Management Plan through a structured, phased planning approach led by a qualified engineering and planning consultant. The complete draft plan documents must be submitted for review prior to the end of the period of performance of the grant, and FEMA approval must be obtained prior to the grant closeout. the City of Savannah will follow and adhere to all sections of the Scope of work (See Below), and Milestones listed in the associated grant application.

If Subrecipient Management Costs were awarded by FEMA, these are available to cover grant

administration costs, including completion of this agreement and submission of quarterly reports and reimbursement requests. The allowed costs are up to 5% of the budgeted project costs, or the final actual project costs, whichever amount is less.

The subrecipient must provide documentation for reimbursement of management costs that were acquired during the project.

The subrecipient management costs are not part of the total funding of the project and are not subjected to the local match portion.These funds are separate and federally funded by FEMA.

Expenditure of subrecipient management costs must adhere to FEMA Policy #104-11-1 Hazard Mitigation Grant Program Management Costs (Interim) signed November 14, 2018. FEMA defines management costs as any:

- Indirect costs
- Direct administrative costs, and
- Other administrative expenses associated with a specific project

Administrative costs are expenses incurred by a recipient or a subrecipient in managing and administering the federal award to ensure that federal, state, or tribal requirements are met including:

- solicitation, development, review, and processing of sub-applications
- delivery of technical assistance
- quarterly progress and fiscal reporting
- project monitoring
- technical monitoring
- compliance activities associated with federal procurement requirements
- documentation of quality of work verification for quarterly reports and closeout
- payment of claims
- closeout review and liquidation
- records retention

Any activities that are directly related to a project are not eligible under management costs. For example, architectural, engineering, and design services are project costs and cannot be included under management costs. Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs.

The Interim Policy requires management costs to be obligated in increments sufficient to cover recipient and subrecipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated. The table below explains how obligations will be handled by the size of the total subaward (federal share and required non-federal share).

Total Award Amount	Obligation Timeframe
Subrecipient Management Costs for Subaward	
Over $1 million (Management costs equal to or more than $50,000)	Subrecipient subawards over $1 million (or management costs equal to or more than $50,000) will follow FEMA's Strategic Funds Management (SFM) process. The SFM process may or may not be on an annual obligation cycle and will follow the SFM process described in the FEMA Hazard Mitigation Assistance Guidance (2024). FEMA and the non-federal entities will review the budget and work schedule to ensure that the project supports incremental obligation. FEMA will execute obligations in increments, based on the project meeting an established project milestone schedule, until the project is completed.
$500,000 - $1,000,000 (Management costs between $25,000 and $50,000)	Subrecipient subawards between $500,000 - $1 million (or management costs between $25,000 - $50,000) will be obligated by FEMA in increments sufficient to cover recipient and subrecipient needs for no more than one year unless contractual agreements require additional funding. Amount of increments determined based on applicant's management costs budget and schedule.
Under $500,000 (Management costs under $25,000)	Subrecipient subawards under $500,000 (or management costs under $25,000) can be fully obligated by FEMA at time of award.

FEMA will reimburse management costs based upon actual costs, with 100 percent federal funding up to 5 percent of the HMGP total award amount for Subrecipients. Regardless of when subawards are obligated, if the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 5 percent cap for subrecipients based on updated calculations. The Recipient will reconcile subrecipient management costs against actual costs of the total award on a quarterly basis.

Scope of Work

SCOPING DOCUMENT INTRODUCTION

The City of Savannah Comprehensive Stormwater Management Plan will begin with the development of a Scoping Document that provides a clear, organized framework for implementing the project. This document will define the project's scope, goals, *methods*, deliverables, schedule, and responsibilities, establishing a transparent roadmap for completion of the stormwater management planning effort. The Scoping Document will serve as a reference for City staff, leadership, and elected officials, outlining how the City will conduct the drainage basin studies and associated Hydrologic and Hydraulic (H&H) modeling. It will also identify coordination needs, resource requirements, and anticipated outcomes to support effective project management and informed decision-making. By completing this task, the City will ensure that the planning process is well-defined, measurable, and aligned with community priorities. The resulting framework will guide future steps in developing a comprehensive stormwater management plan and provide a foundation for prioritizing drainage improvements, identifying funding opportunities, and advancing long-term flood resilience strategies.

STORMWATER MASTER PLAN GOALS

Before initiating the multi-year, phased City of Savannah Comprehensive Stormwater Management Plan, the overall goals, vision, and objectives must be clearly defined and agreed upon by stakeholders. These goals have been reviewed and discussed with City leadership and form the foundation for the planning, analysis, and implementation phases of the Master Plan. Each goal will guide the project approach and outcomes:

- Assess Existing Conditions: Document and evaluate the current state, capacity, and condition of the City's stormwater infrastructure through field assessments, data analysis, and hydrologic and hydraulic (H&H) modeling.
- Confirm and Refine Major Watersheds: Utilize existing delineations to verify watershed and sub-basin boundaries and ensure consistency across all drainage studies.
- Establish Extent of Service Policy: Define the limits of City responsibility for stormwater infrastructure maintenance and management.
- Define Level of Service Standards: Establish both performance-based and condition-based service levels to guide design, maintenance, and capital planning decisions.
- Identify System Deficiencies: Determine existing conveyance limitations, capacity shortfalls, and areas prone to flooding.
- Develop Improvement Strategies: Identify and conceptually define capital improvement projects (CIPs) and operational strategies needed to meet desired service levels.
- Estimate Resource Requirements: Identify staffing, equipment, and operational needs to implement the recommended strategies.
- Prepare Planning-Level Cost Estimates: Develop budgetary cost estimates for proposed CIPs, staffing, and equipment needs.
- Identify Funding Opportunities: Evaluate potential local, state, and federal funding mechanisms to support implementation.
- Prioritize and Phase Improvements: Develop a ranking methodology for CIPs and establish a logical sequence for design and construction readiness.

EXHIBIT "E"

Date: _____

City of Savannah HMGP Progress Payment Request

Instructions: All requests for progress payments must be supported by documentation supporting actual expenditures. Itemize each expenditure below to the fullest detail possible, including a reference to specific sites or elements of work. Attach documentation that supports this progress payment request, such as copies of bills of sale, invoices, receipts, and checks evidencing payment. Do not send originals. Attach a continuation sheet if necessary.

AGREEMENT NUMBER: HMGP-4830-0078 FEMA Project Number: HMGP-4830-0078

SUBRECIPIENT NAME: City of Savannah EMGrants ID. Number: 4830 F#78 S#77

Site Reference or Element of Work	Approved Amount	Previous Payment	Current Request	Description of Documentation Attached in Support of this Payment Request
Contractor Fees	$2,591,550.00			Invoice and Proof of Payment (Check, purchase order, etc.)
	(from continuation sheet attached) **SUBTOTAL**			
	TOTAL			
	Less Subrecipient Share (15%)			
	NET AMOUNT REQUESTED			

Under penalty of perjury, I certify that to the best of my knowledge the data above is correct and that all outlays were made in accordance with the grant conditions, comply with procurement regulations contained within the 2 CFR, Part 200, and that payment is due and has not been previously requested. I am familiar with Section 317 of Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

_____

Signature of Subrecipient's Authorized Representative (and printed name)

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

EXHIBIT "F"
COMPLAINT VERIFICATION FORM

THE GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

Language Access Plan
2022

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Purpose

The intent of this Language Access Plan (the Plan) is to ensure the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) is prepared to address its responsibilities as a recipient of Federal Financial Assistance as they relate to the needs of individuals with limited English language skills. The Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 200d, *et seq*., and Executive Order 13166, to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP). Following these guidelines is essential to the success of our mission to protect life and property against man-made and natural disasters by directing the State's efforts in the areas of prevention, preparedness, mitigation, response, and recovery.

GEMA/HS is a recipient of federal funds for a portion of its programs and, thus, obligated to reduce language barriers that can preclude Meaningful Access by LEP persons to GEMA/HS programs and GEMA/HS' Subrecipients' programs. GEMA/HS has prepared this Language Access Plan, which defines the actions to be taken to ensure Meaningful Access to Agency services, programs, and activities on the part of persons who have LEP.

Authority

Title VI of the Civil Rights Act of 1964

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides that no person shall "on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance."

Section 602 authorizes and directs federal agencies that are empowered to extend Federal Financial Assistance to any program or activity "to effectuate the provisions of [section 601] * * * by issuing rules, regulations, or orders of general applicability." 42 U.S.C. 2000d-1.

Executive Order 13166

Executive Order 13166, entitled "Improving Access to Services for Persons with Limited English Proficiency," authorizes the implementation of regulations afforded by Title VI of the Civil Rights Act of 1964. Executive Order 13166 ensures LEP persons have Meaningful Access to federally conducted and funded programs and activities. This protection requires that LEP persons be provided an equal opportunity to benefit from services that are normally provided in English. Executive Order 13166 requires that federal agencies create plans for ensuring that their own activities also provide Meaningful Access for persons who are LEP.

Definitions

Beneficiary: The ultimate consumer of federally funded programs who receives benefits from a federally funded recipient.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Bilingual: A person competent in two languages in equal aptitude in either oral or written form is considered bilingual.

Customer: Any individual or organization communicating with a GEMA/HS program.

GEMA/HS LAP Coordinator: GEMA/HS employees that collectively work together as the LAP Coordinator.

Federal Financial Assistance: Grants, loans, and advances of federal funds, the grant or donation of federal property and interests in property, or any other assistance as specified in 24 CFR Part I § 1.2(e).

Focus Languages: Languages, specifically Chinese, Korean, Spanish, and Vietnamese, identified through the Four-Factor Analysis as having a sufficient level of prevalence amongst LEP individuals in Georgia to warrant statewide efforts for written translations of vital documents.

Interpretation: The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Language Access Plan (LAP): A written implementation plan that addresses identified needs of the LEP persons served.

Language Assistance Services: Oral and written language services needed to assist LEP individuals to communicate effectively with staff, and to provide LEP individuals with Meaningful Access to, and an equal opportunity to participate fully in, the services, activities, or other programs administered by GEMA/HS.

Limited English Proficient (LEP) Individuals: Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English because of their national origin. For purposes of Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit, or encounter. (HUD LEP Guidance). LEP individuals may be competent in English for certain types of communication (e.g., speaking or understanding), but still demonstrate LEP for other purposes (e.g., reading or writing).

Meaningful Access: LEP individuals' accurate, timely, and effective participation in, or benefit from, federally funded programs that is meaningfully equivalent to that of non-LEP individuals, at no cost to the LEP individual.

Multilingual staff or employee: A staff person or employee who has demonstrated fluency in English and reading, writing, speaking, or understanding at least one other language as authorized by his or her Division.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Primary Language: An individual's primary language is the language in which an individual most effectively communicates.

Recipient: Qualified applicants in compliance with 24 CFR §1.2(f) who are awarded Federal Financial Assistance. The Voluntary Compliance Agreement defines Recipient as "the meaning specified at 24 CFR §1.2(0)." 24 CFR §1.2(f) defines Recipient as "any State, political subdivision of any State, or instrumentality of any State or political subdivision, any public or private agency, institution, organization, or other entity, or any individual, in any State, to whom Federal Financial Assistance is extended, directly or through another recipient, for any program or activity, or who otherwise participates in carrying out such program or activity (such as a redeveloper in the Urban Renewal Program), including any successor, assign, or transferee thereof, but such term does not include any ultimate beneficiary under any such program or activity."

Subrecipient: Any public or private agency, institution, organization, or other entity to whom Federal Financial Assistance is extended, through GEMA/HS for any program or activity, or who otherwise participates in carrying out such program or activity, but such term does not include any Beneficiary under any such program.

Translation: The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

Policy

GEMA/HS complies with all federal statutes and regulations in the administration of federally funded programs. Through the Plan, GEMA/HS will take timely and reasonable steps to provide LEP persons with Meaningful Access to programs and activities conducted by GEMA/HS and its Subrecipients. Access to GEMA/HS programs and services should not be impeded as a result of an individual's inability to speak, read, write, or understand English. GEMA/HS will review and update its LEP Four-Factor Analysis at least every five years.

The Plan requires communication of information contained in vital documents involving emergency services to all people in the state of Georgia. All interpreters, translators, and other aids needed to comply with the Plan shall be provided without cost to the person being served and will be informed of the availability of such assistance free of charge. Language assistance will be provided through the use of competent bilingual interpreters, contracts, or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All GEMA/HS employees will be provided notice of the Plan, and GEMA/HS employees that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

GEMA/HS will train staff, contractors, and Subrecipient administrators (program administrators who are expected to conduct a Four-Factor Analysis and other efforts described within this LAP), and local government officials on procedures to implement and continuously monitor and evaluate the implementation of LAPs in the state of Georgia.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Pursuant to the requirements of Title VI, Subrecipients of federal funds received through an administration grant/award made by GEMA/HS are also required to make reasonable efforts to provide timely, Meaningful Access for LEP persons to programs and activities. In order to do so, Subrecipients should first conduct an assessment to determine the need for language assistance within their service area. This is accomplished by conducting the Four-Factor Analysis, which is described in the Plan. After completion of the Four-Factor Analysis, the Subrecipients will understand the languages spoken by LEP persons in their service area and can determine how to provide needed language assistance.

Based upon the findings of the Four-Factor Analysis, and when deemed necessary, the Sub-Recipients should prepare a Language Access Plan addressing the Subrecipient's plan for ensuring Meaningful Access to programs and activities for LEP persons. A Subrecipient may conclude that different language assistance measures are sufficient for the different types of programs or activities in which it engages. For instance, a Subrecipient may determine that certain activities are more important and/or have greater impact on or contact with LEP persons, and thus such programs or activities require enhanced language assistance.

Subrecipients are also required to select an individual responsible for coordination of LEP compliance, train staff involved in programs and activities on LEP requirements, keep records of assistance provided and actions taken, and update the Four-Factor Analysis and LAP, as needed. GEMA/HS will monitor all Subrecipients to ensure LEP individuals receive Meaningful Access to GEMA/HS federally funded programs.

Four Factor Analysis

In developing the Plan, GEMA/HS used the Four Factor LEP analysis, which considers the following:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by GEMA/HS programs, activities, or services in the state of Georgia;

2. The frequency with which LEP individuals come in contact with GEMA/HS programs, activities or services;

3. The nature and importance of the program, activity or service provided to the LEP population; and

4. The resources available to GEMA/HS and the overall cost to provide assistance.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Factor 1: Number or proportion of LEP persons eligible to be served or likely to be encountered by GEMA/HS programs, activities, or services.

GEMA/HS used the U.S. Census Bureau's American Community Survey (ACS), 2020: ACS 5-Year Estimates Data Profile of Georgia to determine the number of LEP persons throughout the State. Based on the data provided, GEMA/HS considers individuals who speak English less than "very well" as LEP persons. According to the ACS data, the state of Georgia has a total population of 9,864,494 persons five years old and older. Of the 9,864,494 persons, the ACS estimates that 536,491 persons or 5.44 percent of the State's population are LEP.

MOST COMMON LANGUAGES SPOKEN AT HOME

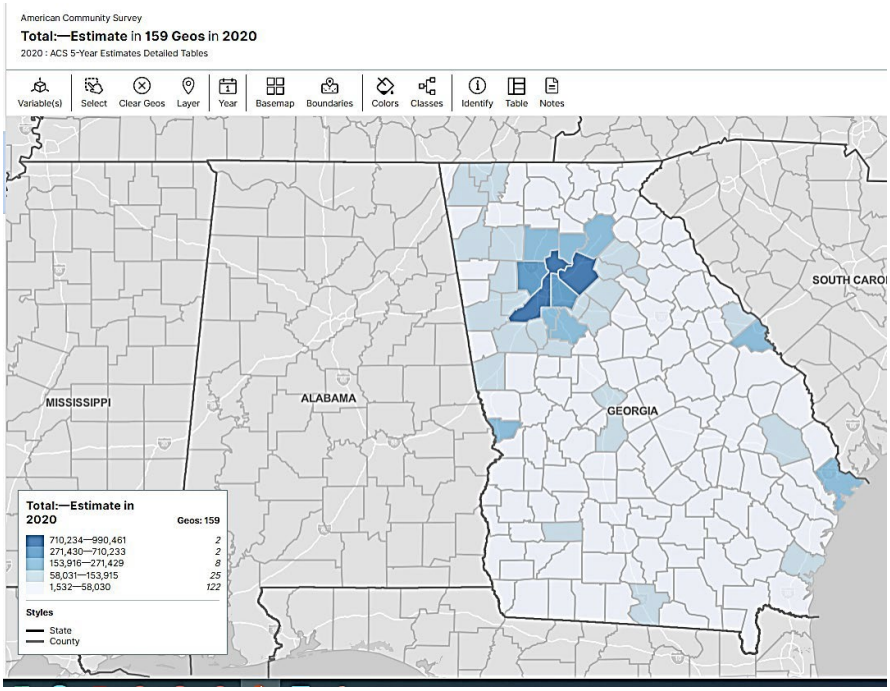
	Total Number of speakers	**Number who speak English less than "very well"**	**Percent of total population who speak English less than "very well"**
Total population 5 years and over	9,864,494	536,491	5.44%
Spanish	781,103	332,566	3.37%
Korean	47,879	24,252	0.25%
Vietnamese	52,832	32,588	0.33%
Chinese (incl. Mandarin, Cantonese)	51,251	25,814	0.26%
Arabic	20,010	6,025	0.06%
French, Haitian, or Cajun	53,999	11,186	0.11%
German or other West Germanic languages	27,898	3,488	.04%
Russian, Polish, or other Slavic languages	28,301	9,171	

Source: U.S. Census Bureau, 2020 American Community Survey (Table C16001 5 year estimate)

2020 ACS 5-Year Estimates Detailed Tables for 159 Counties in Georgia

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Languages Spoken at Home for the Population 5 Years and Over



Source: U.S. Census Bureau, 2020 American Community Survey (Table C16001 5 year estimate)

COUNTIES WITH HIGHEST CONCENTRATION OF LEP PERSONS

	Total population (>age 5)	LEP population (number)	LEP population (percent)
Georgia	9,864,494	536,491	5.44%
Fulton County	990,461	49,465	5.00%
Gwinnett County	865,453	133,239	15.40%
DeKalb County	702,759	58,543	8.33%
Cobb County	710,233	49,527	6.97%
Muscogee County	181,372	4,258	2.35%
the City of Savannah	271,429	9,517	3.50%
Hall County	188,380	24,750	13.14%
Cherokee County	238,875	11,768	4.93%
Henry County	216,771	8,038	3.71%
Clayton County	265,889	24,413	9.18%
Richmond County	188,446	3,767	2.00%
Bartow County	99,540	3,219	3.23%
Forsyth County	222,422	13,626	6.13%
Floyd County	91,953	4,632	5.04%
Paulding County	153,915	2,823	1.83%

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Coweta County	137,185	4,339	3.16%
Douglas County	136,211	6,480	4.76%
Troup County	65,591	1,186	1.81%
Rockdale County	84,942	4,714	5.55%
Walton County	87,651	1,694	1.93%
Jackson County	65,919	2,223	3.37%
Barrow County	75,774	4,407	5.82%
Clarke County	120,443	5,949	4.94%
Fayette County	108,463	3,994	3.68%
Spalding County	61,990	851	1.37%
Newton County	102,864	2,202	2.14%
Carroll County	111,220	3,567	3.21%
Lowndes County	108,509	2,127	1.96%
Dougherty County	82,900	1,076	1.30%
Glynn County	80,176	2,437	3.04%
Bulloch County	73,268	1,306	1.78%
Walker County	65,478	403	0.62%
Whitfield County	97,331	13,367	13.73%
Catoosa County	63,441	939	1.48%
Columbia County	144,458	4,931	3.41%
Bibb County	142,913	2,909	2.03%
Houston County	145,032	4,365	3.01%

Factor 2: Frequency with which LEP individuals come in contact with programs, activities, or services.

GEMA/HS is the lead agency when disasters strike, meaning that GEMA/HS employees are at the front line of responding to emergencies and coordinating preparedness and recovery efforts. GEMA/HS directs the recovery efforts by the State and helps connect locals to the nonprofit organizations that want to offer assistance. Many of these organizations provide emergency housing and shelter, access to transportation, food Camden, childcare services, and public health programs, as well as long-term housing and support. Therefore, as the leaders of recovery efforts, our Agency is responsible for properly understanding the needs of the community and making sure the necessary resources are being deployed. To accomplish this function, GEMA/HS employees must have resources available to communicate with the population in need by having interpreter services readily available. Therefore, any information GEMA/HS posts regarding Federal Financial Assistance must be disseminated and accessible to diverse racial, ethnic, and LEP populations.

GEMA/HS encourages all Subrecipients, organizations, and community leaders to regularly engage with the communities they serve, especially those that are LEP. GEMA/HS' goal is to foster relationships with community-based organizations and local service offices, like legal aid,

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

which have a more established relationship with undeserved communities, like LEP persons, to disseminate resources and information.

GEMA/HS anticipates increased contact with LEP persons as natural disasters become more prevalent, emergency situations more frequently arise, and the minority populations within the state of Georgia continues to grow. Given this likely outcome, GEMA/HS must make all necessary preparations to develop products that non-English speakers can red and understand.

Factor 3: The nature and importance of the program, activity or service provided to the LEP population.

In general, after a disaster the affected constituency relies heavily on GEMA/HS to lead them to resources, programs, and benefits. GEMA/HS must ensure LEP persons have equitable contact with these resources, programs, and benefits. Therefore, during post-disaster recovery GEMA/HS will work with the hired consultant to encourage affected counties to identify language services during the planning process so that LEP persons in concentrated areas of a county are not experiencing denial or delay of access to services.

Factor 4: The resources available to GEMA/HS and the overall cost to provide assistance.

GEMA/HS will take all reasonable steps to ensure Meaningful Access to LEP persons when preparing and planning for disaster events and after such events occur. Reasonable steps include working with local LEP community organizations, key stakeholders, and other government agencies to assist with language assistance. GEMA/HS will also leverage existing relationships with community organizations, including faith-based service groups, community associations, and service nonprofits in GA Voluntary Organizations Active in Disaster.

GEMA/HS will maintain LEP maps so that the Agency is consistently updating language materials that reflect the most prevalent languages spoken in areas affected by disasters. The Agency intends to research ethnic centers and venues diverse communities visit so that recovery and benefit information reaches LEP populations. GMA/HS will utilize its public platforms to post guidance and public service announcements in non-English languages.

Before, during, and after a disaster, GEMA/HS will coordinate with non-English media—in TV, print, and radio, as well as through online platforms and social media—to assist with sharing information to LEP populations.

Complaint Procedures

An employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS Subrecipient may submit an LEP complaint concerning the implementation or administration of any GEMA/HS program, activity, or service. Any such individual has the right, and is encouraged, to file a written complaint with the Federal Emergency Management Agency's (FEMA) Office of Equal Rights (OER), the DHS's Office for Civil Rights and Civil Liberties (CRCL), or GEMA/HS.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

1. If the complaint involves FEMA programs and activities, and programs and activities conducted by FEMA grant recipients, the complaint may be sent directly to FEMA OER by calling FEMA at 202-212-3535 and press 1 for Civil Rights, sending an email to FEMA-CivilRightsOffice@fema.dhs.gov, or by sending a written explanation to the FEMA OER.

   The written explanation should be sent to:

   FEMA's Office of Equal Rights
   Civil Rights Section
   500 C Street, SW
   Room 4SW-0915
   Washington, D.C. 20472

2. LEP complaints can also be sent to the DHS's Office for CRCL. There are three submission methods available. One method for submitting the complaint is via email: CRCLCompliance@hq.dhs.gov. A second available method is fax: 202-401-4708. The complaint may also be sent via mail to the following address:

   U.S. Department of Homeland Security
   Office for Civil Rights and Civil Liberties
   Compliance Branch
   245 Murray Lane, SW
   Building 410, Mail Stop #0190
   Washington, D.C. 20528

3. Additionally, LEP complaints can be sent directly to GEMA/HS. A complaint form can be downloaded from GEMA/HS' website and submitted by email to: language.access.coordinator@gema.ga.gov.

   The completed form may also be sent to:

   The Georgia Emergency Management and Homeland Security Agency
   Language Access Coordinator
   935 United Avenue SE
   Atlanta, Georgia 30316

Language Assistance and Interpretation Services

GEMA/HS will improve its ability to identify LEP persons needing language assistance by:

1. Posting notice of the Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand at initial points of contact. GEMA/HS will display the language identification "I SPEAK" cards in all GEMA/HS offices and when traveling to any county or city when responding to an emergency or disaster.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

2. All GEMA/HS field coordinators and front-facing staff will also be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.

3. All city staff will be informally surveyed periodically on their experience and frequency concerning any contacts with LEP persons during the previous year.

GEMA/HS will provide an opportunity for LEP persons to request an interpreter. Qualified foreign language interpreters will be provided by GEMA/HS, as needed. Whether or not an interpreter is used, there will always be information sheets available at headquarters, incident command centers, and at any point of contact GEMA/HS has with the community. These information sheets should always include questions and answers concerning the need for an interpreter. GEMA/HS will maintain a list of qualified interpreters or companies it contracts with to provide such interpreters. A qualified interpreter, which may include GEMA/HS personnel, means an interpreter who can interpret effectively, accurately, and impartially, using any specialized vocabulary.

Training

1. GEMA/HS will provide periodic training for all employees regarding:

    a. Implementing the Plan's procedures;

    b. Understanding the requirements of Title VI of the Civil Rights Act, Executive Order 13166, and updates to federal guidance on LEP;

    c. Locating and contacting language assistance services for GEMA/HS programs and Subrecipients' programs, as needed;

    d. Using "I Speak" cards and training Subrecipients to use them;

    e. Preparing and testing communication strategies to ensure evacuation announcements and critical communications reach LEP populations;

    f. Recording and responding to LEP complaints; and

    g. Researching and updating population information so that GEMA/HS can best serve the current Georgia population.

2. GEMA/HS will facilitate LEP training for Subrecipients. Such training may be arranged:

    a. In conjunction with grant management training;

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

b. Online through the GEMA/HS website;

c. At the request of the Subrecipient; or

d. As a result of a grant program review.

Notification

GEMA/HS will post the Plan on the GEMA/HS website to notify all interested parties of the appropriate procedures for addressing complaints of discrimination concerning the implementation or administration of any program, activity, or service receiving Federal Financial Assistance from FEMA or DHS.

Complaint Procedures

GEMA/HS Procedures for Processing Complaint

1. A group of GEMA/HS employees will collectively act as the Language Access Coordinator for processing complaints made by individuals who believe they have been denied the benefits associated with this Plan.

2. If an employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS Subrecipient contacts a GEMA/HS employee and wishes to file a complaint against GEMA/HS or a GEMA/HS Subrecipient concerning the implementation or administration of GEMA/HS any program, activity, or service involving the benefits of the Plan, the GEMA/HS employee shall instruct the complainant to file the complaint in writing, in accordance with the procedures above.

3. Any GEMA/HS employee receiving such a complaint submitted directly to GEMA/HS, and any GEMA/HS employee wishing to submit such a complaint directly to GEMA/HS, shall route it to the Language Access Coordinator. If the complaint is against an employee of GEMA/HS, the complaint shall be forwarded to the Language Access Coordinator.

4. For any complaint received by the Language Access Coordinator that is submitted directly to GEMA/HS, the Language Access Coordinator shall provide written acknowledgment of the complaint to the complainant.

5. The Language Access Coordinator shall refer the complaint to the appropriate entity, which may include the Georgia Office of the Attorney General, the OER, or the CRCL. If the Georgia Office of the Attorney General either is the agency about which the complaint is filed or has a conflict, the complaint shall be referred to the OER or CRCL, as appropriate.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

6. Notwithstanding paragraph 5, for any LEP complaint concerning the implementation or administration of any program, activity, or service receiving Federal Financial Assistance from FEMA or DHS, GEMA/HS shall notify the OER or CRCL, as appropriate, in writing of the following:

    a. Name of complainant;

    b. Entity named in the complaint;

    c. Description of the LEP complaint;

    d. Steps being undertaken to investigate and resolve complaint; and

    e. Interpretation resources to address the information or benefits the LEP person needed but did not receive.

    In addition, GEMA/HS shall notify the complainant that they may file a complaint directly with the OER or CRCL, as appropriate, at the following address or using one of the electronic submission methods described above:

FEMA's Office of Equal Rights
Civil Rights Section
500 C Street, SW
Room 4SW-0915
Washington, D.C. 20472

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528

Monitoring Language Needs and Implementation

GEMA/HS will continuously monitor and track changes in LEP populations, including what regions might require new language training services and what non-English languages are increasing throughout the population of Georgia. As part of a grant program review, GEMA/HS staff will review the Subrecipients' procedures for adequately providing language assistance to LEP persons. If the procedures do not exist, or are found to need improvement, GEMA/HS staff will send those findings to Subrecipient. At a minimum, the Subrecipient's response procedures should include:

a. Acknowledge complaint receipt to complainant in writing;

b. Indicate which external agency the complaint is forwarded to for investigation;

c. Comply with the appropriate timeframe by which to forward complaint;

d. Notify GEMA/HS of complaint; and

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

e. Notify complainant that a complaint of discrimination may be filed directly with the OER, CRCL, or GEMA/HS, and where to locate those procedures.

Additional Resources:

- **Georgia Department of Human Services (DHS)**
  Contact the Limited English Proficiency / Sensory Impairment (LEP/SI) Program
  Fax: (404) 657-1123
  lepsi@dhs.ga.gov
  2 Peachtree Street N.W.
  Suite 29-103
  Atlanta, GA 30303

- **Georgia Department of Community Affairs**
  Attn: Christy Barnes, DCA LAP Coordinator
  DCA 504 Coordinator
  60 Executive Park South, N.E.
  Atlanta, Georgia 30329-2231
  fairhousing@dca.ga.gov
  404-679-5291
  https://www.dca.ga.gov/sites/default/files/dca_lap.pdf

- **iSpeak ATL**
  https://www.welcomingatlanta.com/ispeakatl/
  Mayor's Office of Immigrant Affairs
  Suite 2400
  55 Trinity Ave SE
  Atlanta GA 303016
  Email: ispeakATL@atlantaga.gov

- Interpreters Unlimited (In person only – 800-726-9891)
- Language Line Services (Telephonic or recording – 800-752-6096)
- LATN, Inc. (In-person or telephonic – 800-943-5286)
- Peach State Health Plan Interpreter &Translation Services
- Contractor Listing for Translation and Interpretation Services
- Contractor Listing for Linguistic Training and Education Services
- American Association of Language Specialists
- American Translators Association
- Federal LEP Website

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Appendix 1: I Speak Card



Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Georgia Emergency Management and Homeland Security Agency

LIMITED ENGLISH PROFICIENCY COMPLAINT FORM

The purpose of this document is to help you file a Limited English Proficiency (LEP) complaint concerning the implementation or administration of any program, activity, or service receiving federal financial assistance, whether within the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) or a sub- recipient. This document is not intended to be used for complaints about employment with GEMA/HS. You are not required to use this document to file a complaint; a letter with the same information is sufficient. However, if you file a complaint by letter, you should include the same information that is requested herein.

1. **Information about the person who is filing the LEP complaint:**

   Name: _____
   First and Middle (Given Name) Last (Family Name/Surname)

   Phone #: Cell/Mobile: _____ Home: _____ Work: _____

   Mailing Address: _____
   P.O. Box or Street Address City State Zip Code

   Email (Optional): _____

2. **Information about the person(s) who failed to properly provide information to the LEP person:**

   Name: _____
   First and Middle (Given Name) Last (Family Name/Surname)

   Phone #: Cell/Mobile: _____ Home: _____ Work: _____

   Mailing Address: _____
   P.O. Box or Street Address City State Zip Code

3. **Information about the agency or organization involved:**

   Name: _____

   Phone #: _____

   Mailing Address: _____
   P.O. Box or Street Address City State Zip Code

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

4. **Are there other individuals or organizations involved in this LEP complaint?**
   - ☐ Yes
   - ☐ No

   If yes, please provide their name, telephone number, and address below:

   Name: _____

   Phone #: _____

   Mailing Address: _____
   P.O. Box or Street Address City State Zip Code

5. **Describe the nature of the interaction and any suspected violations:**

6. **Explain in detail what happened, when, and how the person(s) or entity denied meaningful access to a GEMA/HS or sub-recipient service, activity, program, or other benefit.**

7. **What other information do you think might be helpful to an investigation?**

8. **Please list below any persons (witnesses, people involved, or others) who have direct knowledge of the situation that might be able to provide information to support or clarify the complaint:**

   Name: _____

   Phone #: _____

   Mailing Address: _____
   P.O. Box or Street Address City State Zip Code

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9. Have you or others filed a case or complaint regarding this allegation with any of the following?

- ☐ Office of Equal Rights, Federal Emergency Management Agency
- ☐ Office for Civil Rights and Civil Liberties, U.S. Department of Homeland Security
- ☐ U.S. Equal Employment Opportunity Commission
- ☐ Other Federal Agency
- ☐ Federal or State Court
- ☐ Other State of Georgia Agency, Authority, or Office
- ☐ Other: _____

10. Issues with:

- ☐ Spanish (Español)
- ☐ Chinese 中国人
- ☐ Korean 한국어
- ☐ Vietnamese Tiếng Việt
- ☐ French (Français)
- Arabic عربي ☐
- ☐ Lack of signs informing the public of interpretation and translation
- ☐ Lack of forms/materials/notices in a language I can understand
- ☐ I was not offered an interpreter
- ☐ I asked for an interpreter and was denied
- ☐ Lack of bilingual personnel, so delay in services
- ☐ The interpreter's skills were not good
- ☐ I was unable to use the services, programs, or activities

11. Information about the person filing this complaint, if the complaint is being submitted on behalf of another:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

Email (Optional): _____

Signature: _____ Date: _____

You may submit the form by email to language.access.coordinator@gema.ga.gov.

Or send via U.S. Mail to the following address:

Georgia Emergency Management and Homeland Security Agency
Attention: Language Access Coordinator
P.O. Box 18055
Atlanta, Georgia 30316

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THE GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

Responding to Discrimination Complaints Relating to Federal Grant Programs

2022

Purpose

The intent of this policy is to ensure that subrecipients which receive grant funds from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) do not discriminate against any client, customer, program participant, employee, or consumer based on race, color, religion, sex, national origin, age, English proficiency, or physical or mental disability. This policy establishes the procedures for GEMA/HS employees to follow when they receive or wish to make a complaint alleging discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the U.S. Department of Justice (DOJ) or the U.S. Department of Homeland Security (DHS), whether within GEMA/HS or a subrecipient.

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Post Office Box 18055 • Atlanta, Georgia 30316-0078
(404) 635-7200 • Toll Free in Georgia 1-800-TRY-GEMA • gema.ga.gov

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Complying with Laws and Policies that Prohibit Discrimination

GEMA/HS shall comply with all applicable federal and state laws, rules, and regulations prohibiting discrimination. GEMA/HS shall appropriately address all complaints from any person who believes that a GEMA/HS subrecipient has discriminated against them in violation of federal and/or state law or regulation in the delivery of services or benefits.

Policy

All employees, job applicants, clients, customers, program participants, and consumers of GEMA/HS and its subrecipients shall be treated equally regardless of race, color, religion, national origin, age, English proficiency, or physical or mental disability, sexual orientation, or gender identity.

Individuals have the right to participate in programs, activities, and services operated by GEMA/HS and its subrecipients without discrimination. Statutes and regulations that apply include, but are not limited to, the following:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 200d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C and D, and DHS implementing regulations at 6 C.F.R. Part 21 and 44 C.F.R. Part 7;

2. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;

3. Titles I, II, and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. §12101-12213 and §12131-34), and the DOJ implementing regulations at 28 C.F.R. Part 35;

4. Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D and 28 C.F.R. Part 54, and the DHS implementing regulations at 6 C.F.R. Part 17 and 44 C.F.R. Part 19;

5. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I;

6. Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services

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in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. §3601);

7. The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. §10228(c), see also 34 U.S.C. §11182(b)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;

8. The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38);

9. The Victims of Crime Act (VOCA) of 1984, which prohibits discrimination based on race, color, religion, national origin, handicap, or sex (34 U.S.C. §20110(e));

10. The Violence Against Women Act (VAWA) of 2013, which prohibits discrimination on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability (34 U.S.C. §12291(b)(13));

11. The DHS regulation, which prohibits discrimination based on religion in social service programs (6 C.F.R. Part 19);

12. Executive Order 13166, "Improving Access To Services For Persons With Limited English Proficiency", which requires Federal agencies to develop and implement a plan to provide services to those persons with limited English proficiency (LEP) to ensure meaningful access to programs and activities conducted by those agencies;

13. Georgia's Fair Employment Practices Act of 1978, found at O.C.G.A. § 45-19-29, et seq., which prohibits public employers with 15 or more employees from engaging in discrimination on account of an individual's race, color, religion, sex, age, national origin, or disability;

14. Georgia's Sex Discrimination in Employment Act of 1966, found at O.C.G.A. § 34-5-1, et seq., which mimics the Equal Pay Act of 1963, in that it prohibits discrimination between employees in the same establishment, on the basis of sex, in their compensation for comparable work;

15. Georgia's General Age Discrimination Law of 1971, found at O.C.G.A. § 34-1-2, which makes it a criminal misdemeanor to discriminate against any person between the ages of 40 and 70 years, solely upon the ground of age, when the reasonable demands of the position do not require such an age distinction. The individual must be qualified physically, mentally, and by training and experience to perform satisfactorily the labor assigned to him or her for which he or she applies;

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16. Georgia's Equal Employment for Persons with Disabilities Code of 1981, found O.C.G.A. § 34-6A-1, et seq., which mimics the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, in that it prohibits discrimination because of an individual's disability with respect to wages, rates of pay, hours, or other terms and conditions of employment because of such person's disability unless such disability restricts that individual's ability to engage in the particular job or occupation for which he or she is eligible. The Code has no administrative prerequisites to filing suit; and

17. Atlanta Ordinance No. 2000-79, § 1, which applies to employers located within the City of Atlanta with ten or more employees. The Ordinance prohibits employment discrimination based on race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, or disability.

Definitions

Complaint Coordinator: A person or persons designated by GEMA/HS to ensure that received complaints are acted upon in a timely manner.

Discrimination: The treatment or consideration of, or making a distinction in favor of or against, a person based on the person's legally recognized protected category (including race, color, national origin, gender, age, sexual orientation, gender identity, religion, English proficiency, or disability) to which that person belongs rather on individual merit. There are various federal and state laws and rules that further describe the specific types of discrimination.

Retaliation: The act of harassing, threatening, demoting, firing, or otherwise negatively targeting a complainant as a direct result of the complainant opposing unlawful discrimination.

Subrecipient: A non-Federal entity that receives a grant sub-award from GEMA/HS to carry out part of a Federal program. A subrecipient does not include an individual that is a beneficiary of such a program.

Complaint Procedures

An employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS subrecipient may submit a complaint of discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS on behalf of him/herself or on behalf of another. Any such individual has the right, and is encouraged, to file a written complaint with the Office for Civil Rights in the DOJ (OCR), the DHS's Office for Civil Rights and Civil Liberties (CRCL), or GEMA/HS.

1. If the relevant federal grant is funded by the DOJ, the complaint may be sent directly to the OCR using the *Complaint Verification Form* and *Identity Release Statement*, which are available at: https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

The completed forms should be sent to:

Office for Civil Rights Office of
Justice Programs
U.S. Department of Justice 810
Seventh Street NW Washington,
D.C. 20531

2. If the relevant federal grant is funded by the DHS, the complaint may be sent directly to the DHS's Office for CRCL. There are three submission methods available. One method for submitting the complaint is via email: CRCLCompliance@hq.dhs.gov. A second available method is fax: 202-401-4708. The complaint may also be sent via mail:

   U.S. Department of Homeland Security Office for
   Civil Rights and Civil Liberties Compliance Branch
   245 Murray Lane, SW Building 410,
   Mail Stop #0190
   Washington, D.C. 20528

3. For federal grants funded by either DOJ or DHS, the complaint may also be submitted directly to GEMA/HS. A complaint form can be downloaded from GEMA/HS' website and submitted by email to: Grantscomplaintcoordinator@gema.ga.gov.
   The completed form may also be sent to:

   The Georgia Emergency Management and Homeland Security Agency
   Grants Complaint Coordinator
   935 United Avenue SE
   Atlanta, Georgia 30316

Additional Agencies for Filing Discrimination Complaints

In addition to the option for filing a discrimination complaint with GEMA/HS, the OCR, or the CRCL, discrimination complaints may be filed directly with a court, as well as the following state and federal administrative agencies, whose function is to enforce state and federal laws that prohibit discrimination:

- Equal Employment Opportunity Commission (EEOC)
  http://www.eeoc.gov/employees/charge.cfm

- Georgia Commission on Equal Opportunity (GCEO)
  https://gceo.georgia.gov/

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

GEMA/HS Procedures for Processing Complaint

1. A group of GEMA/HS employees will collectively act as the Complaint Coordinator for processing complaints of discrimination associated with this policy.

2. If an employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS subrecipient contacts a GEMA/HS employee and wishes to file a complaint against GEMA/HS or a GEMA/HS subrecipient concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS, the GEMA/HS employee shall instruct the complainant to file the complaint in writing, in accordance with the procedures above.

3. Any GEMA/HS employee receiving such a complaint submitted directly to GEMA/HS, and any GEMA/HS employee wishing to submit such a complaint directly to GEMA/HS, shall route it to the Complaint Coordinator. If the complaint is against an employee of GEMA/HS, the complaint shall be forwarded to the Complaint Coordinator and that GEMA/HS employee should follow the procedures set out in HR-14, GEMA/HS's Grievance Procedures Policy.

4. For any complaint received by the Complaint Coordinator that is submitted directly to GEMA/HS, the Complaint Coordinator shall provide written acknowledgment of the complaint to the complainant.

5. The Complaint Coordinator shall refer the complaint to the appropriate entity, which may include the Georgia Office of the Attorney General; the GCEO; the EEOC; the OCR; or the CRCL. If the Georgia Office of the Attorney General either is the agency about which the complaint is filed or has a conflict, the complaint shall be referred to the EEOC, OCR, or CRCL, as appropriate.

6. Notwithstanding paragraph 5, for any complaint of discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS, GEMA/HS shall notify the OCR or CRCL, as appropriate, in writing of the following:

    a. Name of complainant

    b. Entity named in the complaint

    c. Description of the complaint of discrimination

    d. Steps being undertaken to investigate and resolve complaint

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

In addition, GEMA/HS shall notify the complainant that they may file a complaint directly with the OCR or CRCL, as appropriate, at the following address or using one of the electronic submission methods described above:

Office for Civil Rights Office of Justice Programs
U.S. Department of Justice 810 Seventh Street NW Washington, D.C. 20531

U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Compliance Branch
245 Murray Lane, SW Building 410,
Mail Stop #0190
Washington, D.C. 20528

Notification

GEMA/HS will post this policy on the GEMA/HS website to notify all interested parties of the appropriate procedures for addressing complaints of discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS.

Monitoring Subrecipients' Response Procedures

As part of a grant program review, GEMA/HS staff will review the subrecipient's procedures for responding to discrimination complaints that employees, clients, customers, program participants, or consumers of the subrecipients have filed directly with the subrecipient. If the procedures do not exist, or are found to need improvement, the report to the subrecipient will note the findings. At a minimum, the subrecipient's response should:

a. Acknowledge complaint receipt to complainant in writing;

b. Indicate which external agency the complaint is forwarded to for investigation;

c. Comply with the appropriate timeframe by which to forward complaint;

d. Notify GEMA/HS of complaint; and

e. Notify complainant that a complaint of discrimination may be filed directly with the OCR, CRCL, EEOC, GCEO, or GEMA/HS, and where to locate those procedures.

Training

1. GEMA/HS will provide periodic training for all employees regarding the discrimination complaint procedures.

2. GEMA/HS will facilitate civil rights requirements training for subrecipients. Such training may be arranged:

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

a. In conjunction with grant management training;

b. Online through the GEMA/HS website;

c. At the request of the subrecipient; or

d. As a result of a grant program review.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

THE GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY
COMPLAINT VERIFICATION FORM

The purpose of this document is to help you file a discrimination complaint concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the U.S. Department of Justice or the U.S. Department of Homeland Security, whether within the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) or a subrecipient. This document is not intended to be used for complaints about employment with GEMA/HS. You are not required to use this document to file a complaint; a letter with the same information is sufficient. However, if you file a complaint by letter, you should include the same information that is requested herein.

18. Information about the person who experienced the alleged discrimination:

Name: _____

First and Middle (Given Names) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____

P.O. Box or Street Address City State Zip

Email (optional): _____

19. Information about the person(s) who is alleged to have discriminated:

Name: _____

First and Middle (Given Names) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____

P.O. Box or Street Address City State Zip

20. Information about the agency or organization involved:

Name: _____

Phone #: _____

Mailing Address: _____

P.O. Box or Street Address City State Zip

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

21. Are there other individuals or organizations involved in this discrimination complaint?

☐ **Yes** ☐ **No**

If Yes, please provide their name, address, and telephone number below: Name

Address **Telephone**

22. Describe the nature of the alleged discrimination involved.

23. Explain in detail what happened, when, and how the alleged discrimination occurred.
State who was involved, and how other persons were treated differently.

24. What other information do you think might be helpful to an investigation?

25. Please list below any persons (witnesses, fellow employees, supervisors, or others) who have direct knowledge of the situation that might be able to provide information to support or clarify the complaint:

Name **Address** **Telephone #**

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

26. Have you or others filed a case or complaint regarding this allegation with any of the following?

☐ Office for Civil Rights within the Office of Justice Programs, U.S. Department of Justice

☐ Office for Civil Rights and Civil Liberties, U.S. Department of Homeland Security

☐ U.S. Equal Employment Opportunity Commission

☐ Other Federal Agency

☐ Federal or State Court

☐ Georgia Department of Labor

☐ Other

If any of the above were selected please provide the following information:

Name of Agency:

Date Filed:

Case or Docket Number:

Date of Trial/Hearing:

Location of Agency/Court:

Investigator:

Status of case:

27. Information about the person filing this complaint, if this complaint is being submitted on behalf of another:

Name: _____

First and Middle (Given Names) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____

P.O. Box or Street Address City State Zip

Email (optional): _____

Signature: _____ **Date:** _____

You may submit the form by email to: Grantscomplaintcoordinator@gema.ga.gov

Or send via U.S. mail to:

The Georgia Emergency Management and Homeland Security Agency
Attention: Grants Complaint Coordinator 935 United Avenue SE
Atlanta, Georgia 30316

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

EXHIBIT "G"

Federal Funding Accountability and Transparency Act Certification

In order to remain in compliance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting, complete Items 1-7 and Items 8-10 if necessary, and certify by an authorized agent.

Sub-award Number: 4830 F78 S77

Federal Agency Name: **Federal Emergency Management Agency**

CFDA Program Number and Program Title: **97.039 Hazard Mitigation Grant Program (HMGP)**

Sub-award Project Description: **Multi-Jurisdictional Hazard Mitigation Plan**

1. Sub-awardee UEI Number GTSVKSQ2ABM7
2. Sub-awardee Name City of Savannah
3. Sub-awardee DBA Name _____
4. Sub-awardee Address PO Box 1027, Savannah, GA 31401
5. If DBA, Sub-awardee Parent UEI Number _____
6. Sub-award Principle Place of Project Performance 2 East Bay Street, Savannah, GA 31401
7. In the preceding fiscal year, did the sub-awardee receive 80% of its annual gross revenues from the Federal government?
   Yes _____ No X
   If **Yes**, continue to question 8. If **No**, questionnaire is complete.
8. In the preceding fiscal year, were the sub-awardee's annual gross revenues from the Federal government more than $25 million annual? Yes _____ No _____
   If **Yes**, continue to question 9. If **No**, questionnaire is complete.
9. Does the public have access to the names and total compensation of the sub-awardee's five most highly compensated officers through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
   Yes _____ No _____
   If **No**, continue to question 10. If **Yes**, questionnaire is complete.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

10. Please list the names and compensation of the sub-awardee's five most highly compensated officers.

1. _____ $_____

2. _____ $_____

3. _____ $_____

4. _____ $_____

5. _____ $_____

I certify that to the best of my knowledge all of the information on this form is complete and accurate.

Authorized Signature: Taffanye Young Date: November 5, 2026 | 5:24 PM EST

This section is for use by the Georgia Emergency Management Agency/Homeland Security Only.

Sub-award Obligation/Agency Name: _____

In accordance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA), this document has been processed in the FFATA Sub-award Reporting System (FSRS) by the undersigned:

Signature_____ Date: _____

Sub-award Obligation/Action Date: _____

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

U. S. Department of Homeland Security
Region 4
3005 Chamblee Tucker Road
Atlanta, GA 30341

FEMA

October 13, 2026

Mr. Josh Lamb
Georgia Emergency Management &
Homeland Security Agency
Post Office Box 18055
Atlanta, Georgia 30316-0055

Attention: Stephen Clark, State Hazard Mitigation Officer

Reference: Hazard Mitigation Grant Program (HMGP) DR-**4830-0078-P**
City of Savannah Storm Water Master Plan Approval

Dear Mr. Lamb,

We are pleased to inform you that the project referenced above has been approved for $2,591,550.00 with a federal share of $1,943,662.50 (75%) and a non-federal share of $647,887.50 (25%) to be paid by City of Savannah.

In conjunction with the award of the project, the Recipient has requested FEMA approval of Subrecipient Management Costs (SRMC) for estimated Personnel expenses. Based on the Subrecipient's management cost request, $129,577.50 has been approved and obligated.

The following is the approved Scope of Work (SOW) for the above referenced project:

City of Savannah *will begin with the development of a Scoping Document that provides a clear, organized framework for implementing the project. This document will define the project's scope, goals, methods, deliverables, schedule, and responsibilities, establishing a transparent roadmap for completion of the stormwater management planning effort. The Scoping Document will serve as a reference for City staff, leadership, and elected officials, outlining how the City will conduct the drainage basin studies and associated Hydrologic and Hydraulic (H&H) modeling. It will also identify coordination needs, resource requirements, and anticipated outcomes to support effective project management and informed decision-making. By completing this task, the City will ensure that the planning process is well-defined, measurable, and aligned with community priorities. The resulting framework will guide future steps in developing a comprehensive stormwater management plan and provide a foundation for prioritizing drainage improvements, identifying funding opportunities, and advancing long-term flood resilience strategies.*

Subrecipient Management Costs (SRMC): Expenditure of subrecipient management costs must adhere to FEMA Policy #104-11-1 Hazard Mitigation Grant Program Management Costs

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

(Interim) signed November 14, 2018. Any activities that are directly related to a project are not eligible under management costs. For example, architectural, engineering, and design services are project costs and cannot be included under management costs. Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs. For further explanation, please refer to the HMA guidance.

Quarterly Progress Reporting:

Per 44 CFR 206.438(c), recipients must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report should also include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions. Please include this HMGP project in your future quarterly reports.

Scope of Work Changes:

The recipient must obtain prior approval from FEMA before implementing changes to the approved project SOW. Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 2 CFR 200:

- The Recipient must obtain prior written approval for any budget revision which would result in a need for additional funds.
- A change in the scope of work must be approved by FEMA in advance regardless of the budget implications.
- The Recipient must notify FEMA as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower cost or earlier completion.

Period of Performance:

FEMA does not establish activity completion timeframes for individual subawards. Recipients are responsible for ensuring that all approved activities are completed by the end of the grant Period of Performance (POP). The POP for DR-4830 is **August 27, 2030**. In accordance with 2 CFR 200.344 (a) and (b), all closeout liquidation period (CLP) documentation of incurred costs during the POP must be submitted no later than December 25, 2030. Any extensions of the grant POP must be submitted to FEMA 60 days prior to the expiration date.

Project Closure:

In accordance with 44 CFR, Section 206.438(d) the Governor's Authorized Representative (GAR) is required to "certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement." Therefore, to close this project, the GAR shall send a letter requesting closure to include the above certifications, as well as the following:

- Date work on the project was fully completed
- Date of the recipient's final site inspection for the project
- Total final project cost, with the Federal and Non-Federal share
- Identified cost underrun (Fed and non-Fed share) as applicable
- Documentation that any conditions of the grant have been complied with, to include

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

programmatic, environmental, and/or other conditions as identified in the award letter or Record of Environmental Consideration (REC)

The obligation report and REC are included for your records. The obligated funds are available for withdrawal from the **Payment Management System** on sub-account number **4830DRGAP000000785.**

If you have any further questions, please contact Alicia Schoening at (470) 321-1065.

Sincerely,

Shemeeka H. Johnson, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosure:
Obligation Report No. 74

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4830	78 ·P	0	79	1	74	GA	Statewide

Subrecipient: Savannah
Project Title : City of Savannah Stormwater Master Plan
Subrecipient FIPS Code: 051-69000

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
$1,943,662.50	$1,943,662.50	$0.00	$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
$1,943,662.50	$129,577.50	$2,073,240.00	09/03/2026	Accept	2026

Comments

Date: 09/03/2026 User Id: DBURKETT

Comment: 4830-0078-P-DR-GA-HM, Declaration 09/30/2024, Savannah (Plan expires 06/08/2031) Grant Period of Performance 08/27/2030, Application 79 City of Savannah Stormwater Master Plan Allocation 17 reporting September Spend Plan Federal share $1,943,662. SRMC $129,577.50 total obligation $2,073,240.00 Supplement 74 approved HMO.

Date: 09/03/2026 User Id: KKEMPMA1

Comment: BOC 4173 DR-4830-0078-P (App ID 79) Declared 9.30.2024; POP 8.27.2030; City of Savannah Stormwater Master Plan; Plan Expir 6.8.2031; Award $1,943,662.50 Federal Share; SRMC $129,577.50; Total Award $2,073,240.00

Authorization

Preparer Name: KHADIYJA KEMP-MASTERS Preparation Date: 09/03/2026

HMO Authorization Name: DEBORAH BURKETT HMO Authorization Date: 09/03/2026

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

OFFICE OF INSPECTOR GENERAL

Audit Tips for Managing Disaster-Related Project Costs

Homeland Security

September 29, 2017

OIG-17-120-D

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

DHS OIG Highlights

Audit Tips for Managing Disaster-Related Project Costs

September 29, 2017

Why We Did This

Using this report will assist recipients and subrecipients of Federal Emergency Management Agency (FEMA) disaster assistance grants to:

- document and account for disaster-related costs;
- minimize the loss of FEMA disaster assistance funds;
- maximize financial recovery; and
- prevent fraud, waste, and abuse of disaster funds.

The revised report is effective for all emergencies and major disasters declared on or after April 1, 2017.

For Further Information:
Contact our Office of Public Affairs at (202) 254-4100, or email us at DHS-OIG.OfficePublicAffairs@oig.dhs.gov

Key Points to Remember

- Designate a person to coordinate the accumulation of records.
- Establish a separate and distinct account for recording revenue and expenditures, and a separate identifier for each distinct FEMA project.
- Ensure that the final claim for each project is supported by amounts recorded in the accounting system.
- Ensure each expenditure is recorded in the accounting books and is referenced to supporting source documentation (checks, invoices, etc.) that can be readily retrieved.
- Research insurance coverage and seek reimbursement for the maximum amount. Credit the appropriate FEMA project with that amount.
- Check with your Federal Grant Program Coordinator about the availability of funding under other Federal programs and ensure that the final project claim does not include costs that another Federal agency funded or should have funded.
- Ensure that materials taken from existing inventories for use under FEMA projects are documented by inventory withdrawal and usage records.
- Ensure that expenditures claimed under the FEMA project are reasonable and necessary, are authorized under the scope of work, and directly benefit the project.
- Ensure proper grant administration is established and enforced throughout the duration of the grant.

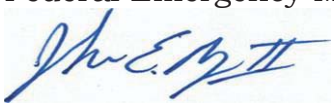
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OFFICE OF INSPECTOR GENERAL
Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

September 29, 2017

MEMORANDUM FOR: All Recipients and Subrecipients of
Disaster Grant Awards from the
Federal Emergency Management Agency



FROM: John E. McCoy II
Acting Assistant Inspector General
Office of Emergency Management Oversight

SUBJECT: *Audit Tips for Managing Disaster-Related Project Costs*
Report Number OIG-17-120-D

The Department of Homeland Security (DHS) Office of Inspector General (OIG) prepared this report to provide recipients and subrecipients (grantees and subgrantees) of Federal Emergency Management Agency (FEMA) Public Assistance and Hazard Mitigation grant funds examples of previous audit findings. The purpose of this report was not to audit FEMA or its grant recipients and subrecipients. Therefore, we did not prepare it in accordance with generally accepted government auditing standards.

Rather, this report provides an overview of OIG responsibilities; roles of FEMA, recipients, and subrecipients; applicable disaster assistance Federal statutes, regulations, and guidelines; the audit process and frequent audit findings; and tips for managing project costs. Using this report should assist disaster assistance recipients and subrecipients to:

- document and account for disaster-related costs;
- minimize the loss of FEMA disaster assistance funds;
- maximize financial recovery; and
- prevent fraud, waste, and abuse of disaster funds.

We prepared this report in accordance with our leadership, coordination and policy responsibilities to promote economy and efficiency, and to deter waste, fraud and abuse, with respect to DHS programs.[1] This report does not constitute legal advice, but is designed to be a resource. It is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law by any party or litigant.

[1] 5 U.S.C. app. §§ 2(2), 4(a)(3)(4).

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Background

More than 152,900 recipients and subrecipients of FEMA disaster assistance grants are currently working on about 653,000 open projects worth over $68 billion. Under the Public Assistance (PA) Program, FEMA provides grants to state, tribal, and local governments, and private nonprofit organizations so that communities can quickly respond to and recover from major disasters. FEMA's Hazard Mitigation Grant Program provides funding to some of the same entities to implement long-term measures to prevent damages from future disasters.

Each year, OIG audit reports reveal significant issues representing millions of dollars of Federal funds allocated for disaster assistance and recovery efforts. These reports also contain recommendations to protect the integrity of and improve FEMA's disaster assistance operations.

The majority of our grant audits focus on FEMA's PA and Hazard Mitigation grant programs (HMGP), funded from the Disaster Relief Fund. Under the PA Program, FEMA provides grants to state, tribal and local governments, and certain types of private nonprofit organizations so that communities can quickly respond to and recover from major disasters. FEMA's HMGP provides funding to the same entities to implement long-term measures to prevent damages from future disasters.

Overview of the Office of Inspector General

The *Homeland Security Act of 2002* established the OIG in DHS by amendment to the *Inspector General Act of 1978* (P.L. 95-452). The OIG serves as an independent office to promote economy, efficiency, and effectiveness; to prevent waste, fraud, and abuse; and to keep Congress and the Secretary of DHS fully informed of problems in DHS programs and operations. The principal functions of the OIG are to:

- perform or oversee audit and investigative functions relating to programs and operations of DHS;
- inspect department activities to identify actual or potential fraud, waste, abuse, or mismanagement, and to develop recommendations for corrective action; and
- investigate allegations of illegal, unethical, or other activities that may lead to civil or criminal liability on the part of DHS or its employees, contractors, or program participants.

Roles of FEMA, Recipients, and Sub-Recipients

FEMA awards PA and HMGP grants to assist state, tribal and local governments, and certain types of private nonprofit organizations with disaster

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relief and long-term hazard mitigation measures. These programs are administered through a coordinated effort between FEMA, the recipient (i.e. states or tribal governments), and the subrecipient (i.e. local or tribal governments, and eligible non-profit entities).[2] While all three entities must work together to meet the overall program objective, each has a different role.

FEMA is responsible for managing and administering the Federal award in a manner to ensure Federal funds are expended and programs are implemented in full accordance with Federal regulations and FEMA policy. Both FEMA and the recipients share the responsibility for making grant funds available to the subrecipients. FEMA approves the scope of work for the grants and provides technical assistance to the recipient, while the recipient disburses the grant funds, manages the grant, monitors the day-to-day activities, and provides technical assistance to the subrecipient. The subrecipient must complete eligible disaster work, maintain accounting records, document and monitor work performed, trace costs incurred, and adhere to Federal regulations and FEMA guidelines.

Applicable Federal Statutes, Regulations, and Guidelines

Federal grant recipients and subrecipients are responsible for understanding and complying with a large amount of criteria applicable to FEMA disaster grants, which include those for public assistance and hazard mitigation. Some help in responding to and recovering from a disaster, and others help in receiving and managing Federal funds. One of the most important criteria is Title 44 Code of Federal Regulations (CFR), which contains rules for implementing the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (*Stafford Act*). These rules govern disaster relief operations. Title 44 CFR is available at the following website: http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR.

Another very important criterion is Title 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Super Circular" or "Omni Circular"). The purpose of the uniform guidance was to streamline the Federal government's guidance on administrative requirements, cost principles, and audit requirements to effectively focus Federal resources on improving performance and outcomes, while insuring financial integrity of taxpayer dollars in partnership with non-Federal stakeholders. The uniform guidance supersedes 44 CFR Part 13, and Office of Management and Budget (OMB) Circulars A-102, A-110, A-87, A-21,

[2] Generally, the State for which the major disaster is declared is known as the recipient. However, an Indian Tribal government may choose to be a recipient, or it may act as a subrecipient under the State (44 CFR 206.431). In 2013, the Sandy Recovery Improvement Act (SRIA), allowed tribal governments acting as recipients to directly seek *Stafford Act* assistance from the President in the event of a disaster.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

A-122 and A-133 **for all FEMA awards made on or after December 26, 2014**. Title 2 CFR Part 200 is available at the following website: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

For all FEMA awards made before December 26, 2014, the following OMB circulars apply (https://www.whitehouse.gov/omb/information-for-agencies/circulars):

- OMB Circular A-102, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. [FEMA codified these requirements, also referred to as the "Common Rule," at 44 CFR Part 13.]
- OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*. See 2 CFR, Part 215, January 1, 2012.
- OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*. See 2 CFR, Part 225, January 1, 2012.
- OMB Circular A-21, *Cost Principles for Educational Institutions*. See 2 CFR, Part 220, January 1, 2012.
- OMB Circular A-122, *Cost Principles for Non-Profit Organizations* (excludes hospitals). See 2 CFR, Part 230, January 1, 2012. [According to 2 CFR 215.27, the allowability of costs that hospitals incur "is determined in accordance with the provisions of Appendix E of 45 CFR part 74, *Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals*."]
- OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

In April 2017, FEMA's Public Assistance Division published the second edition of the Public Assistance Program and Policy Guide (PAPPG), which is effective for all emergencies and major disasters declared on or after April 01, 2017.[3] The PAPPG is comprehensive consolidation of program and policy documents for the PA program. This guide supersedes many of the previous PA publications and individual policy documents (e.g. 9500 series policy statements). The PAPPG will assist recipients and subrecipients in better understanding the PA and Hazard Mitigation grant programs. The PAPPG is available at the following website: https://www.fema.gov/public-assistance-policy-and-guidance.

For all FEMA awards made before April 01, 2017, the following FEMA policies and guidelines still apply:

- FEMA 321, *Public Assistance Policy Digest* (January 2008),

[3] The first edition of FEMA's *PAPPG* was published in January 2016 and effective for all emergencies and major disasters declared on or after January 01, 2016 through April 01, 2017.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

- FEMA 322, *Public Assistance Guide* (June 2007),
- FEMA 323, *Public Assistance Applicant Handbook* (March 2010),
- FEMA 325, *Public Assistance Debris Management Guide* (July 2007),
- FEMA 327, *Debris Monitoring Guide* (October 2010), and
- FEMA Disaster Assistance Policy (9500 series policy statements).

However, the PAPPG did not supersede the following policies and guidelines:

- FEMA 329, *Debris Estimating Field Guide* (September 2010),
- Hazard Mitigation Assistance (HMA) Unified Guidance, and
- Public Assistance Policy on *Stafford Act* Section 705 (FP-205-081-2, March 31, 2016).[4]

The policies listed above are available at the following websites: http://www.fema.gov/publications-archive and https://www.fema.gov/public-assistance-policy-and-guidance

The *Sandy Recovery Improvement Act of 2013* (P.L. 113-2) amended Title IV of the *Stafford Act*. Specifically, the law adds section 428, which authorizes alternative procedures for the PA Program under sections 403(a)(3)(A), 406, 407, and 502(a)(5) of the *Stafford Act*. It also authorizes FEMA to implement the alternative procedures through a pilot program. The program will remain in place until FEMA promulgates and adopts revised regulations that reflect the program changes the law authorizes. Information is available at the following website: https://www.fema.gov/alternative-procedures

The alternative procedures pertain to debris removal (emergency work) and repair, restoration, and replacement of disaster-damaged public and private nonprofit facilities (permanent work). Participation in the alternatives procedures is voluntary.

The goals of the alternative procedures are to:

- reduce the costs to the Federal Government of providing public assistance,
- increase flexibility in the administration of such assistance,
- expedite the provision of assistance to an applicant, and
- provide financial incentives and disincentives for timely and cost effective completion of a project.

[4] This policy establishes guidelines under Section 705 (*Disaster Grant Closeout Procedures)* to determine whether Section 705 applies to prohibit FEMA from recovering payments made under the PA program.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

The Audit Process and Frequent Audit Findings

The OIG considers several factors to determine which activities to audit. These factors include:

- the risk of fraud, waste, and abuse of Federal funds;
- statutory and regulatory requirements;
- current or potential dollar magnitude;
- requests from congressional, FEMA, or state officials; and
- reports/allegations of impropriety or problems in implementing FEMA programs.

Traditionally, the OIG conducted most of its disaster grant audits after communities completed the majority or all of the work to determine whether they had accounted for and expended FEMA funds according to Federal requirements. However, in 2013, the OIG implemented a more proactive approach to auditing to place greater emphasis on prevention and early detection. This approach considers the entire life cycle of grant awards. Currently, the OIG has ongoing disaster grant audits that consist of (1) "capacity" audits that start usually within a year of the disaster; or (2) "early warning" audits that start before communities have begun work on most permanent projects. These audits identify areas where grant recipients may need additional technical assistance or monitoring to ensure compliance with Federal requirements. In addition, by undergoing an audit early in the grant cycle, grant recipients have the opportunity to correct noncompliance before they spend the majority of their grant funding. It also allows them the opportunity to supplement deficient documentation or locate missing records before too much time elapses.

Frequent Audit Findings (examples)

A. Improper Procurement Practices

Criteria: According to Federal regulations (2 CFR 200.318 to .326), all non-Federal entities (other than states) must comply with the following procurement standards:[5]

- Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of this section (2 CFR 200.319(a)). Noncompetitive procurement may be used under certain circumstances, one of which is when the public exigency or emergency will not permit a delay resulting from competitive solicitation (2 CFR 200.320(f)(2)).

[5] States must follow the same policies and procedures they use for procurements using non-Federal funds (2 CFR 200.317).

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

- Take all necessary affirmative steps to assure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible (2 CFR 200.321)).
- Maintain oversight to ensure contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders (2 CFR 200.318(b)).
- Maintain written standards of conduct covering conflicts of interest and governing the performance of its employees who engage in the selection, award, and administration of contracts (2 CFR 200.318(c)(1)).
- Maintain records sufficient to detail the history of the procurement. These records will include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (2 CFR 200.318(i)).
- Use time-and-material-type (T&M) contracts only after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to a non-Federal entity is the sum of (1) the actual cost of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit (2 CFR 200.318(j)(1)).
- Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications (2 CFR 200.323(a)).
- Negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed (2 CFR 200.323(b)).
- Do not use cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods of contracting (2 CFR 200.323(d)).
- Ensure required bonds are included in construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (2 CFR 200.325).
- Include required provisions in all contracts awarded as outlined in Appendix II in Part 200 (2 CFR 200.326).

Finding 1. Competition and Disadvantaged Firms. The subrecipient received a PA grant award that included $6.1 million for disaster-related debris removal and permanent electrical repair work. The subrecipient solicited bids for the work only from contractors that it had used before the disaster. As a result, full and open competition did not occur and FEMA had no assurance that contract costs were reasonable or that small and minority firms, women's business enterprises, and labor surplus area firms had an opportunity to bid on the work. As part of the audit, subrecipient officials stated that they procured the contracts under exigent circumstances. The OIG determined that the subrecipient had restored electrical power to almost all of its customers. After such time, exigent circumstances no longer existed to warrant the use of noncompetitive contracts. The OIG also determined that because the

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

solicitation of bids came from a limited number of contractors, full and open competition did not occur. Therefore, the OIG questioned $6.1 million because the subrecipient did not meet Federal procurement standards for competition.

Clarification on Exigent versus Emergency: Subrecipients may use procurement through a noncompetitive proposal method when the public *exigency* will not permit delays that could result from competitive solicitation 2 CFR 200.320(f)(2).

Exigent is not necessarily the same as emergency, even though often used interchangeably. The general definition of exigent is a situation requiring immediate aid or action.[6] An emergency represents an unforeseen combination of circumstances.[7] A key distinction is that exigent circumstances represent those actions required to protect lives and property at the immediate outset of an emergency event.

Examples Illustrating the Meaning of Exigency and Emergency

Emergency. A tornado impacts the City of X and causes widespread and catastrophic damage, including loss of life, loss of power, damage to public and private structures, and millions of cubic yards of debris across the City, leaving almost the entire jurisdiction inaccessible. The City needs to begin debris clearance activities immediately to restore access to the community and support search and rescue operations and power restoration.

Exigency. A tornado impacts the City of X in June and causes widespread and catastrophic damage, including damage to a City school. The City wants to repair the school and have it ready for the beginning of the following school year in September. The City estimates, based on past experience, that the sealed bidding process will take at least 90 days, and the City's engineer estimates that the repair work would take another 60 days. This would bring the project completion to well after the beginning of the school year. Rather than going through sealed bidding, the City—in compliance with State and local law—wants to solicit bids from five contractors that have previously constructed schools in the State and award the contract to the lowest bidder among those five. This would be an example of an "exigency" for the purposes of 2 CFR 200.320 (f)(2), such that sealed bidding would be infeasible under the circumstances and the use of some other procurement method was necessary based on the particular situation.

Source: Field Manual, Public Assistance Grantee and Subgrantee Procurements Requirements, FEMA Office of Chief Counsel, Procurement Disaster Team, p.76 (December 2014)

[6] "Exigent" - (1) requiring immediate aid or action (Merriam-Webster.com, Accessed August 28, 2017, http://www.merriam-webster.com/dictionary/exigent)
[7] "Emergency" - (1) an unforeseen combination of circumstances (Merriam-Webster.com, Accessed August 28, 2017, http://www.merriam-webster.com/dictionary/emergency)

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Finding 2. ***Use of T&M Contracts.*** The subrecipient used a T&M contract, which was not appropriate for the construction work performed, and did not include a not-to-exceed amount or cost ceiling. In addition, the contract included prohibited markups based on a percentage of costs. By definition, T&M contracts provide for acquiring supplies or services on the basis of (1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit and (2) materials at cost, including, if appropriate, material handling costs. The T&M rates in the contract already included profit and overhead, yet the contractor charged markups of 15 to 33 percent on top of its T&M rates. Additionally, the subrecipient did not perform any cost or price analysis for the contract. As a result, the contractor had no incentive to contain project costs. In fact, markups as a percentage of costs provide contractors a disincentive to save costs because higher costs lead to higher profits. Therefore, the OIG questioned $1.2 million in T&M contract costs because the subrecipient did not follow Federal procurement standards.

Finding 3. ***Competition and Cost Analysis.*** The subrecipient did not openly compete a contract totaling $4.1 million for the replacement/repair of pump stations and electrical components. Instead, the subrecipient used a contractor with which it had a business relationship before the disaster. In addition, the subrecipient accepted the contractor's proposed prices without performing an independent analysis of the prices to ensure reasonableness. Finally, the subrecipient did not take the required steps to assure the use of small businesses, minority owned firms, women's business enterprises, and labor-surplus area firms when possible. Therefore, FEMA has no assurance that these types of firms had adequate opportunities to bid on federally funded work as Congress intended. Therefore, the OIG questioned $4.1 million because the procurement did not comply with Federal requirements.

Finding 4. ***Restricting Competition.*** The subrecipient used a shared services agreement with a regional planning commission to procure two debris removal contracts totaling $2.5 million that did not fully meet Federal requirements. When advertising for the debris removal contracts, the regional planning commission unreasonably restricted competition by not allowing smaller contractors to compete for the work. For both debris removal contracts, the regional planning commission's procurement practices also did not take the specific steps that Federal regulations require to provide opportunities for small and minority businesses, women's business enterprises, and labor surplus area firms to bid on federally funded work when possible. The OIG recommended FEMA disallow as ineligible $2.5 million for the two contracts that the subrecipient awarded using the regional planning commission's procurement services.

Federal regulations encourage grant recipients to enter into state and local intergovernmental agreements to foster greater economy and efficiency and

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

promote cost-effective use of shared services across the Federal Government (2 CFR 200.318(e)). These state and local intergovernmental agreements are made possible through cooperative purchasing programs. A cooperative purchasing program streamlines the procurement process by providing competitively priced contracts for goods and services. While Federal regulations encourage shared services agreements, this does not relieve the grant recipient or subrecipient of its responsibility to follow Federal procurement requirements.

B. *Unsupported Costs*

Criteria: Federal cost principles (2 CFR 200.403(g)) require recipients and subrecipients to adequately document costs that they claim under Federal programs. OMB Circular A-122, Attachment A, (A)(2)(c), require recipients and subrecipients to be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the organization.

Finding 1. ***Inadequate Documentation.*** The subrecipient could not provide adequate documentation to support $194,000 in labor costs it claimed for seven large projects. The subrecipient's support for its labor costs consisted of a single line item in its costs summary labeled as "Salary." The subrecipient's supporting documentation did not identify the names of the employees who performed the disaster-related work, when they completed the work, or the number of hours they worked. As a result, the subrecipient could not support the accuracy of the costs it claimed for labor. Therefore, the OIG questioned $194,000 as unsupported.

Finding 2. The subrecipient's claim included $300,000 for labor costs. However, the subrecipient provided time sheets and payroll registers to support only $275,000. The OIG questioned the unsupported difference of $25,000.

C. *Poor Project Accounting*

Criteria: Federal regulations (2 CFR 200.302 and 44 CFR 206.205) require recipients and subrecipients to maintain a system that accounts for FEMA funds on a project-by-project basis. The system must disclose the financial results for all FEMA-funded activities accurately, currently, and completely. It must identify funds received and disbursed, and reference source documentation (i.e., canceled checks, invoices, payroll, time and attendance records, contracts, etc.).

Finding 1. ***Accounting for Costs on Project-by-Project Basis.*** The subrecipient did not account for expenditures for its $15 million grant on a project-by-project basis, as Federal regulations require. The subrecipient could not separate disaster-related costs by project, but rather set up a single account within its automated accounting system designated as the "flood disaster" account. That single account commingled eligible disaster-related

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

expenditures with non-eligible expenditures. Further, the subrecipient did not maintain any other systems such as spreadsheets or project files that separately accumulated all project costs on a project-by-project basis. Therefore, the OIG questioned the entire $15 million grant because the costs were not auditable by project.

Finding 2. ***Inadequate Accounting Entries to Support Claim.*** The subrecipient's journal of project expenditures did not contain references to payroll or daily activity reports that supported claimed payroll expenditures of $950,000 charged to the FEMA project. Although the subrecipient had timesheets to support the labor, the OIG could not trace expenditures for labor to supporting documents nor verify the claimed costs and, therefore, questioned the entire $950,000 claim for labor.

D. Duplication of Benefits

Criteria: Section 312 of the *Stafford Act* (see also 44 C.F.R. § 206.191) prohibits duplication of benefits. In other words, a subrecipient cannot receive disaster funding for activities covered by insurance benefits, other Federal programs, or any other source.

Finding 1. ***Notice of Insurance Proceeds.*** The subrecipient claimed and received $200,000 to repair a fence, replace dirt, and construct a retaining wall at a baseball park facility. However, the subrecipient had insurance coverage that it had not disclosed to FEMA, and received $220,000 from its insurance carrier for the same damages. Therefore, the OIG questioned the $200,000 of FEMA funding received for damages that insurance covered.

Finding 2. ***Notice of Insurance Proceeds and Other Federal Grant Funds.*** The subrecipient's claim included $238,000 of duplicate benefits. The subrecipient claimed $140,000 of costs that insurance also covered and $98,000 to replace asphalt and perform road repairs that the U.S. Department of Housing and Urban Development (Community Block Development Program) paid for the same road repairs. The subrecipient disagreed with this finding, saying that they used the insurance and U.S. Department of Housing and Urban Development proceeds for road repairs that FEMA did not fund. However, the subrecipient did not provide the OIG with documentation to support their assertions. Therefore, the OIG questioned $238,000 of ineligible duplicate benefits the subrecipient claimed.

E. Excessive Equipment Charges (applicability may vary with hazard mitigation projects)

Criteria: Federal regulations (44 CFR 206.228) require that subrecipients use the FEMA schedule of equipment rates or their local rates, whichever are lower when they use their own equipment. Subrecipients that do not have local

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

established rates must use the FEMA equipment rates when claiming costs under a FEMA project.

Finding 1. ***Incorrect Use of Equipment Rates.*** The subrecipient claimed $78,348 for the use of bucket trucks based on the FEMA rate of $24 per hour (3,264.5 hours x $24 per hour). However, the subrecipient's local equipment rate for bucket trucks was $16 per hour, or $8 less than the FEMA rate. Therefore, the OIG questioned $26,116 (3,264.5 hours x $8) of excess charges.

Finding 2. ***Overstated Equipment Charges.*** The subrecipient overstated its claim for equipment by $964,756. It claimed $1,569,593 for equipment use based on the FEMA Schedule of Equipment Rates. However, the subrecipient should have based its claim on actual equipment costs recorded in its accounting system, which would have resulted in total equipment costs of $604,837 or $964,756 less than the amount claimed. The subrecipient's recorded equipment costs contained all the cost elements included in the FEMA equipment rates for operation of the equipment such as fuel, insurance, maintenance, depreciation, etc. The OIG noted that the subrecipient used the recorded equipment costs to support equipment use in requests for construction work financing from the U.S. Department of Agriculture, Rural Utilities Service. However, when calculating its claim for equipment use under the FEMA projects, the subrecipient used the FEMA equipment rates, which resulted in the subrecipient receiving $964,756 more than its actual costs of operating the equipment. Therefore, the OIG questioned the $964,756 of excessive equipment charges.

F. Excessive Labor and Fringe Benefit Charges

Criteria: According to Federal cost principles (2 CFR 200.403(c)), allowable costs must be consistent with policies and procedures that apply uniformly to both Federal awards and other activities of the non-Federal entity. Additionally, according to 44 CFR 206.228(a)(2)(iii), straight- or regular-time salaries and benefits of permanent employees engaged in emergency work (other eligible emergency protective measures) are not eligible for PA funding.

Finding 1. ***Incorrect Use of Fringe Benefit Rates.*** The subrecipient claimed $50,000 for overtime fringe benefits based on a fringe benefit rate of 23.55 percent. However, the rate included the cost of worker's compensation, which is not applicable to overtime. The subrecipient should have based its claim on a rate of 10 percent, which would have resulted in charges of $21,231. Therefore, the OIG questioned $28,769 that the subrecipient received, but to which it was not entitled.

Finding 2. ***Overstated Labor Charges.*** The subrecipient's claim included $19,000 in excess force account labor costs not based on the subrecipient's written compensation policy in effect before the disaster. The $19,000 of

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

excessive costs occurred because the subrecipient paid double time for all hours worked, including regular hours, when an employee worked 16 consecutive hours during a work period. However, according to the subrecipient's compensation policy and labor union contract, employees who work between 8 and 16 consecutive hours during a work period receive pay at time-and-a-half rates, and all hours greater than 16 would be paid at double-time rates. Therefore, the OIG questioned the $19,000 of excessive force account labor costs that were not consistent with the subrecipient's established compensation policy.

G. *Unrelated Project Charges*

Criteria: According to Federal cost principles (2 CFR 200.403(a)), charges to Federal grants must be necessary and reasonable for the performance of the Federal award. In addition, to be eligible for FEMA funds, an item of work must be required because of the major disaster event (44 CFR 206.223). Therefore, the subrecipient must substantiate that its claimed costs directly relate to the disaster. The subrecipient must also establish a clear relationship between claimed costs and the scope of work recorded on a project worksheet.

Finding 1. ***Non-Disaster Related Costs.*** The subrecipient claimed $267,000 for materials ($254,000 for transformers and $13,000 for utility poles) that it used for non-disaster-related repairs. However, the OIG determined that the subrecipient did not use either the $254,000 of costs for the transformers or the 13,000 for utility poles for disaster purposes. The non-disaster claim of $254,000 for transformers occurred because the subrecipient based its claim on invoices for all transformers purchased after the disaster. The non-disaster claim of $13,000 for utility poles occurred because the subrecipient did not adjust its inventory for, and inadvertently included costs for poles it used on a non-disaster work order in its claim. The subrecipient later adjusted the inventory, but did not credit the FEMA project. Therefore, the OIG questioned the $267,000 of non-disaster-related costs charged to the project.

H. *Unapplied Credits*

Criteria: According to Federal cost principles (2 CFR 200.406), credits accruing to or received by a non-Federal entity that relate to allowable costs must be credited to the Federal award either as a cost reduction or cash refund, as appropriate.

Finding 1. ***Overstated Claim.*** The subrecipient overstated its claim under several projects because it did not reduce project costs for $42,000 of credits received on fuel and material costs and proceeds from sales of scrap. Therefore, the OIG questioned $42,000, as unapplied credits.

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I. ***Direct Administrative Costs***

Criteria: Federal regulations (44 CFR 207.5) and FEMA's PAPPG, identify "section 324 management costs," and other grant management and administrative costs that are eligible under the PA Program. The Policy also clarifies the process through which recipients and subrecipients can request reimbursement for these costs. Federal regulations and FEMA policy state:

- Direct Administrative Costs (DAC) include costs that can be tracked, charged, and accounted for directly to a specific eligible project, such as staff time to complete field inspection and preparation of a project worksheet (FEMA Policy 104-009-2, Chapter II, section V.N.2, April 2017).
- Indirect Costs are costs a recipient incurs for a common or joint purpose benefiting more than one cost objective that are not readily assignable to the cost objectives specifically benefited (44 CFR 207.2).
- Indirect costs may not be charged directly to a project or reimbursed separately, but are considered to be eligible management costs (44 CFR 207.6(b)).
- Management Costs are any indirect costs, administrative expenses, and any other expenses that a recipient or subrecipient reasonably incurs in administering and managing the PA grant that are not directly chargeable to a specific project, but are reasonably incurred in the administration of the grant award (44 CFR 207.2).
- Pass-through funds are the percentage or amount of management costs that the grantee (recipient) determines it will make available to the subgrantees (subrecipients) (44 CFR 206.207(b)(1)(iii)(K)).
- Costs must be necessary and reasonable to be allowable under Federal awards (2 CFR 200.403(a)).

According to Chapter II, section V. N.1 and N.2 of the PAPPG, recipients and subrecipients cannot charge costs to a project if it previously allocated similar costs for the same purposes in like circumstances to indirect costs. Direct costs may be appropriate only if they meet all of the following conditions:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved are specifically identified with the project or activity;
- Such costs are explicitly included in the budget for the project or have FEMA's prior written approval; and
- The costs are not recovered as indirect costs.

Finding 1. ***Cost Allocations.*** The subrecipient claimed $2,272,675 as direct administrative costs, but could not track the costs separately to specific projects. The subrecipient allocated its administrative, travel, and per diem costs over all the projects. The OIG questioned the $2,272,675 because the subrecipient could not trace the costs directly to specific projects; therefore, the

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costs were indirect costs incurred for a common purpose. Although allocating administrative costs over all the projects may have been acceptable for project formulation (initial estimation of project cost) and/or to expedite the funding process, it is not acceptable for claiming direct administrative costs.

Finding 2. ***Contractor Direct Administrative Costs.*** The subrecipient claimed $590,847 in ineligible direct administrative costs that included indirect activities (such as attending disaster briefings and completing preliminary cost estimates) and billings above contracted rates. This occurred because subrecipient officials did not consistently monitor contractor performance to ensure contractors completed eligible work based on contracted rates. Also, the subrecipient did not follow FEMA's guidance on direct administrative costs allowances. As a result, the OIG questioned $590,847 as ineligible DAC.

J. Obtain and Maintain Insurance

Criteria: Section 311 of the *Stafford Act* requires applicants of disaster assistance to obtain and maintain such types and extent of insurance as may be reasonably available, adequate, and necessary, to protect against future loss to any property to be replaced, restored, repaired, or constructed with such assistance. Federal regulations at 44 CFR 206.252(d) also require grant recipients to obtain and maintain flood insurance in the amount of eligible disaster assistance as a condition of receiving Federal funds. Grant recipients may also seek an exemption from insurance requirements from their State insurance commissioner.

Finding 1. ***Flood Insurance Requirements.*** The subrecipient did not obtain $52 million of required flood insurance coverage for its replaced disaster-damaged facilities, which is a condition for receiving Federal disaster assistance. As a result, the subrecipient does not have adequate flood insurance coverage to meet Federal regulation insurance requirements to protect it and taxpayers in future disasters. The subrecipient should have obtained and maintained $52 million in flood insurance or received an exemption from insurance requirements from its State insurance commissioner. Therefore, the OIG recommended that FEMA disallow as ineligible $52 million for its new buildings unless the subrecipient obtains the required insurance coverage or obtains an exemption.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Key Points to Remember When Administering FEMA Grants

1. Designate a person to coordinate the accumulation of records.

2. Establish a separate and distinct account for recording revenue and expenditures, and a separate identifier for each distinct FEMA project.

3. Ensure that the final claim for each project is supported by amounts recorded in the accounting system.

4. Ensure each expenditure is recorded in the accounting books and is referenced to supporting source documentation (checks, invoices, etc.) that can be readily retrieved.

5. Research insurance coverage and seek reimbursement for the maximum amount. Credit the appropriate FEMA project with that amount.

6. Check with your Federal Grant Program Coordinator about the availability of funding under other Federal programs (Federal Highway, Housing and Urban Development, etc.) and ensure that the final project claim does not include costs that another Federal agency funded or should have funded.

7. Ensure that materials taken from existing inventories for use under FEMA projects are documented by inventory withdrawal and usage records.

8. Ensure that expenditures claimed under the FEMA project are reasonable and necessary, are authorized under the scope of work, and directly benefit the project.

9. Ensure proper grant administration is established and enforced throughout the duration of the grant.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Disaster Fraud Hotline

The DHS OIG not only conducts audits, but also aggressively investigates allegations of fraud, waste, and abuse. Below are a few of the more common allegations reported through our Hotline.

- Disaster assistance applicants use false names and/or fictitious addresses.
- Disaster assistance applicants claim losses that they did not incur or were not entitled to claim.
- Private individuals claim to be FEMA employees.
- Disaster fund recipients are victimized by contractors who inflate repair fees and/or fail to properly complete repairs.
- Disaster fund recipients damage their own properties to receive disaster assistance.
- Recipients do not use FEMA funds for the purpose intended.

If you have knowledge of fraud, waste, or abuse, or allegations of mismanagement involving disaster relief operations, you can:

- Call the Disaster Fraud Hotline at 1-866-720-5721
- Fax the Disaster Fraud Hotline at 1-225-334-4707
- Email: disaster@leo.gov
- Or write: National Center for Disaster Fraud
  Baton Rouge, LA 70821-4909

Calls can be made anonymously and confidentially

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Additional Information and Copies

To view this and any of our other reports, please visit our website at: www.oig.dhs.gov.

For further information or questions, please contact Office of Inspector General Public Affairs at: DHS-OIG.OfficePublicAffairs@oig.dhs.gov.
Follow us on Twitter at: @dhsoig.

OIG Hotline

To report fraud, waste, or abuse, visit our website at www.oig.dhs.gov and click on the red "Hotline" tab. If you cannot access our website, call our hotline at (800) 323-8603, fax our hotline at (202) 254-4297, or write to us at:

Department of Homeland Security
Office of Inspector General, Mail Stop 0305
Attention: Hotline
245 Murray Drive, SW
Washington, DC 20528-0305

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

SAVANNAH Water Resources

MEMORANDUM

To: Joseph A. Melder, City Manager

From: Ronald Feldner, Chief of Water Resources RF

CC: Dept. Director
Grant Program Manager
Melissa Carter, Sr. Director, Office of Management & Budget
David Maxwell, Sr. Director, Finance

Date: January 27, 2026

Subject: Grant Review Packet: GEMA/FEMA Hazard Mitigation Grant Program (HMGP) - City of Savannah Comprehensive Stormwater Management Plan

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The purpose of this memorandum is to recommend approval to formally apply for FEMA Hazard Mitigation Grant Program (HMGP) funding for DR-4830-GA. The HMGP, funded by FEMA and administered by GEMA, provides funding for local, tribal, and state governments following a FEMA-declared natural disaster to protect against losses from disasters by mitigating existing risk from future damage.

The above-referenced application proposes to undertake a detailed update of stormwater modeling models and products in thirteen (13) sub-basins located within or adjacent to/overlapping with the City of Savannah. These basins include: Chippewa, Coffee Bluff, Hampstead, Hardin, Harmon, Horseshoe, Ogeechee, Pipemakers, Redgate, Salt Creek, Talmadge, Wilshire, and Windsor basins. The data and products developed from these studies will be used to help the City identify high-risk / vulnerable areas to separately design and construct stormwater improvements. These projects will help to reduce localized flooding and improve the lives of Savannah's residents, businesses, and visitors.

These efforts directly support City Council's strategic priorities related to infrastructure investment, public safety, and environmental stewardship, while providing measurable benefits to Savannah residents. Collectively, these projects support flood risk reduction, system capacity improvements, and long-term planning efforts that advance the City's hazard mitigation goals. A pre-application for this project was submitted to GEMA on October 31, 2025, in accordance with GEMA's stated requirements.

The total proposed cost to perform the work included within the application is estimated to be $2,591,550.00. We propose to request $1,943,662.50 from FEMA [grantor], constituting 75% of the total project cost and serving as the maximum federal share percentage allowed under the HMGP. GEMA has indicated that it will contribute 10% [$259,155.00] towards the City's required non-federal match. The remaining required 15% of non-federal match funds or $388,732.50 will be required from the City. In addition, the City will be requesting grant administration funding [Sub-Recipient Management Costs or "SRMC"] in the amount of $129,577.50. These funds are 100% funded by FEMA and require no local match. The period of performance for this award begins on the date of award [yet to be determined] and typically expires within three years of that date.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

A full description of the grant program may be found in within section 97.039 of the Catalogue of Federal Domestic Assistance or FEMA's website.

The deadline to submit applications under the HMGP to GEMA expired on October 31, 2025; all four pre-applications were submitted on this deadline. GEMA's deadline to submit these applications to FEMA has yet to be established. **The internal review is requested by *2.3.26* to meet GEMA's informal deadline to the City.** Signature on the Grant Review Cover Sheet indicates your approval.

The attached forms require the City Manager's signature to continue the HMGP application process:

- Exhibit A – HMGP Pre-Application [summarizes the City's funding request to GEMA; please sign pages 2 and 22]
- Exhibit B – FEMA/GEMA Matching Funds Commitment Letter [demonstrates the City's recognition of the non-federal matching requirement for this grant, if awarded]
- Exhibit C – SF424-A [Standard Federal Assurances for Non-Construction Programs]
- Exhibit D – SF424 [Application for Federal Assistance]
- Exhibit E to this package contains supporting documentation for the City Manager's review as he considers this request.

Thank you for considering how the HMGP will benefit the citizens of Savannah. We appreciate your support in the pursuit of this grant opportunity.

END OF MEMORANDUM
Atf 1.23.26

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CITY OF SAVANNAH - GRANT REVIEW COVER SHEET

Updated April 7, 2025 - Supersedes Prior Grant Review Forms

The Grant Review Cover Sheet should be completed in its entirety by the department applying for a grant opportunity and sent to OMB with supporting documents comprising the Grant Review Packet. OMB will contact the Grant Program Contact with questions or requests for additional information necessary for analysis and recommendation, then route the Grant Review Packet as indicated below. The Grant Review Cover Sheet will be returned to the Grant Program Contact upon acquisition of authorizing signatures or upon determination that the grant opportunity is inadvisable. Matching funds may not be readily available for grant awards if the requirement is not identified in advance.

Grant Program Contact:	Ron Feldner	Grant Application Deadline:	3/15/2026
Contact Phone & Email:	912-652-3528 - Ronald.Feldner@Savannahga.gov	Internal Grant Review Deadline:	2.2.26
Service Center:	Water Resources	Dept./Div.	Savannah Water Resources
Internal Grant Project Title:	Comprehensive Stormwater Management Plan		
Grant Program Name:	Hazard Mitigation Grant Program (HMGP)		
Grantor/Granting Agency:	FEMA / GEMA		
Funding Source:	FEMA / GEMA	CFDA (Listing Number)	97.039
Award Notification Date:	TBD	Award Period Dates:	TBD

Grant Type: ☐ Private ☑ New ☐ Renewal ☐ Extension ☐ Recovery/Relief or Stimulus

Has the City applied for this grant before?	Yes	What year did City apply?	Multiple		
If yes to above, did City receive an award?	Yes	Award Amount	Multiple	Prior award Activity Code	Multiple

Grant Project Budget Summary		Total Match Required:	$ 647,887.50
Total Project Budget:	$ 2,721,128.00	City Cash Match Required:	$ 388,732.50
Amount Requested from Grantor:	$ 2,721,128.00	Value of In-Kind Match Amount:	$ -
		Other Contributions to project:	$ 259,155.00
Source of Contributions Other than the Grantor or the City:		GEMA is proposing to provide 10% of non-federal share requirement [$259,155.00]	

Budget Impact: Amount of *additional expenses* necessary during the award period or upon completion of the award performance period in future years, i.e. additional personnel; equipment acquisition or maintenance; material or supplies *not covered by grant funds.*
If no expenses beyond those grant funded are anticipated, check box signifying $0 budget impact: ☑

EXAMPLE: 101.1234.51306 Promotional materials not covered by grant funds (attach additional sheet if needed)	**Amount** ***$12,000***	**Year** ***20XX***
TOTAL	**$ -**	

Eligibility, Reporting, Audit Requirements: Requirements should be found in the Notice of Funding Opportunity (NOFO) or Request for Proposals (RFP).

The Hazard Mitigation Grant Program (HMGP) is a post-disaster federal assistance program authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5170c) that provides funding for cost-effective, long-term hazard mitigation measures designed to permanently reduce future disaster losses. HMGP is implemented pursuant to 44 CFR Part 206, Subpart N, with the State serving as the recipient and local governments eligible as subrecipients, provided they maintain a FEMA-approved hazard mitigation plan in accordance with 44 CFR Part 201 and comply with all applicable program eligibility and mitigation activity requirements. As a federal award, HMGP is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), including federal financial and performance reporting, documentation, procurement compliance, record retention, and grant closeout requirements. Audit oversight is governed by 2 CFR Part 200, Subpart F, under which a Single Audit is required if the City's aggregate federal expenditures meet or exceed the applicable annual threshold. For federal tracking and budgetary classification

Grant Project Description (approx. 75 words): Describe the work to be accomplished or assets to be acquired by the City with the grant funds.

The City of Savannah proposes to conduct a comprehensive Drainage Basin Study and Hydrologic & Hydraulic (H&H) Modeling project to evaluate flood risk across its major drainage basins. The project will begin with project management and coordination, including kickoff meetings with City staff, GEMA/HS, and consulting engineers to establish schedules, quality control protocols, and interdepartmental coordination. Next, the project team will gather and review existing data, including GIS datasets, LiDAR, as-built drawings, stormwater system maps, and historical flood records. Using this data, updated H&H models will be developed with HEC-HMS and HEC-RAS software to simulate stormwater and tidal flooding under 10-, 25-, 50-, and 100-year events, calibrated with recent storm data. Flood risk assessment will identify structures, critical facilities, and infrastructure at risk and map inundation extents to quantify vulnerabilities. Based on these findings, the team will develop and prioritize mitigation alternatives, such as detention/retention facilities, culvert upgrades, pump stations, and tidal controls, considering feasibility, cost-effectiveness, and risk reduction. Finally, the project will deliver a comprehensive report, digital model files, and GIS-based flood maps, along with a summary for integration into Savannah's Hazard Mitigation Plan and future mitigation planning efforts. This study will provide the technical foundation necessary to guide effective, long-term flood mitigation strategies for the City.

Service Center Chief Signature:	Ronald Feldner	Date:	March 9, 2026 |

For Routing & Review Only

OMB Review:		Date:	March 9, 2026 |
Finance Review:	Collin Phillips	Date:	March 9, 2026 |
Chief Operating Officer Review:	Saesha Carlile	Date:	March 10, 2026 |

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

City Manager Approval: Date: March 10, 2026

CITY OF SAVANNAH - GRANT REVIEW PROCESS & NEXT STEPS

The Grant Review precedes the grant application submittal to ensure that the City makes an informed decision about the funding opportunity and fully assesses the availability of resources required to support a potential award. The Grant Review Cover Sheet is part of the **Grant Review Packet** which includes additional, supporting documents that describe the funding opportunity, the project or program to be accomplished, and terms of the grant. **The Grant Review process may take up to 10 business days; submission of a complete, accurate Grant Review Packet minimizes review time**. OMB begins the Grant Review process upon receipt of a complete Grant Review Packet and contacts the originating department with questions, request for missing documentation, or to discuss recommendations. Upon completion of the initial phase of the Grant Review, OMB routes the Grant Review Packet to Finance and the City Manager for review and approval. The originating department will receive the fully approved Grant Review or be advised if any of the reviewers do not recommend proceeding with the application. Applications may not be submitted until the routing and review is complete and OMB, Finance and the City Manager has approved pursuit of the funding opportunity.

CHECKLIST

Check	Item
OMB Grant Review Packet: Include the following items, at a minimum:	
☑	Cover Memo to City Manager, meeting guidelines, signed/initialed by Service Center Chief
☑	Complete, accurate Grant Review form with signature of Service Center Chief
☑	Notice of Funding Opportunity (NOFO) from the granting agency/grantor
☑	Draft narrative describing the project/program for which the City use grant funds
☑	Draft project/program budget in granting agency's prescribed format/template & OMB template
☑	Amount of matching funds required for the City to contribute
☐	Value of in-kind matching support from the City
☑	Value of contributions from other sources committed to project/program for which grant funds are being sought
☐	Vendor quotes for equipment to be purchased with grant funds that costs $5,000 or greater per item
Grant Application and Next Steps	
☐	Request assistance from OMB throughout the process, as needed
☐	Re-read the Notice of Funding Opportunity thoroughly to determine application procedures and requirements
☐	Contact OMB with questions or concerns about the funding opportunity
☐	Submit application and required forms to grantor agency **72 hours prior to deadline** (allow time to address technical issues)
☐	**Send to OMB a copy of the final application submitted to the granting agency/grantor**
Award Offer & Acceptance/Non-Award Notice	
☐	Read and re-read award acceptance requirements to ensure department has capacity to comply
☐	Send OMB a copy of the grantor's notice of award or notice of non-award
☐	Request reason for non-award from granting agency, if available; plan reapplication for next funding cycle, as appropriate
☐	Send OMB the Award Acceptance Packet to process upon receipt of granting agency's award offer
☐	**Schedule time to review grant project budget with OMB and to ensure that all documentation has been provided to OMB. Grant funds will not be available for expenditure until activated in the City's financial and budget systems upon project budget and documentation review**
☐	Set reminders for required Progress, Performance, and Financial reports to ensure timely compliance
☐	Send copies of submitted reports to Finance and OMB
Active Award	
☐	Complete the DBE Cost Estimate Worksheet for Purchasing Agenda Items, indicating the Funding Source
☐	Contact OMB for assistance drafting Purchasing Recommendations for grant-funded items, if needed
☐	Provide OMB & Finance with copies of Progress, Performance and Financial reports, contracts, agreements, and other related documents
☐	Request guidance as needed
☐	Notify OMB and Finance of grant extension requests and determinations
☐	Notify OMB and Finance 60 to 90 days prior to the end of the grant Performance Period

RESOURCES

Grants.Gov	https://www.grants.gov/
Grants.Gov Learning Center	https://www.grants.gov/web/grants/learn-grants.html
Grants.Gov Glossary of Grant Terms	https://www.grants.gov/web/grants/learn-grants/grant-terminology.html
Full Text OMB Uniform Guidance	https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
OMB Uniform Guidance FAQs	https://www.cfo.gov/knowledge-sharing/2-c-f-r-200-uniform-guidance/#
2 CFR Part 200, Appendix XI Compliance Supplement	2CFR Part 200, Appendix XI - Compliance-Supplement
Preparing Grant Proposals	http://literacy.kent.edu/Oasis/grants/first.html
Successful Grant Proposal Writing	https://mcf.org/writing-successful-grant-proposal
USA Gov Data & Statistics	https://www.usa.gov/statistics
Kids Count Data Center - Anne E. Casey Foundation	https://datacenter.kidscount.org/
Community Toolbox	https://ctb.ku.edu/en

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Additional OMB Grant Budgeting & Resources [Grant Budgeting & Resources]

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Fund	AU	Activity Code		212.XXXX.GTXXXX	HMGP Hurricane Helene -Comprehensive Stormwater Management Plan	2027 Budget	2028 Budget	Total Budgeted
2XX	XXXX	XXXXXX			Balancing	$ -	$ -	$ -
			ACCT #	Account Name	**Total Revenue**	**$ (1,360,564)**	**$ (1,360,564)**	**$ (2,721,128)**
					FEMA HMGP - Direct Costs (75%)	$ 971,831.25	$ 971,831.25	$ 1,943,662.50
					GEMA Share (10%)	$ 129,578	$ 129,578	$ 259,155.00
					City Share (15%) ($388,732.50) DR-801	$ 194,366	$ 194,366	$ 388,732.50
					FEMA HMGP - SRMC (100%)	$ 64,789	$ 64,789	$ 129,578.00
								$ -
					Total Expenses	**$ 1,360,564**	**$ 1,360,564**	**$ 2,721,128**
XXX	XXXX	GXXXXX	**51239**	Technical Pur Svcs	*Grant Admin / FEMA SRMC*	$ 64,789.00	$ 64,789.00	$ 129,578.00
XXX	XXXX	GXXXXX	**51238**	Professional Pur Svcs	*Professional Engineering and Design Services [Contract]*	$ 1,295,775.00	$ 1,295,775.00	$ 2,591,550.00
XXX	XXXX	GXXXXX		FTE				$ -
XXX	XXXX	GXXXXX		FTE				$ -
XXX	XXXX	GXXXXX		FTE				$ -
XXX	XXXX	GXXXXX		FTE				$ -

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THIS SECTION FOR STATE USE ONLY

FEMA-_GA_-DR / BRIC- _____
[ ] Application Complete
[ ] In Declared Area
[ ] Statewide
[ ] Planning

[ ] HMGP (CFDA 97.039)
[ ] BRIC (CFDA 97.047)
[ ] Eligible Applicant
[ ] State or Local Government
[ ] Private Non-Profit (Tax ID Received)

Community NFIP Status:
[ ] Participating Community ID #: _____
State Application ID _____

[ ] In Good Standing [ ] Non-Participating [ ] CRS
Date Application Received _____

State Reviewer_____ Signed_____ Date _____

FEMA Application Hardcopy Submittal Date: _____

FEMA Application Completed NEMIS Entry Date: _____

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

This application is for all Hazard Mitigation Assistance (HMA) programs for a plan update proposal administered by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). Please complete all sections and provide all information as requested. **Incomplete applications will not be forwarded to FEMA for their review.** If you require assistance with this application, contact Zack Hoffman, Senior Director at (912)-650-7855.

Applicant Information

1. **Project Title: City of Savannah Comprehensive Stormwater Management Plan**
2. **Applicant (Organization):** City of Savannah
3. **Applicant Type:**

X State or Local Government ☐ Recognized Indian Tribe ☐ Private Non-Profit

State Legislative District(s) GA 165 Congressional District(s) GA 1

Federal Tax I.D. Number 58-6000660

_____ UEI Number: GTSVKSQ2ABM7

FIPS Code: 13051

4. **National Flood Insurance Program CID #: 135163**
5. **NFIP Community Rating System Class Number:** 5
6. **Point of Contact:** (Individual responsible for the grant)

☐Ms. X Mr. ☐Mrs. ☐Dr. First Name Zack Last Name Hoffman

Title Senior Director- Stormwater Mgmt. Department Telephone 912-650-7855

Street Address 20 Interchange Court

City Savannah State GA Zip Code 31415

E-mail address zhoffman@savannahga.gov

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

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

Name __Adam Ferguson ____Telephone __910.200.4735___
E-mail __aferguson@rostan.com_____

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

☐Ms. X Mr. ☐Mrs. ☐Dr. First Name __Jay__ Last Name_Melder_____

Title ____City Manager_____Telephone __912-651-6415_____ Fax___N/A_____

Street Address ___2 East Bay Street [City Hall_____

City__Savannah_____State __GA____ Zip Code____31402_____

E-mail address __Jay.Melder@savannahga.gov_____

Signature:_____ Date: March 10, 2026 | 5:00 PM EDT

I. Project Description – Narrative Statement

A. Mitigation Activity

1. **Please describe the strategy for completing this planning activity.**

This drainage basin study and Hydrologic and Hydraulic (H&H) modeling project supports the goals and objectives of the City of Savannah Hazard Mitigation Plan. It aligns with the City's ongoing efforts to enhance flood resilience, improve stormwater management, and reduce repetitive flood losses. The City of Savannah Stormwater Department has already delineated and mapped all major drainage basins citywide. Ten drainage basin studies have been completed or are under contract, and this project will fund the remaining thirteen basins—Chippewa, Coffee Bluff, Hampstead, Hardin, Harmon, Horseshoe, Ogeechee, Pipemakers, Redgate, Salt Creek, Talmadge, Wilshire, and Windsor—as shown on the attached City of Savannah Drainage Basin Map. Completion of these studies will provide comprehensive citywide coverage, allowing the City to evaluate both localized drainage deficiencies and systemwide flood mitigation strategies. The study will establish a solid technical and policy foundation for data-driven flood mitigation planning, risk-based capital improvement prioritization, and long-term infrastructure resilience under changing climatic and tidal conditions.

The City will procure a qualified consulting firm to perform the work described in the attached Scoping Document. Key tasks will include:

- Review and refine existing drainage basin and sub-basin boundaries as needed for modeling accuracy.
- Conduct field assessments and infrastructure evaluations to determine system capacity, condition, and maintenance needs.
- Compile and integrate GIS, survey, and stormwater infrastructure data to establish a verified baseline dataset.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

- Develop and calibrate H&H models for each basin to simulate performance under various rainfall and tidal conditions.
- Evaluate the impacts of sea level rise, tidal influence, and changing precipitation patterns on system performance.
- Identify drainage deficiencies, bottlenecks, and flood-prone areas.
- Develop and prioritize mitigation and capital improvement projects addressing identified vulnerabilities.
- Recommend policy, design, and maintenance standards to guide resilient stormwater management and future development.
- Establish a framework for maintaining and updating the models for continued use by City staff.

This effort will produce a Citywide Drainage Basin Study and suite of H&H models identifying feasible flood mitigation and resilience projects. The study will guide the City's Capital Improvement Program and strengthen Savannah's ability to manage stormwater under future conditions.

Public and stakeholder engagement will ensure that community input and local knowledge are incorporated throughout the planning process, resulting in a more resilient and well-informed City of Savannah.

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

The City of Savannah will implement rigorous financial and schedule management procedures to ensure the project is completed on time and within budget. The City will follow established procurement policies and procedures to solicit and negotiate a professional services agreement with a qualified consulting firm experienced in drainage basin studies, hydrologic and hydraulic (H&H) modeling, and stormwater master planning. A detailed project schedule, cost proposal, and scope of services will be required during contract negotiations. Upon award, the City will assign a Project Manager responsible for overseeing consultant performance, monitoring expenditures, and tracking progress against milestones and deliverables. The consulting firm will provide monthly progress reports summarizing schedule status, budget updates, and work completed. The City and consulting team will hold regular coordination meetings to review ongoing work, address challenges, and confirm adherence to the approved schedule, scope, and budget. Any deviations will be addressed promptly through established change management and approval procedures to maintain transparency and accountability. Successful performance will be ensured through proactive oversight, consistent communication, and strict adherence to contract requirements. All deliverables will undergo City staff review and approval to verify technical accuracy and compliance with the City's Hazard Mitigation Plan and stormwater resilience goals.

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

This planning effort will require coordination among multiple City departments and technical disciplines to ensure successful implementation. Specifically, expertise and support will be needed from the City of

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Savannah Stormwater Management Department, Public Works and Water Resources, Engineering, Planning and Urban Design, GIS Services, and Emergency Management. These departments will provide data, local knowledge, and technical input throughout the project. The City of Savannah has the staffing capacity and resources necessary to support this effort. City staff will oversee project administration, procurement, and coordination with the selected Consultant, who will provide specialized expertise in hydrologic and hydraulic modeling, drainage basin analysis, and flood risk mitigation planning.

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

This planning effort will involve coordination among multiple City departments and technical disciplines. Expertise and support will come from the Stormwater Management, Public Works and Water Resources, Engineering, Planning and Urban Design, GIS Services, and Emergency Management departments. These teams will provide data, local knowledge, and technical input throughout the project. The City of Savannah has demonstrated capacity to manage similar efforts, having completed or contracted ten drainage basin studies to date. This experience has established efficient procedures for project management, interdepartmental coordination, and consultant oversight—providing a strong foundation for completing the remaining studies effectively. The City has the staff and resources to support this effort. City staff will manage project administration, procurement, and coordination with the selected consulting firm, which will provide specialized expertise in hydrologic and hydraulic modeling, drainage basin analysis, and flood risk mitigation planning. This proven framework—combining City oversight with consultant expertise—will ensure all deliverables are completed on schedule, within budget, and aligned with the City's Hazard Mitigation Plan and stormwater resilience goals.

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

Public and stakeholder engagement will be incorporated throughout the project to ensure transparency and local input. The City will use a combination of public meetings and online engagement tools to introduce the project, explain its purpose and scope, and gather input from residents and stakeholders. Outreach will include coordination with neighborhood associations, public notices, a project webpage, and updates through the City's communication platforms and social media channels. These activities will provide opportunities for residents to identify areas of concern, historical flooding locations, and community priorities. Feedback will help shape mitigation strategies and infrastructure recommendations.

The Scope of Work includes additional details on public engagement, including meeting schedules, documentation procedures, and comment response protocols. Upon completion, this effort will produce a comprehensive, data-driven drainage basin study that can serve as a reference for other coastal and flood-prone communities. The City will share results and lessons learned through press releases, public briefings, and coordination with regional partners, highlighting how proactive drainage analysis and H&H modeling can guide resilient stormwater planning.

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

This planning activity will benefit the residents and businesses of the City of Savannah by providing a comprehensive, data-driven framework to address stormwater and flooding challenges citywide. The resulting drainage basin studies and H&H models will deliver an updated technical foundation for flood mitigation planning, identifying vulnerable areas, system deficiencies, and priority improvement projects. By completing all remaining basin studies within a single coordinated effort, the City will have current,

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

consistent, and comprehensive data for every drainage area. This will enable the evaluation of interconnected solutions that address flooding across multiple basins, improving the effectiveness and efficiency of future infrastructure investments. The plan will guide the development of future mitigation and resilience projects and strengthen the City's ability to compete for federal and state mitigation funding. It will also establish a clear process for prioritizing and implementing flood reduction and infrastructure improvements, ensuring that resources are directed to areas of greatest need and benefit. Ultimately, this planning effort will enhance public safety, protect property and critical infrastructure, and improve the quality of life for Savannah residents by supporting sustainable stormwater management and advancing a proactive, citywide approach to resilience.

7. **Do you plan to do the work In-House with existing staff or with the assistance of an outside contractor or both?**

[X] **In-House** [X] **Contractor**

(If outside contractor selected please describe the duties they will perform to meet the Scope of Work below)

In conjunction with its in-house staff (engineers, planners, and GIS) ,the City of Savannah will contract with a qualified consulting firm to develop, model, and document the drainage basin studies and associated Hydrologic and Hydraulic (H&H) modeling. The consultant will support the City in managing and implementing the project in accordance with the approved Scope of Work.

The consultant will provide the following services:

- Project Management and Coordination: Coordinate closely with City staff, manage schedules and deliverables, and ensure the project remains on scope, on schedule, and within budget.
- Data Collection and Review: Compile and validate existing stormwater system data, GIS datasets, survey information, and historical flooding records provided by the City and partner agencies.
- Basin Boundary Review and Refinement: Review existing delineated drainage basins and sub-watersheds and refine boundaries as needed to support model accuracy.
- Hydrologic and Hydraulic (H&H) Modeling: Develop and calibrate basin-specific H&H models to evaluate system performance under current and future conditions, including sea level rise, tidal influence, and projected climate impacts.
- Deficiency Identification and Risk Analysis: Identify conveyance limitations, bottlenecks, and flood-prone areas; evaluate risks to residents, businesses, and critical infrastructure.
- Mitigation Strategy Development: Develop and prioritize mitigation projects, infrastructure improvements, and operational strategies to enhance flood resilience and support the City's capital improvement planning.
- Public and Stakeholder Engagement: Support the City's outreach efforts by preparing materials, participating in public meetings, documenting feedback, and incorporating community priorities into planning outcomes.
- Plan Development and Documentation: Prepare the final Drainage Basin Study and H&H Modeling Report, including maps, analyses, recommendations, and an implementation framework to guide next steps.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

- Knowledge Transfer: Provide guidance and documentation to City staff on maintaining and applying the H&H models for future use.

City staff will assist the selected contractor(s) with researching and identifying documentation, previously modeling data, and helping to guide and oversee the implementation of the studies, and preparing GIS data sets if/as requested.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

B. Scope of Work

SCOPING DOCUMENT INTRODUCTION

The City of Savannah Comprehensive Stormwater Management Plan will begin with the development of a Scoping Document that provides a clear, organized framework for implementing the project. This document will define the project's scope, goals, *methods*, deliverables, schedule, and responsibilities, establishing a transparent roadmap for completion of the stormwater management planning effort. The Scoping Document will serve as a reference for City staff, leadership, and elected officials, outlining how the City will conduct the drainage basin studies and associated Hydrologic and Hydraulic (H&H) modeling. It will also identify coordination needs, resource requirements, and anticipated outcomes to support effective project management and informed decision-making. By completing this task, the City will ensure that the planning process is well-defined, measurable, and aligned with community priorities. The resulting framework will guide future steps in developing a comprehensive stormwater management plan and provide a foundation for prioritizing drainage improvements, identifying funding opportunities, and advancing long-term flood resilience strategies.

STORMWATER MASTER PLAN GOALS

Before initiating the multi-year, phased City of Savannah Comprehensive Stormwater Management Plan, the overall goals, vision, and objectives must be clearly defined and agreed upon by stakeholders. These goals have been reviewed and discussed with City leadership and form the foundation for the planning, analysis, and implementation phases of the Master Plan. Each goal will guide the project approach and outcomes:

- Assess Existing Conditions: Document and evaluate the current state, capacity, and condition of the City's stormwater infrastructure through field assessments, data analysis, and hydrologic and hydraulic (H&H) modeling.
- Confirm and Refine Major Watersheds: Utilize existing delineations to verify watershed and sub-basin boundaries and ensure consistency across all drainage studies.
- Establish Extent of Service Policy: Define the limits of City responsibility for stormwater infrastructure maintenance and management.
- Define Level of Service Standards: Establish both performance-based and condition-based service levels to guide design, maintenance, and capital planning decisions.
- Identify System Deficiencies: Determine existing conveyance limitations, capacity shortfalls, and areas prone to flooding.
- Develop Improvement Strategies: Identify and conceptually define capital improvement projects (CIPs) and operational strategies needed to meet desired service levels.
- Estimate Resource Requirements: Identify staffing, equipment, and operational needs to implement the recommended strategies.
- Prepare Planning-Level Cost Estimates: Develop budgetary cost estimates for proposed CIPs, staffing, and equipment needs.
- Identify Funding Opportunities: Evaluate potential local, state, and federal funding mechanisms to support implementation.
- Prioritize and Phase Improvements: Develop a ranking methodology for CIPs and establish a logical sequence for design and construction readiness.

METHODOLOGY & APPROACH

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

To develop a successful City of Savannah Comprehensive Stormwater Management Plan, the first step is establishing a clear and organized framework that defines the project scope, confirms the Master Plan's goals, and outlines a structured process to guide the planning effort from initiation through completion. This framework will ensure that all stakeholders—including City staff, leadership, and City Council—share a common understanding of the project objectives, deliverables, and timeline. The methodology consists of a series of interrelated planning and analysis tasks designed to inform data collection, infrastructure assessment, and system modeling. These tasks will support the identification of deficiencies, development of mitigation strategies, prioritization of capital improvement projects, and formulation of funding and operational recommendations. Each task is described in detail in the following section to clarify responsibilities, expected outcomes, and alignment with the City's flood mitigation and resilience goals.

CITY OF SAVANNAH COMPREHENSIVE STORMWATER MANAGEMENT PLAN SCOPING DOCUMENT

This methodology is presented in chronological order, though the sequence may be adjusted to meet the evolving needs and financial constraints of the City of Savannah.

1. Collect Existing Data –

The first step in developing the Comprehensive Stormwater Management Plan is to assess the availability and quality of existing data. The consultant will compile and evaluate information from the City of Savannah, the Georgia Department of Transportation (GDOT), Chatham County, and other regional partners. Data will include GIS layers, as-built surveys, record drawings, design plans, and asset inventories for stormwater pipes, channels, culverts, bridges, and related infrastructure.

This task will produce a comprehensive data inventory and gap analysis, summarizing available datasets, data sources, and recommendations for addressing gaps. These findings will be incorporated into the final Stormwater Management Plan Report and used to guide subsequent modeling and analysis efforts.

2. Refine Major Watersheds –

The City of Savannah has previously delineated its primary drainage basins. The consultant will verify and refine these watershed boundaries using USGS HUC-12 sub-watersheds as a reference framework. Refinements will be made based on updated LiDAR topography, infrastructure data, and field observations, particularly at inflow/outflow points, major crossings, and areas with known flooding concerns.

The result will be an updated and documented set of watershed boundaries and GIS datasets that provide a consistent, citywide framework for hydrologic and hydraulic (H&H) modeling. These verified boundaries will be included and referenced in the final Stormwater Management Plan Report.

3. Develop Scoping Document –

The Scoping Document will provide a framework for the Comprehensive Stormwater Management Plan. It will summarize watershed characteristics, compile existing data, and outline the tasks needed to

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

complete the plan. The document will define the project's goals, methodology, roles, and expected outcomes to ensure a shared understanding among City staff, leadership, and decision-makers. It will also serve as a reference for project management, establishing expectations for schedule, deliverables, and communication. The document may be updated as the project progresses to reflect refined data or budget adjustments. The completed Scoping Document will form the basis for subsequent analysis and reporting and be incorporated into the final Stormwater Management Plan Report.

4. Determine Extent of Service Policy –

The Extent of Service Policy will define which components of the stormwater system are maintained by the City and which remain the responsibility of private property owners or Homeowner Associations. The consultant will identify stormwater features currently maintained by the City, determine those that may no longer require City maintenance, and locate City-owned assets within private developments or shared systems. This task will also document stormwater features within existing City drainage easements and note intermediate conveyances on private or adjacent properties that influence overall system performance. The resulting Extent of Service Policy will clearly outline ownership, maintenance responsibility, and jurisdictional boundaries, providing a consistent framework for asset management and inclusion in the final Stormwater Management Plan Report.

5. Determine Existing Inventory within Extent of Service –

Once the Extent of Service Policy is established, the consultant will review existing inventory data within that boundary to identify relevant information for subsequent phases of the master plan. Any stormwater conveyance features on private property deemed critical to the City's stormwater system will require additional reconnaissance to ensure appropriate data exists for analysis.

6. Determine Additional Inventory Needs –

Field surveys will fill data gaps identified during collection. The consultant will work with the City to develop a phased survey plan within the Extent of Service boundary, focusing on critical stormwater conveyances that affect overall system performance, including those on private property or within private developments. The collected data will complete the stormwater asset inventory and support accurate modeling and analysis in the final Stormwater Management Plan Report.

7. Determine Desired Level of Service –

The master plan will define the desired Level of Service (LOS) for the stormwater system in two areas. The Performance LOS will establish design criteria—such as target design storms and capacity standards—based on current conditions, identified deficiencies, and feasibility. The Condition LOS will define maintenance expectations, functional goals, and the staffing, equipment, and funding needed to sustain them. Together, these standards will guide system evaluation, improvement prioritization, and development of capital and operational recommendations in the final Stormwater Management Plan Report.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

8. Perform Existing Stormwater Inventory & System Condition Assessment –

After completing data collection and identifying additional inventory needs, the consultant will conduct a detailed inventory and condition assessment of the stormwater system. Working with City staff, the consultant will define the attributes for a centralized database that includes stormwater feature types (pipes, channels, ponds, catch basins, etc.), condition ratings, photographs, and key asset information. The database will use a consistent ranking system for repair needs, capacity improvements, and maintenance priorities. City staff will assist in finalizing the database structure and terminology. The resulting database will support modeling, risk evaluation, and planning recommendations documented in the final Stormwater Management Plan Report.

9.GIS Integration for Field Data Collection –

The inventory and condition assessment will use a GIS-based platform to manage and deploy field data. Field staff will view maps, locate assets, enter attributes, and collect GPS-enabled data directly in the field. The system will allow real-time coordination with office personnel and integrate data into the City's geodatabase. This platform will document conditions at the time of survey, support public discussions, and provide a comprehensive framework for evaluating and managing the City's stormwater system.

10. Identify Required Easements –

After completing the inventory and defining the Extent of Service, the consultant will identify potential easement needs for critical stormwater conveyances. The City will provide its existing drainage easement inventory for review and verification. Where needed, additional easement requirements will be noted to ensure the City maintains legal access for stormwater system maintenance and improvements. Findings will be summarized for inclusion in the final Stormwater Management Plan Report.

11. Hold Public Outreach Meetings –

Citizen engagement is integral to developing an effective stormwater master plan. Public meetings will allow residents to review maps, identify areas of concern, and share feedback on stormwater system performance. Meetings may be held at community centers, the City Courthouse, or other public venues. If in-person participation is limited, alternative methods such as mailed or online surveys, social media outreach, and the City's web platforms will be used. Feedback from these efforts will inform the assessment of system conditions, identify priority problem areas, and guide development of improvement strategies included in the final Stormwater Management Plan Report.

12. Perform Watershed Water Quality Evaluation -

The consultant will conduct a desktop water quality assessment of the City's watersheds to identify known or potential issues. This task will include reviewing recent Georgia Environmental Protection Division (EPD) impaired waters listings and coordinating with EPD staff to identify waterways that may be at risk. The evaluation will summarize existing water quality concerns and recommend planning-level actions—such as further study or potential best management practice (BMP) retrofits—to address these issues in coordination with stormwater management objectives. Findings will be incorporated into the final Stormwater Management Plan Report.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

13. Develop Existing Conditions Hydrologic & Hydraulic Models –

The consultant will develop existing-conditions hydrologic and hydraulic (H&H) models for the 13 remaining drainage basins identified in the City's stormwater study program. Each basin will have its own calibrated model and supporting documentation, allowing City staff to review and update basin-specific data independently while maintaining citywide consistency. The models will evaluate hydrology, storm drainage infrastructure, topography, and flooding conditions using the compiled inventory, survey, and GIS data. Each model will incorporate stormwater system components and tailwater conditions, including tidal fluctuations and potential sea-level rise. The consultant will coordinate with City staff to select appropriate modeling software and ensure compatibility with existing systems. The resulting models will assess current system performance and identify deficiencies, providing a foundation for developing improvement strategies in the final Stormwater Management Plan Report.

14. Develop Proposed Conditions Hydrologic & Hydraulic Models –

Using the existing-conditions model as a foundation, the consultant will develop proposed-conditions H&H models for each basin to evaluate conceptual improvements that address identified deficiencies. Draft recommendations will be reviewed with City staff for technical feasibility and alignment with priorities.

Improvement alternatives may include culvert upgrades or additions, detention facilities on public lands, channel modifications, acquisition of flood-prone properties, or non-structural measures such as volume-based hydrology control overlay districts. These overlay districts are planning-level best management practices for areas where infrastructure expansion is impractical or where runoff reduction is needed to relieve overburdened systems.

Both models will be designed for long-term usability, allowing updates as development, climate conditions, and floodplain data change. Results will inform Capital Improvement Plan (CIP) development and support future mitigation funding applications. Findings and recommendations will be included in the final Stormwater Management Plan Report.

15. Identify Potential Capital Improvement Projects (CIPs) & Develop Schedule of CIP Implementation Plan –

Using the proposed-conditions model, the consultant will identify and prioritize potential Capital Improvement Projects (CIPs) in coordination with City staff. Each project will be evaluated for public benefit, cost, and problem severity using a CIP scoring matrix developed for City review and approval. The matrix and accompanying GIS exhibit will document each project's identifier, location, watershed or basin, type (e.g., flooding, erosion, water quality, maintenance), description, and estimated cost. Scoring criteria may include historical flooding, water quality benefits, property acquisition, proximity to critical facilities, public benefit, and potential multi-jurisdictional impacts. The prioritization process will ensure transparency and consistency in selecting feasible, cost-effective projects aligned with the City's long-term stormwater management goals. Conceptual improvement plans will be evaluated within the defined Extent of Service and Level of Service parameters. Supporting materials may include GIS-based maps of proposed improvements, project summary tables, and planning-level estimates of cost, easement, or

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

permitting needs. Findings will be incorporated into the final Stormwater Management Plan Report and used to develop a CIP implementation schedule that supports future funding and project development.

16. Benefit Cost Analysis (Limited Projects) -

The consultant will prepare up to two preliminary Benefit-Cost Analyses (BCAs) for projects identified by the City as part of the stormwater master plan. Each analysis will follow FEMA's BCA methodology, using available data and conservative assumptions to estimate project benefits and costs. For each selected project, the consultant will develop a hazard profile summarizing existing conditions and establishing "damages before mitigation." Where applicable, GIS tools and open datasets will be used to evaluate structures, roads, and drainage features and estimate potential damages. Assumptions will be reviewed with City staff to ensure defensibility and consistency with FEMA standards. Proposed project scenarios will then be modeled to estimate reductions in damages, establishing a preliminary benefit-to-cost ratio (BCR). Planning-level cost estimates will be developed in coordination with City staff and engineering representatives. Results will be summarized in a BCA Technical Memorandum documenting data sources, methods, assumptions, and findings. These preliminary BCAs will support future FEMA Hazard Mitigation Assistance (HMA) funding applications.

17. Develop Operations & Maintenance Plans –

As an optional task, the consultant may develop an Operations and Maintenance (O&M) Plan based on the stormwater system condition assessment. The plan will outline inspection schedules, maintenance responsibilities, and procedures for channels, pipes, inlets, detention ponds, and control structures. It will include recommended inspection frequencies, maintenance practices, and planning-level cost estimates for routine and corrective actions. The O&M Plan will provide the City with a structured framework for sustaining stormwater system functionality and will be incorporated into the final Stormwater Management Plan Report.

18. Perform Staffing Level Analysis –

As an optional task, the consultant may evaluate the City's current stormwater management workforce, including personnel involved in operations, maintenance, and program administration. The analysis will include coordination with Public Works and administrative staff to document roles, responsibilities, and capacity related to drainage system performance and maintenance. Using input from City staff and the defined Level of Service (LOS), the consultant will identify staffing needs required to meet current and future stormwater management objectives. The analysis will also assess the cost-effectiveness of outsourcing specific services versus maintaining them in-house, providing a planning-level cost/benefit framework for decision-making. Findings will support recommendations for staffing levels that promote a sustainable and efficient stormwater management program, summarized in the final Stormwater Management Plan Report.

19. Conduct Stormwater Utility Feasibility and Rate Analysis Study –

The master plan will evaluate funding mechanisms to support identified stormwater improvements and long-term maintenance needs. One potential option is a City-managed stormwater utility fee to fund infrastructure upgrades, retrofits, and routine maintenance. The analysis will also consider projected City growth and potential MS4 permit requirements under Georgia EPD regulations to ensure future compliance costs are incorporated into program budgeting. The consultant will develop a Five-Year Stormwater Budget and Resource Allocation Plan outlining anticipated costs for capital projects, operations, maintenance, and regulatory compliance. A stormwater utility rate analysis will then be performed to determine revenues needed to sustain the program. The rate structure will apply the Equivalent Residential Unit (ERU) methodology, using the impervious area of a typical residential parcel

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

as the fee basis. Available GIS and aerial imagery will be used to determine the ERU, incorporating parcel boundaries, land use, zoning, and building footprint data. This analysis will provide a planning-level financial framework for establishing a sustainable, equitable stormwater utility and will be summarized in the final Stormwater Management Plan Report.

20. Prepare Draft and Final Stormwater Management Plan Reports

The consultant will prepare Draft and Final Stormwater Management Plan Reports summarizing all analyses, findings, and recommendations developed throughout the project. The draft report will include descriptions of existing and proposed conditions, identified deficiencies, prioritized capital improvement projects, cost estimates, and policy recommendations such as the Extent of Service, Level of Service, and funding strategies. The report will also include individual basin-level summaries or appendices presenting H&H modeling results, maps, and recommendations for each of the 13 drainage basins. All technical documentation, GIS datasets, and model files will be organized to allow easy reference to basin-specific information while maintaining citywide consistency. City staff will review the draft report and provide consolidated comments for incorporation into the final version. The Final Stormwater Management Plan Report will include all revisions, technical appendices, and supporting data. It will serve as the City's comprehensive reference for stormwater planning, capital programming, and mitigation funding, providing a data-driven roadmap for improving flood resilience and long-term infrastructure sustainability.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

B. Evaluation Information

1. Current Chatham County Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan Approval Date: ___11/12/2020___

2. Current Chatham County Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan Expiration Date: ___1/18/2026____

3. Previous grant award number utilized to perform the current City of Savannah Hazard Mitigation Plan:___N/A___

4. Does the City of Savannah participate in the Community Rating System (CRS)? Yes **X** No □
   If yes, what is your CRS rating? 1 □ 2 □ 3 □ 4 □ 5 **X** 6 □ 7 □ 8 □ 9 □ 10 □

5. Is the City of Savannah a Cooperating Technical Partner (CTP)? Yes □ No **X**

6. Has the City of Savannah adopted building codes consistent with the International Codes? Yes **X** No □

7. Have the City of Savannah's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)? Yes □ No **TBD**
   If yes, BCEGS rating? 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9 □ 10 □

8. Is the City of Savannah a Firewise Community? Yes □ No **TBD**
   If yes, Firewise Community number? _____

9. Has the City of Savannah adopted the National Fire Protection Association (NFPA) 5000 code? Yes □ No **TBD**

10. Has this subapplication been previously submitted under any other FEMA program? Yes □ No **X**
    If yes, identify the Project name and number. _____

11. Has this subapplication been previously funded under any other FEMA program? Yes □ No **X**

12. Does any other Federal entity have primary funding authority for this project? Yes □ **No X**

13. Has work begun on this plan update? Yes □ No **X**

14. Is the City of Savannah delinquent on any Federal debt? Yes □ No **X** If yes, please describe in the space below.

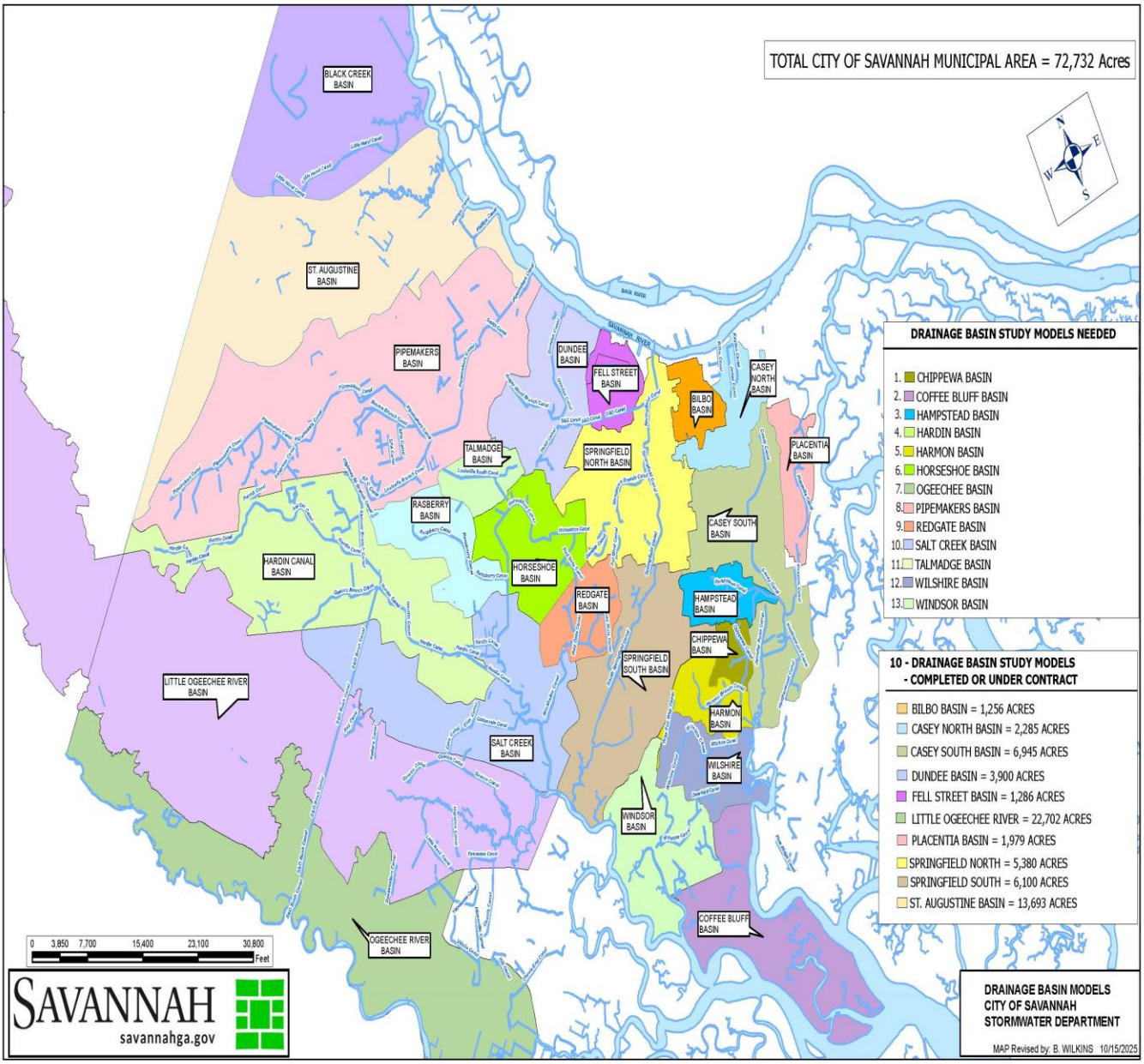
Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

C. Project Milestones

List the major milestones in this project:

Milestone	Number of Days to Complete
Issuance of Recipient/Subrecipient Agreement	*90 days*
Hire Consultant	*60 days*
Plan Development	*360 days*
Plan Review	*240 days*
Final Plan Complete	*90 days*
Financial Reconciliation and Closeout	*90 days*
Total	*930 days*

D. Location



Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

City Map (above): *City of Savannah – Drainage Basin Models (October 2025).* The map identifies all 13 drainage basins included in this planning effort.

Plan Area:
This project covers the City of Savannah in Chatham County, Georgia, encompassing all areas within the city limits. Coordination will occur with Chatham County and neighboring jurisdictions where basins cross boundaries, but all deliverables apply to Savannah's municipal jurisdiction.

Community Overview:
Founded in 1733, Savannah is Georgia's oldest city and has a population of about 148,000. The city lies along the Savannah River, approximately 18 miles from the Atlantic Ocean, and is characterized by low, coastal terrain vulnerable to tidal flooding and sea-level rise. Major industries include port logistics, aerospace manufacturing, tourism, and higher education.

Hazard Mitigation Context:
Savannah experiences frequent urban and coastal flooding due to flat topography and aging infrastructure. This plan supports mitigation by analyzing and modeling all 13 drainage basins to identify vulnerabilities, prioritize capital improvements, and enhance the city's long-term flood resilience.

E. History of Hazards

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

Coastal Storms:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate ☐	High **X**
Severity:	Minor ☐	Serious ☐	Extensive **X**	Catastrophic ☐	
Earthquake:					
Frequency:	Not Applicable ☐	Very Low ☐	Low **X**	Moderate ☐	High ☐
Severity:	Minor **X**	Serious ☐	Extensive ☐	Catastrophic ☐	
Windstorms:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate **X**	High ☐
Severity:	Minor ☐	Serious **X**	Extensive ☐	Catastrophic ☐	
Fire:					
Frequency:	Not Applicable ☐	Very Low ☐	Low **X**	Moderate ☐	High **X**
Severity:	Minor ☐	Serious **X**	Extensive ☐	Catastrophic ☐	
Flood:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate ☐	High **X**
Severity:	Minor ☐	Serious ☐	Extensive **X**	Catastrophic ☐	
Freezing:					
Frequency:	Not Applicable ☐	Very Low ☐	Low **X**	Moderate ☐	High ☐
Severity:	Minor **X**	Serious ☐	Extensive ☐	Catastrophic ☐	
Hurricane:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate ☐	High **X**

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

	Severity: Minor □ Serious □ Extensive □ Catastrophic **X**
Mud/Landslide:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor **X** Serious □ Extensive □ Catastrophic □
Severe Ice Storms:	
	Frequency: Not Applicable □ Very Low **X** Low □ Moderate □ High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Severe Storms:	
	Frequency: Not Applicable □ Very Low □ Low □ Moderate □ High **X**
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Snow:	
	Frequency: Not Applicable □ Very Low **X** Low □ Moderate □ High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Tornado:	
	Frequency: Not Applicable □ Very Low □ Low □ Moderate **X** High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Tsunami:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor **X** Serious □ Extensive □ Catastrophic □
Typhoon:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Volcano:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor **X** Serious □ Extensive □ Catastrophic □

II. Budget

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

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

A. Fees Paid

Budget Category	Hours	Rate	Unit Cost	Quantity	Total Amount
Project Management & Administration	150 hrs	$145/hr	$21,750	13	$282,750
Data Collection & Review	180 hrs	$150/hr	$27,000	13	$351,000
Field Survey & Mapping	240 hrs	$140/hr	$33,600	13	$436,800
Hydrologic Modeling	250 hrs	$150/hr	$37,500	13	$487,500
Hydraulic Modeling	250 hrs	$150/hr	$37,500	13	$487,500
Alternatives Development	180 hrs	$150/hr	$27,000	13	$351,000
Reporting & Presentation	100 hrs	$150/hr	$15,000	13	$195,000
Total					**$2,591,550**

B. Labor

Description	*Hours*	*Rate*	*Cost*	*Source*
N/A				

Total Estimated Project Cost $___$2,591,550.00_____

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

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

Description of Task	Hours	Rate	Cost	Source
Project Management	785.38	$165	$129,577.50	Grant

Estimated Cost Summary				
	FEMA	**State**	**Local**	**Total**
Total Estimated Fees and Labor	$1,943,662.50 *(75% Fees and Labor Cost)*	$259,155.00 *(10% Fees and Labor)*	$388,732.50 *(15% Fees and Labor)*	$2,591,550.00
Total Estimated Project Costs	$1,943,662.50 *(75% Fees and Labor Cost)*	$259,155.00.00 *(10% Fees and Labor)*	$388,732.50 *(15% Fees and Labor)*	$2,591,550.00
Project Management Costs (100% FEMA Funds)	$129,577.50 *(5% Total Estimated Project Cost)*			

Estimated FEMA Share	$	1,943,662.50	75	% of Total
Non-Federal Share				
Estimated Local Share	$	388,732.50	15	% of Total (Cash)
Estimated State Share	$	259,155.00	10	% of Total (Cash)
Total Project Costs	$	2,591,550.00	100	% of Total

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

HMA Planning Application

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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

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

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

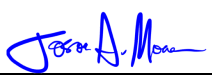
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

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

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

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

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED APPLICANT AGENT	TITLE
	City Manager, City of Savannah, Georgia
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Savannah	March 10, 2026 | 5:00 PM EDT

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Example: Letter of Availability of Matching Funds

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

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

SAVANNAH savannahga.gov | Capital Projects Management

January 16, 2026

Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
Attn: Hazard Mitigation Division
2200 Highway 155 SW
Stockbridge, GA 30281

Subject: Commitment of Non-Federal Cost Share – Hazard Mitigation Grant Program (HMGP) Planning Application

Dear GEMA/HS Hazard Mitigation Staff:

The City of Savannah hereby confirms its commitment to provide the required non-federal cost share associated with the City's Hazard Mitigation Grant Program (HMGP) Planning Application for the Citywide Drainage Basin Studies and Stormwater Management Plan Update.

The total estimated project cost is $2,591,550.00 covering the completion of 13 drainage basin studies. The City requests $1,943,662.50 (75%) in federal funding through HMGP, and we appreciate GEMA's offer to provide up to 10% or $259,155.00 towards the required non-federal match. The City will provide the remaining 15% or $388,732.50 toward the required non-federal share.

The City's share will be funded through local stormwater utility revenues allocated within the Stormwater Management Division of the Public Works and Water Resources Department. These funds are available and will remain committed for the duration of the project. The City understands that all expenditures must comply with applicable federal and state grant regulations, and that non-federal funds must be used to meet the required match.

We appreciate the continued partnership of GEMA/HS and FEMA Region IV in advancing Savannah's stormwater management and flood resilience initiatives.

Sincerely,

Jay Melder
City Manager
City of Savannah

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

HMA Planning Application

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As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

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

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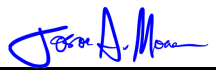
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SIGNATURE OF AUTHORIZED APPLICANT AGENT	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Savannah	March 10, 2026 | 5:00 PM EDT

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received: 10/31/2025	4. Applicant Identifier: State of Georgia
5a. Federal Entity Identifier: FEMA	5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Savannah
* b. Employer/Taxpayer Identification Number (EIN/TIN):	58-6000660
* c. UEI:	GTSVKSQ2ABM7

d. Address:

* Street1:	20 Interchange Court
Street2:	
* City:	Savannah
County/Parish:	
* State:	GA: Georgia
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	31415-0800

e. Organizational Unit:

Department Name:	Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:		* First Name:	Zack
Middle Name:			
* Last Name:	Hoffman		
Suffix:			
Title:	Senior Director		
Organizational Affiliation:			
* Telephone Number:	912-652-3528	Fax Number:	
* Email:	zhoffman@savannahga.gov		

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

FEMA

11. Assistance Listing Number:

Assistance Listing Title:

*** 12. Funding Opportunity Number:**

DR-4830-GA

* Title:

Hurricane Helene

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Savannah Comprehensive Stormwater Management Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: GA-1 | * b. Program/Project: GA-1

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 01/01/2026 | * b. End Date: 06/01/2027

18. Estimated Funding ($):

* a. Federal	1,943,662.50
* b. Applicant	388,732.50
* c. State	259,155.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	2,591,550.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: | * First Name: Jay

Middle Name:

* Last Name: Melder

Suffix:

* Title: City Manager

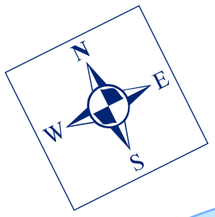
* Telephone Number: 912-651-6415 | Fax Number:

* Email: Jay.melder@savannahga.gov

* Signature of Authorized Representative: [signature] | * Date Signed: March 10, 2026 | 5:00 P

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

TOTAL CITY OF SAVANNAH MUNICIPAL AREA = 72,732 Acres



BLACK CREEK BASIN
ST. AUGUSTINE BASIN
PIPEMAKERS BASIN
DUNDEE BASIN
FELL STREET BASIN
BILBO BASIN
CASEY NORTH BASIN
CASEY SOUTH BASIN
PLACENTIA BASIN
SPRINGFIELD NORTH BASIN
TALMADGE BASIN
RASBERRY BASIN
HORSESHOE BASIN
REDGATE BASIN
HAMPSTEAD BASIN
CHIPPEWA BASIN
SPRINGFIELD SOUTH BASIN
HARMON BASIN
WILSHIRE BASIN
WINDSOR BASIN
HARDIN CANAL BASIN
LITTLE OGEECHEE RIVER BASIN
SALT CREEK BASIN
OGEECHEE RIVER BASIN
COFFEE BLUFF BASIN

BACK RIVER
SAVANNAH RIVER

Little Hurst Canal
Phillips Canal
Pipemakers Canal
Smith Canal
Dundee Canal
Roger Wood Branch Canal
S&O Canal
Springfield Canal
Bilbo Canal
Joyce Canal
Keyston Canal
Casey Canal
Placentia Canal
Bourne Branch Canal
SPA Canal
Louisville Branch Canal
Louisville South Canal
Patrick Canal
Sargrove Canal
Hardin Canal
Skinner Branch Canal
KF C. Canal
Raspberry Canal
Horseshoe Canal
Red Gate Canal
Gamble Canal
Ash Blvd Canal
Montgomery Branch Canal
Quacco Branch Canal
S&O Bush Canal
Ray Canal
Killens Canal
Elks Canal
Cottonvale Canal
Buckhalter Canal
Quacco Canal
Hopeton Canal
Little Neck Canal
Yamassee Canal
Bakewell Canal
Hendrix Canal
Cherrie Canal
Vidalia Canal
Hull Canal
Chevis End Canal
Lee Mills Canal
South Springfield Canal
Hampstead Canal
Jennifer Ross Canal
Heatherwood Canal
Possum Canal
Hamton Branch Canal
Grey Fox Way Canal
Wilshire Canal
Wilshire Canal
Deerfield Canal
Windsor Canal
Pine Ridge Canal

0 3,850 7,700 15,400 23,100 30,800 Feet

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DRAINAGE BASIN STUDY MODELS NEEDED

1. CHIPPEWA BASIN
2. COFFEE BLUFF BASIN
3. HAMPSTEAD BASIN
4. HARDIN BASIN
5. HARMON BASIN
6. HORSESHOE BASIN
7. OGEECHEE BASIN
8. PIPEMAKERS BASIN
9. REDGATE BASIN
10. SALT CREEK BASIN
11. TALMADGE BASIN
12. WILSHIRE BASIN
13. WINDSOR BASIN

10 - DRAINAGE BASIN STUDY MODELS - COMPLETED OR UNDER CONTRACT

- BILBO BASIN = 1,256 ACRES
- CASEY NORTH BASIN = 2,285 ACRES
- CASEY SOUTH BASIN = 6,945 ACRES
- DUNDEE BASIN = 3,900 ACRES
- FELL STREET BASIN = 1,286 ACRES
- LITTLE OGEECHEE RIVER = 22,702 ACRES
- PLACENTIA BASIN = 1,979 ACRES
- SPRINGFIELD NORTH = 5,380 ACRES
- SPRINGFIELD SOUTH = 6,100 ACRES
- ST. AUGUSTINE BASIN = 13,693 ACRES

DRAINAGE BASIN MODELS
CITY OF SAVANNAH
STORMWATER DEPARTMENT

MAP Revised by: B. WILKINS 10/15/2025

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

THIS SECTION FOR STATE USE ONLY

FEMA-_GA_-DR / BRIC- _____
[ ] Application Complete
[ ] In Declared Area
[ ] Statewide
[ ] Planning

[ ] HMGP (CFDA 97.039)
[ ] BRIC (CFDA 97.047)
[ ] Eligible Applicant
[ ] State or Local Government
[ ] Private Non-Profit (Tax ID Received)

Community NFIP Status:
[ ] Participating Community ID #: _____
State Application ID _____

[ ] In Good Standing [ ] Non-Participating [ ] CRS
Date Application Received _____

State Reviewer_____ Signed_____ Date _____

FEMA Application Hardcopy Submittal Date: _____

FEMA Application Completed NEMIS Entry Date: _____

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

This application is for all Hazard Mitigation Assistance (HMA) programs for a plan update proposal administered by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). Please complete all sections and provide all information as requested. **Incomplete applications will not be forwarded to FEMA for their review.** If you require assistance with this application, contact Zack Hoffman, Senior Director at (912)-650-7855.

Applicant Information

1. **Project Title: City of Savannah Comprehensive Stormwater Management Plan**
2. **Applicant (Organization):** City of Savannah
3. **Applicant Type:**

X State or Local Government ☐ Recognized Indian Tribe ☐ Private Non-Profit

State Legislative District(s) GA 165 Congressional District(s) GA 1

Federal Tax I.D. Number 58-6000660

_____ UEI Number: GTSVKSQ2ABM7

FIPS Code: 13051

4. **National Flood Insurance Program CID #: 135163**
5. **NFIP Community Rating System Class Number:** 5
6. **Point of Contact:** (Individual responsible for the grant)

☐Ms. X Mr. ☐Mrs. ☐Dr. First Name Zack Last Name Hoffman

Title Senior Director- Stormwater Mgmt. Department Telephone 912-650-7855

Street Address 20 Interchange Court

City Savannah State GA Zip Code 31415

E-mail address zhoffman@savannahga.gov

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

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

Name __Adam Ferguson ____Telephone __910.200.4735___
E-mail __aferguson@rostan.com_____

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

☐Ms. X Mr. ☐Mrs. ☐Dr. First Name __Jay__ Last Name_Melder_____

Title ____City Manager_____Telephone __912-651-6415_____ Fax___N/A_____

Street Address ___2 East Bay Street [City Hall_____

City__Savannah_____State __GA____ Zip Code_____31402_____

E-mail address __Jay.Melder@savannahga.gov_____

Signature:_____ Date: _____

I. Project Description – Narrative Statement

A. Mitigation Activity

1. **Please describe the strategy for completing this planning activity.**

This drainage basin study and Hydrologic and Hydraulic (H&H) modeling project supports the goals and objectives of the City of Savannah Hazard Mitigation Plan. It aligns with the City's ongoing efforts to enhance flood resilience, improve stormwater management, and reduce repetitive flood losses. The City of Savannah Stormwater Department has already delineated and mapped all major drainage basins citywide. Ten drainage basin studies have been completed or are under contract, and this project will fund the remaining thirteen basins—Chippewa, Coffee Bluff, Hampstead, Hardin, Harmon, Horseshoe, Ogeechee, Pipemakers, Redgate, Salt Creek, Talmadge, Wilshire, and Windsor—as shown on the attached City of Savannah Drainage Basin Map. Completion of these studies will provide comprehensive citywide coverage, allowing the City to evaluate both localized drainage deficiencies and systemwide flood mitigation strategies. The study will establish a solid technical and policy foundation for data-driven flood mitigation planning, risk-based capital improvement prioritization, and long-term infrastructure resilience under changing climatic and tidal conditions.

The City will procure a qualified consulting firm to perform the work described in the attached Scoping Document. Key tasks will include:

- Review and refine existing drainage basin and sub-basin boundaries as needed for modeling accuracy.
- Conduct field assessments and infrastructure evaluations to determine system capacity, condition, and maintenance needs.
- Compile and integrate GIS, survey, and stormwater infrastructure data to establish a verified baseline dataset.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

- Develop and calibrate H&H models for each basin to simulate performance under various rainfall and tidal conditions.
- Evaluate the impacts of sea level rise, tidal influence, and changing precipitation patterns on system performance.
- Identify drainage deficiencies, bottlenecks, and flood-prone areas.
- Develop and prioritize mitigation and capital improvement projects addressing identified vulnerabilities.
- Recommend policy, design, and maintenance standards to guide resilient stormwater management and future development.
- Establish a framework for maintaining and updating the models for continued use by City staff.

This effort will produce a Citywide Drainage Basin Study and suite of H&H models identifying feasible flood mitigation and resilience projects. The study will guide the City's Capital Improvement Program and strengthen Savannah's ability to manage stormwater under future conditions.

Public and stakeholder engagement will ensure that community input and local knowledge are incorporated throughout the planning process, resulting in a more resilient and well-informed City of Savannah.

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

The City of Savannah will implement rigorous financial and schedule management procedures to ensure the project is completed on time and within budget. The City will follow established procurement policies and procedures to solicit and negotiate a professional services agreement with a qualified consulting firm experienced in drainage basin studies, hydrologic and hydraulic (H&H) modeling, and stormwater master planning. A detailed project schedule, cost proposal, and scope of services will be required during contract negotiations. Upon award, the City will assign a Project Manager responsible for overseeing consultant performance, monitoring expenditures, and tracking progress against milestones and deliverables. The consulting firm will provide monthly progress reports summarizing schedule status, budget updates, and work completed. The City and consulting team will hold regular coordination meetings to review ongoing work, address challenges, and confirm adherence to the approved schedule, scope, and budget. Any deviations will be addressed promptly through established change management and approval procedures to maintain transparency and accountability. Successful performance will be ensured through proactive oversight, consistent communication, and strict adherence to contract requirements. All deliverables will undergo City staff review and approval to verify technical accuracy and compliance with the City's Hazard Mitigation Plan and stormwater resilience goals.

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

This planning effort will require coordination among multiple City departments and technical disciplines to ensure successful implementation. Specifically, expertise and support will be needed from the City of

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

Savannah Stormwater Management Department, Public Works and Water Resources, Engineering, Planning and Urban Design, GIS Services, and Emergency Management. These departments will provide data, local knowledge, and technical input throughout the project. The City of Savannah has the staffing capacity and resources necessary to support this effort. City staff will oversee project administration, procurement, and coordination with the selected Consultant, who will provide specialized expertise in hydrologic and hydraulic modeling, drainage basin analysis, and flood risk mitigation planning.

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

This planning effort will involve coordination among multiple City departments and technical disciplines. Expertise and support will come from the Stormwater Management, Public Works and Water Resources, Engineering, Planning and Urban Design, GIS Services, and Emergency Management departments. These teams will provide data, local knowledge, and technical input throughout the project. The City of Savannah has demonstrated capacity to manage similar efforts, having completed or contracted ten drainage basin studies to date. This experience has established efficient procedures for project management, interdepartmental coordination, and consultant oversight—providing a strong foundation for completing the remaining studies effectively. The City has the staff and resources to support this effort. City staff will manage project administration, procurement, and coordination with the selected consulting firm, which will provide specialized expertise in hydrologic and hydraulic modeling, drainage basin analysis, and flood risk mitigation planning. This proven framework—combining City oversight with consultant expertise—will ensure all deliverables are completed on schedule, within budget, and aligned with the City's Hazard Mitigation Plan and stormwater resilience goals.

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

Public and stakeholder engagement will be incorporated throughout the project to ensure transparency and local input. The City will use a combination of public meetings and online engagement tools to introduce the project, explain its purpose and scope, and gather input from residents and stakeholders. Outreach will include coordination with neighborhood associations, public notices, a project webpage, and updates through the City's communication platforms and social media channels. These activities will provide opportunities for residents to identify areas of concern, historical flooding locations, and community priorities. Feedback will help shape mitigation strategies and infrastructure recommendations.

The Scope of Work includes additional details on public engagement, including meeting schedules, documentation procedures, and comment response protocols. Upon completion, this effort will produce a comprehensive, data-driven drainage basin study that can serve as a reference for other coastal and flood-prone communities. The City will share results and lessons learned through press releases, public briefings, and coordination with regional partners, highlighting how proactive drainage analysis and H&H modeling can guide resilient stormwater planning.

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

This planning activity will benefit the residents and businesses of the City of Savannah by providing a comprehensive, data-driven framework to address stormwater and flooding challenges citywide. The resulting drainage basin studies and H&H models will deliver an updated technical foundation for flood mitigation planning, identifying vulnerable areas, system deficiencies, and priority improvement projects. By completing all remaining basin studies within a single coordinated effort, the City will have current,

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

consistent, and comprehensive data for every drainage area. This will enable the evaluation of interconnected solutions that address flooding across multiple basins, improving the effectiveness and efficiency of future infrastructure investments. The plan will guide the development of future mitigation and resilience projects and strengthen the City's ability to compete for federal and state mitigation funding. It will also establish a clear process for prioritizing and implementing flood reduction and infrastructure improvements, ensuring that resources are directed to areas of greatest need and benefit. Ultimately, this planning effort will enhance public safety, protect property and critical infrastructure, and improve the quality of life for Savannah residents by supporting sustainable stormwater management and advancing a proactive, citywide approach to resilience.

7. **Do you plan to do the work In-House with existing staff or with the assistance of an outside contractor or both?**

[X] **In-House** [X] **Contractor**

(If outside contractor selected please describe the duties they will perform to meet the Scope of Work below)

In conjunction with its in-house staff (engineers, planners, and GIS) ,the City of Savannah will contract with a qualified consulting firm to develop, model, and document the drainage basin studies and associated Hydrologic and Hydraulic (H&H) modeling. The consultant will support the City in managing and implementing the project in accordance with the approved Scope of Work.

The consultant will provide the following services:

- Project Management and Coordination: Coordinate closely with City staff, manage schedules and deliverables, and ensure the project remains on scope, on schedule, and within budget.
- Data Collection and Review: Compile and validate existing stormwater system data, GIS datasets, survey information, and historical flooding records provided by the City and partner agencies.
- Basin Boundary Review and Refinement: Review existing delineated drainage basins and sub-watersheds and refine boundaries as needed to support model accuracy.
- Hydrologic and Hydraulic (H&H) Modeling: Develop and calibrate basin-specific H&H models to evaluate system performance under current and future conditions, including sea level rise, tidal influence, and projected climate impacts.
- Deficiency Identification and Risk Analysis: Identify conveyance limitations, bottlenecks, and flood-prone areas; evaluate risks to residents, businesses, and critical infrastructure.
- Mitigation Strategy Development: Develop and prioritize mitigation projects, infrastructure improvements, and operational strategies to enhance flood resilience and support the City's capital improvement planning.
- Public and Stakeholder Engagement: Support the City's outreach efforts by preparing materials, participating in public meetings, documenting feedback, and incorporating community priorities into planning outcomes.
- Plan Development and Documentation: Prepare the final Drainage Basin Study and H&H Modeling Report, including maps, analyses, recommendations, and an implementation framework to guide next steps.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

- Knowledge Transfer: Provide guidance and documentation to City staff on maintaining and applying the H&H models for future use.

City staff will assist the selected contractor(s) with researching and identifying documentation, previously modeling data, and helping to guide and oversee the implementation of the studies, and preparing GIS data sets if/as requested.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

B. Scope of Work

SCOPING DOCUMENT INTRODUCTION

The City of Savannah Comprehensive Stormwater Management Plan will begin with the development of a Scoping Document that provides a clear, organized framework for implementing the project. This document will define the project's scope, goals, *methods*, deliverables, schedule, and responsibilities, establishing a transparent roadmap for completion of the stormwater management planning effort. The Scoping Document will serve as a reference for City staff, leadership, and elected officials, outlining how the City will conduct the drainage basin studies and associated Hydrologic and Hydraulic (H&H) modeling. It will also identify coordination needs, resource requirements, and anticipated outcomes to support effective project management and informed decision-making. By completing this task, the City will ensure that the planning process is well-defined, measurable, and aligned with community priorities. The resulting framework will guide future steps in developing a comprehensive stormwater management plan and provide a foundation for prioritizing drainage improvements, identifying funding opportunities, and advancing long-term flood resilience strategies.

STORMWATER MASTER PLAN GOALS

Before initiating the multi-year, phased City of Savannah Comprehensive Stormwater Management Plan, the overall goals, vision, and objectives must be clearly defined and agreed upon by stakeholders. These goals have been reviewed and discussed with City leadership and form the foundation for the planning, analysis, and implementation phases of the Master Plan. Each goal will guide the project approach and outcomes:

- Assess Existing Conditions: Document and evaluate the current state, capacity, and condition of the City's stormwater infrastructure through field assessments, data analysis, and hydrologic and hydraulic (H&H) modeling.
- Confirm and Refine Major Watersheds: Utilize existing delineations to verify watershed and sub-basin boundaries and ensure consistency across all drainage studies.
- Establish Extent of Service Policy: Define the limits of City responsibility for stormwater infrastructure maintenance and management.
- Define Level of Service Standards: Establish both performance-based and condition-based service levels to guide design, maintenance, and capital planning decisions.
- Identify System Deficiencies: Determine existing conveyance limitations, capacity shortfalls, and areas prone to flooding.
- Develop Improvement Strategies: Identify and conceptually define capital improvement projects (CIPs) and operational strategies needed to meet desired service levels.
- Estimate Resource Requirements: Identify staffing, equipment, and operational needs to implement the recommended strategies.
- Prepare Planning-Level Cost Estimates: Develop budgetary cost estimates for proposed CIPs, staffing, and equipment needs.
- Identify Funding Opportunities: Evaluate potential local, state, and federal funding mechanisms to support implementation.
- Prioritize and Phase Improvements: Develop a ranking methodology for CIPs and establish a logical sequence for design and construction readiness.

METHODOLOGY & APPROACH

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

To develop a successful City of Savannah Comprehensive Stormwater Management Plan, the first step is establishing a clear and organized framework that defines the project scope, confirms the Master Plan's goals, and outlines a structured process to guide the planning effort from initiation through completion. This framework will ensure that all stakeholders—including City staff, leadership, and City Council—share a common understanding of the project objectives, deliverables, and timeline. The methodology consists of a series of interrelated planning and analysis tasks designed to inform data collection, infrastructure assessment, and system modeling. These tasks will support the identification of deficiencies, development of mitigation strategies, prioritization of capital improvement projects, and formulation of funding and operational recommendations. Each task is described in detail in the following section to clarify responsibilities, expected outcomes, and alignment with the City's flood mitigation and resilience goals.

CITY OF SAVANNAH COMPREHENSIVE STORMWATER MANAGEMENT PLAN SCOPING DOCUMENT

This methodology is presented in chronological order, though the sequence may be adjusted to meet the evolving needs and financial constraints of the City of Savannah.

1. Collect Existing Data –

The first step in developing the Comprehensive Stormwater Management Plan is to assess the availability and quality of existing data. The consultant will compile and evaluate information from the City of Savannah, the Georgia Department of Transportation (GDOT), Chatham County, and other regional partners. Data will include GIS layers, as-built surveys, record drawings, design plans, and asset inventories for stormwater pipes, channels, culverts, bridges, and related infrastructure.

This task will produce a comprehensive data inventory and gap analysis, summarizing available datasets, data sources, and recommendations for addressing gaps. These findings will be incorporated into the final Stormwater Management Plan Report and used to guide subsequent modeling and analysis efforts.

2. Refine Major Watersheds –

The City of Savannah has previously delineated its primary drainage basins. The consultant will verify and refine these watershed boundaries using USGS HUC-12 sub-watersheds as a reference framework. Refinements will be made based on updated LiDAR topography, infrastructure data, and field observations, particularly at inflow/outflow points, major crossings, and areas with known flooding concerns.

The result will be an updated and documented set of watershed boundaries and GIS datasets that provide a consistent, citywide framework for hydrologic and hydraulic (H&H) modeling. These verified boundaries will be included and referenced in the final Stormwater Management Plan Report.

3. Develop Scoping Document –

The Scoping Document will provide a framework for the Comprehensive Stormwater Management Plan. It will summarize watershed characteristics, compile existing data, and outline the tasks needed to

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

complete the plan. The document will define the project's goals, methodology, roles, and expected outcomes to ensure a shared understanding among City staff, leadership, and decision-makers. It will also serve as a reference for project management, establishing expectations for schedule, deliverables, and communication. The document may be updated as the project progresses to reflect refined data or budget adjustments. The completed Scoping Document will form the basis for subsequent analysis and reporting and be incorporated into the final Stormwater Management Plan Report.

4. Determine Extent of Service Policy –

The Extent of Service Policy will define which components of the stormwater system are maintained by the City and which remain the responsibility of private property owners or Homeowner Associations. The consultant will identify stormwater features currently maintained by the City, determine those that may no longer require City maintenance, and locate City-owned assets within private developments or shared systems. This task will also document stormwater features within existing City drainage easements and note intermediate conveyances on private or adjacent properties that influence overall system performance. The resulting Extent of Service Policy will clearly outline ownership, maintenance responsibility, and jurisdictional boundaries, providing a consistent framework for asset management and inclusion in the final Stormwater Management Plan Report.

5. Determine Existing Inventory within Extent of Service –

Once the Extent of Service Policy is established, the consultant will review existing inventory data within that boundary to identify relevant information for subsequent phases of the master plan. Any stormwater conveyance features on private property deemed critical to the City's stormwater system will require additional reconnaissance to ensure appropriate data exists for analysis.

6. Determine Additional Inventory Needs –

Field surveys will fill data gaps identified during collection. The consultant will work with the City to develop a phased survey plan within the Extent of Service boundary, focusing on critical stormwater conveyances that affect overall system performance, including those on private property or within private developments. The collected data will complete the stormwater asset inventory and support accurate modeling and analysis in the final Stormwater Management Plan Report.

7. Determine Desired Level of Service –

The master plan will define the desired Level of Service (LOS) for the stormwater system in two areas. The Performance LOS will establish design criteria—such as target design storms and capacity standards—based on current conditions, identified deficiencies, and feasibility. The Condition LOS will define maintenance expectations, functional goals, and the staffing, equipment, and funding needed to sustain them. Together, these standards will guide system evaluation, improvement prioritization, and development of capital and operational recommendations in the final Stormwater Management Plan Report.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

8. Perform Existing Stormwater Inventory & System Condition Assessment –

After completing data collection and identifying additional inventory needs, the consultant will conduct a detailed inventory and condition assessment of the stormwater system. Working with City staff, the consultant will define the attributes for a centralized database that includes stormwater feature types (pipes, channels, ponds, catch basins, etc.), condition ratings, photographs, and key asset information. The database will use a consistent ranking system for repair needs, capacity improvements, and maintenance priorities. City staff will assist in finalizing the database structure and terminology. The resulting database will support modeling, risk evaluation, and planning recommendations documented in the final Stormwater Management Plan Report.

9.GIS Integration for Field Data Collection –

The inventory and condition assessment will use a GIS-based platform to manage and deploy field data. Field staff will view maps, locate assets, enter attributes, and collect GPS-enabled data directly in the field. The system will allow real-time coordination with office personnel and integrate data into the City's geodatabase. This platform will document conditions at the time of survey, support public discussions, and provide a comprehensive framework for evaluating and managing the City's stormwater system.

10. Identify Required Easements –

After completing the inventory and defining the Extent of Service, the consultant will identify potential easement needs for critical stormwater conveyances. The City will provide its existing drainage easement inventory for review and verification. Where needed, additional easement requirements will be noted to ensure the City maintains legal access for stormwater system maintenance and improvements. Findings will be summarized for inclusion in the final Stormwater Management Plan Report.

11. Hold Public Outreach Meetings –

Citizen engagement is integral to developing an effective stormwater master plan. Public meetings will allow residents to review maps, identify areas of concern, and share feedback on stormwater system performance. Meetings may be held at community centers, the City Courthouse, or other public venues. If in-person participation is limited, alternative methods such as mailed or online surveys, social media outreach, and the City's web platforms will be used. Feedback from these efforts will inform the assessment of system conditions, identify priority problem areas, and guide development of improvement strategies included in the final Stormwater Management Plan Report.

12. Perform Watershed Water Quality Evaluation -

The consultant will conduct a desktop water quality assessment of the City's watersheds to identify known or potential issues. This task will include reviewing recent Georgia Environmental Protection Division (EPD) impaired waters listings and coordinating with EPD staff to identify waterways that may be at risk. The evaluation will summarize existing water quality concerns and recommend planning-level actions—such as further study or potential best management practice (BMP) retrofits—to address these issues in coordination with stormwater management objectives. Findings will be incorporated into the final Stormwater Management Plan Report.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

13. Develop Existing Conditions Hydrologic & Hydraulic Models –

The consultant will develop existing-conditions hydrologic and hydraulic (H&H) models for the 13 remaining drainage basins identified in the City's stormwater study program. Each basin will have its own calibrated model and supporting documentation, allowing City staff to review and update basin-specific data independently while maintaining citywide consistency. The models will evaluate hydrology, storm drainage infrastructure, topography, and flooding conditions using the compiled inventory, survey, and GIS data. Each model will incorporate stormwater system components and tailwater conditions, including tidal fluctuations and potential sea-level rise. The consultant will coordinate with City staff to select appropriate modeling software and ensure compatibility with existing systems. The resulting models will assess current system performance and identify deficiencies, providing a foundation for developing improvement strategies in the final Stormwater Management Plan Report.

14. Develop Proposed Conditions Hydrologic & Hydraulic Models –

Using the existing-conditions model as a foundation, the consultant will develop proposed-conditions H&H models for each basin to evaluate conceptual improvements that address identified deficiencies. Draft recommendations will be reviewed with City staff for technical feasibility and alignment with priorities.

Improvement alternatives may include culvert upgrades or additions, detention facilities on public lands, channel modifications, acquisition of flood-prone properties, or non-structural measures such as volume-based hydrology control overlay districts. These overlay districts are planning-level best management practices for areas where infrastructure expansion is impractical or where runoff reduction is needed to relieve overburdened systems.

Both models will be designed for long-term usability, allowing updates as development, climate conditions, and floodplain data change. Results will inform Capital Improvement Plan (CIP) development and support future mitigation funding applications. Findings and recommendations will be included in the final Stormwater Management Plan Report.

15. Identify Potential Capital Improvement Projects (CIPs) & Develop Schedule of CIP Implementation Plan –

Using the proposed-conditions model, the consultant will identify and prioritize potential Capital Improvement Projects (CIPs) in coordination with City staff. Each project will be evaluated for public benefit, cost, and problem severity using a CIP scoring matrix developed for City review and approval. The matrix and accompanying GIS exhibit will document each project's identifier, location, watershed or basin, type (e.g., flooding, erosion, water quality, maintenance), description, and estimated cost. Scoring criteria may include historical flooding, water quality benefits, property acquisition, proximity to critical facilities, public benefit, and potential multi-jurisdictional impacts. The prioritization process will ensure transparency and consistency in selecting feasible, cost-effective projects aligned with the City's long-term stormwater management goals. Conceptual improvement plans will be evaluated within the defined Extent of Service and Level of Service parameters. Supporting materials may include GIS-based maps of proposed improvements, project summary tables, and planning-level estimates of cost, easement, or

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

permitting needs. Findings will be incorporated into the final Stormwater Management Plan Report and used to develop a CIP implementation schedule that supports future funding and project development.

16. Benefit Cost Analysis (Limited Projects) -

The consultant will prepare up to two preliminary Benefit-Cost Analyses (BCAs) for projects identified by the City as part of the stormwater master plan. Each analysis will follow FEMA's BCA methodology, using available data and conservative assumptions to estimate project benefits and costs. For each selected project, the consultant will develop a hazard profile summarizing existing conditions and establishing "damages before mitigation." Where applicable, GIS tools and open datasets will be used to evaluate structures, roads, and drainage features and estimate potential damages. Assumptions will be reviewed with City staff to ensure defensibility and consistency with FEMA standards. Proposed project scenarios will then be modeled to estimate reductions in damages, establishing a preliminary benefit-to-cost ratio (BCR). Planning-level cost estimates will be developed in coordination with City staff and engineering representatives. Results will be summarized in a BCA Technical Memorandum documenting data sources, methods, assumptions, and findings. These preliminary BCAs will support future FEMA Hazard Mitigation Assistance (HMA) funding applications.

17. Develop Operations & Maintenance Plans –

As an optional task, the consultant may develop an Operations and Maintenance (O&M) Plan based on the stormwater system condition assessment. The plan will outline inspection schedules, maintenance responsibilities, and procedures for channels, pipes, inlets, detention ponds, and control structures. It will include recommended inspection frequencies, maintenance practices, and planning-level cost estimates for routine and corrective actions. The O&M Plan will provide the City with a structured framework for sustaining stormwater system functionality and will be incorporated into the final Stormwater Management Plan Report.

18. Perform Staffing Level Analysis –

As an optional task, the consultant may evaluate the City's current stormwater management workforce, including personnel involved in operations, maintenance, and program administration. The analysis will include coordination with Public Works and administrative staff to document roles, responsibilities, and capacity related to drainage system performance and maintenance. Using input from City staff and the defined Level of Service (LOS), the consultant will identify staffing needs required to meet current and future stormwater management objectives. The analysis will also assess the cost-effectiveness of outsourcing specific services versus maintaining them in-house, providing a planning-level cost/benefit framework for decision-making. Findings will support recommendations for staffing levels that promote a sustainable and efficient stormwater management program, summarized in the final Stormwater Management Plan Report.

19. Conduct Stormwater Utility Feasibility and Rate Analysis Study –

The master plan will evaluate funding mechanisms to support identified stormwater improvements and long-term maintenance needs. One potential option is a City-managed stormwater utility fee to fund infrastructure upgrades, retrofits, and routine maintenance. The analysis will also consider projected City growth and potential MS4 permit requirements under Georgia EPD regulations to ensure future compliance costs are incorporated into program budgeting. The consultant will develop a Five-Year Stormwater Budget and Resource Allocation Plan outlining anticipated costs for capital projects, operations, maintenance, and regulatory compliance. A stormwater utility rate analysis will then be performed to determine revenues needed to sustain the program. The rate structure will apply the Equivalent Residential Unit (ERU) methodology, using the impervious area of a typical residential parcel

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

as the fee basis. Available GIS and aerial imagery will be used to determine the ERU, incorporating parcel boundaries, land use, zoning, and building footprint data. This analysis will provide a planning-level financial framework for establishing a sustainable, equitable stormwater utility and will be summarized in the final Stormwater Management Plan Report.

20. Prepare Draft and Final Stormwater Management Plan Reports

The consultant will prepare Draft and Final Stormwater Management Plan Reports summarizing all analyses, findings, and recommendations developed throughout the project. The draft report will include descriptions of existing and proposed conditions, identified deficiencies, prioritized capital improvement projects, cost estimates, and policy recommendations such as the Extent of Service, Level of Service, and funding strategies. The report will also include individual basin-level summaries or appendices presenting H&H modeling results, maps, and recommendations for each of the 13 drainage basins. All technical documentation, GIS datasets, and model files will be organized to allow easy reference to basin-specific information while maintaining citywide consistency. City staff will review the draft report and provide consolidated comments for incorporation into the final version. The Final Stormwater Management Plan Report will include all revisions, technical appendices, and supporting data. It will serve as the City's comprehensive reference for stormwater planning, capital programming, and mitigation funding, providing a data-driven roadmap for improving flood resilience and long-term infrastructure sustainability.

Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

B. Evaluation Information

1. Current Chatham County Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan Approval Date: ___11/12/2020___

2. Current Chatham County Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan Expiration Date: ___1/18/2026____

3. Previous grant award number utilized to perform the current City of Savannah Hazard Mitigation Plan:___N/A___

4. Does the City of Savannah participate in the Community Rating System (CRS)? Yes **X** No □
   If yes, what is your CRS rating? 1 □ 2 □ 3 □ 4 □ 5 **X** 6 □ 7 □ 8 □ 9 □ 10 □

5. Is the City of Savannah a Cooperating Technical Partner (CTP)? Yes □ No **X**

6. Has the City of Savannah adopted building codes consistent with the International Codes? Yes **X** No □

7. Have the City of Savannah's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)? Yes □ No **TBD**
   If yes, BCEGS rating? 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9 □ 10 □

8. Is the City of Savannah a Firewise Community? Yes □ No **TBD**
   If yes, Firewise Community number? _____

9. Has the City of Savannah adopted the National Fire Protection Association (NFPA) 5000 code? Yes □ No **TBD**

10. Has this subapplication been previously submitted under any other FEMA program? Yes □ No **X**
    If yes, identify the Project name and number. _____

11. Has this subapplication been previously funded under any other FEMA program? Yes □ No **X**

12. Does any other Federal entity have primary funding authority for this project? Yes □ **No X**

13. Has work begun on this plan update? Yes □ No **X**

14. Is the City of Savannah delinquent on any Federal debt? Yes □ No **X** If yes, please describe in the space below.

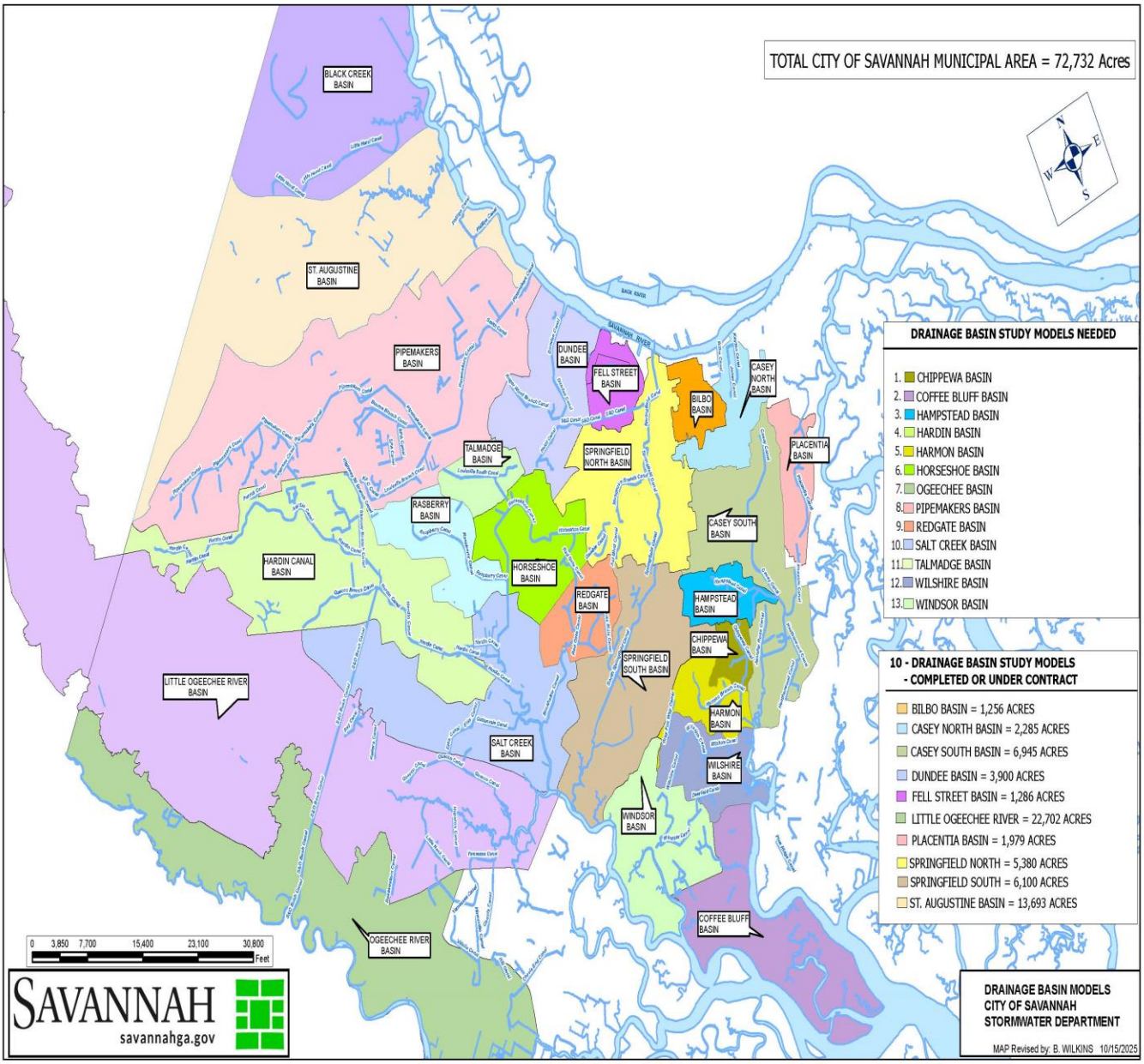
Docusign Envelope ID: 90E355DA-BD1D-83A3-8254-EC41B525F689

C. Project Milestones

List the major milestones in this project:

Milestone	Number of Days to Complete
Issuance of Recipient/Subrecipient Agreement	*90 days*
Hire Consultant	*60 days*
Plan Development	*360 days*
Plan Review	*240 days*
Final Plan Complete	*90 days*
Financial Reconciliation and Closeout	*90 days*
Total	*930 days*

D. Location



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City Map (above): *City of Savannah – Drainage Basin Models (October 2025).* The map identifies all 13 drainage basins included in this planning effort.

Plan Area:
This project covers the City of Savannah in Chatham County, Georgia, encompassing all areas within the city limits. Coordination will occur with Chatham County and neighboring jurisdictions where basins cross boundaries, but all deliverables apply to Savannah's municipal jurisdiction.

Community Overview:
Founded in 1733, Savannah is Georgia's oldest city and has a population of about 148,000. The city lies along the Savannah River, approximately 18 miles from the Atlantic Ocean, and is characterized by low, coastal terrain vulnerable to tidal flooding and sea-level rise. Major industries include port logistics, aerospace manufacturing, tourism, and higher education.

Hazard Mitigation Context:
Savannah experiences frequent urban and coastal flooding due to flat topography and aging infrastructure. This plan supports mitigation by analyzing and modeling all 13 drainage basins to identify vulnerabilities, prioritize capital improvements, and enhance the city's long-term flood resilience.

E. History of Hazards

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

Coastal Storms:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate ☐	High **X**
Severity:	Minor ☐	Serious ☐	Extensive **X**	Catastrophic ☐	
Earthquake:					
Frequency:	Not Applicable ☐	Very Low ☐	Low **X**	Moderate ☐	High ☐
Severity:	Minor **X**	Serious ☐	Extensive ☐	Catastrophic ☐	
Windstorms:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate **X**	High ☐
Severity:	Minor ☐	Serious **X**	Extensive ☐	Catastrophic ☐	
Fire:					
Frequency:	Not Applicable ☐	Very Low ☐	Low **X**	Moderate ☐	High **X**
Severity:	Minor ☐	Serious **X**	Extensive ☐	Catastrophic ☐	
Flood:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate ☐	High **X**
Severity:	Minor ☐	Serious ☐	Extensive **X**	Catastrophic ☐	
Freezing:					
Frequency:	Not Applicable ☐	Very Low ☐	Low **X**	Moderate ☐	High ☐
Severity:	Minor **X**	Serious ☐	Extensive ☐	Catastrophic ☐	
Hurricane:					
Frequency:	Not Applicable ☐	Very Low ☐	Low ☐	Moderate ☐	High **X**

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	Severity: Minor □ Serious □ Extensive □ Catastrophic **X**
Mud/Landslide:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor **X** Serious □ Extensive □ Catastrophic □
Severe Ice Storms:	
	Frequency: Not Applicable □ Very Low **X** Low □ Moderate □ High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Severe Storms:	
	Frequency: Not Applicable □ Very Low □ Low □ Moderate □ High **X**
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Snow:	
	Frequency: Not Applicable □ Very Low **X** Low □ Moderate □ High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Tornado:	
	Frequency: Not Applicable □ Very Low □ Low □ Moderate **X** High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Tsunami:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor **X** Serious □ Extensive □ Catastrophic □
Typhoon:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor □ Serious **X** Extensive □ Catastrophic □
Volcano:	
	Frequency: Not Applicable **X** Very Low □ Low □ Moderate □ High □
	Severity: Minor **X** Serious □ Extensive □ Catastrophic □

II. Budget

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

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A. Fees Paid

Budget Category	Hours	Rate	Unit Cost	Quantity	Total Amount
Project Management & Administration	150 hrs	$145/hr	$21,750	13	$282,750
Data Collection & Review	180 hrs	$150/hr	$27,000	13	$351,000
Field Survey & Mapping	240 hrs	$140/hr	$33,600	13	$436,800
Hydrologic Modeling	250 hrs	$150/hr	$37,500	13	$487,500
Hydraulic Modeling	250 hrs	$150/hr	$37,500	13	$487,500
Alternatives Development	180 hrs	$150/hr	$27,000	13	$351,000
Reporting & Presentation	100 hrs	$150/hr	$15,000	13	$195,000
Total					**$2,591,550**

B. Labor

Description	*Hours*	*Rate*	*Cost*	*Source*
N/A				

Total Estimated Project Cost $___$2,591,550.00_____

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

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

Description of Task	Hours	Rate	Cost	Source
Project Management	785.38	$165	$129,577.50	Grant

Estimated Cost Summary				
	FEMA	**State**	**Local**	**Total**
Total Estimated Fees and Labor	$1,943,662.50 *(75% Fees and Labor Cost)*	$259,155.00 *(10% Fees and Labor)*	$388,732.50 *(15% Fees and Labor)*	$2,591,550.00
Total Estimated Project Costs	$1,943,662.50 *(75% Fees and Labor Cost)*	$259,155.00.00 *(10% Fees and Labor)*	$388,732.50 *(15% Fees and Labor)*	$2,591,550.00
Project Management Costs (100% FEMA Funds)	$129,577.50 *(5% Total Estimated Project Cost)*			

Estimated FEMA Share	$	1,943,662.50	75	% of Total
Non-Federal Share				
Estimated Local Share	$	388,732.50	15	% of Total (Cash)
Estimated State Share	$	259,155.00	10	% of Total (Cash)
Total Project Costs	$	2,591,550.00	100	% of Total

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HMA Planning Application

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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

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

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

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

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

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

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

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED APPLICANT AGENT	TITLE
	City Manager, City of Savannah, Georgia
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Savannah	March 10, 2026 | 5:00 PM EDT

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Example: Letter of Availability of Matching Funds

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

docusign

Certificate Of Completion

Envelope Id: 95063036-2DFA-4317-BB04-8EB93A5AC180
Subject: $2.7M HMGP Review - Comprehensive Stormwater Mgmt Plan
Source Envelope:
Document Pages: 55
Certificate Pages: 6
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Signatures: 11
Initials: 1

Status: Completed

Envelope Originator:
Alexis Rooks
305 Fahm Street
Savannah, GA 31401
Alexis.Rooks@Savannahga.Gov
IP Address: 198.217.18.5

Record Tracking

Status: Original
3/9/2026 1:32:58 PM

Holder: Alexis Rooks
Alexis.Rooks@Savannahga.Gov

Location: DocuSign

Signer Events	Signature	Timestamp
Ronald Feldner Ronald.Feldner@Savannahga.Gov Security Level: Email, Account Authentication (None)	Ronald Feldner Signature Adoption: Pre-selected Style Using IP Address: 198.217.20.5	Sent: 3/9/2026 4:08:42 PM Viewed: 3/9/2026 4:09:45 PM Signed: 3/9/2026 4:12:18 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Michael Mills michael.mills@savannahga.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 198.217.18.5	Sent: 3/9/2026 4:12:22 PM Viewed: 3/9/2026 4:19:55 PM Signed: 3/9/2026 4:20:21 PM
Electronic Record and Signature Disclosure: Accepted: 3/9/2026 4:19:55 PM ID: 85f5fc0c-41c5-4eca-a91b-c44a08718308		
Collin Phillips Collin.Phillips@Savannahga.Gov Security Level: Email, Account Authentication (None)	Collin Phillips Signature Adoption: Pre-selected Style Using IP Address: 198.217.18.5	Sent: 3/9/2026 4:20:25 PM Viewed: 3/9/2026 4:22:14 PM Signed: 3/9/2026 4:23:19 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Saesha Carlile Saesha.Carlile@Savannahga.Gov Chief Operating Officer Security Level: Email, Account Authentication (None)	Saesha Carlile Signature Adoption: Pre-selected Style Using IP Address: 2600:1005:b087:599f:c99e:4d54:b0d0:6154 Signed using mobile	Sent: 3/9/2026 4:23:25 PM Viewed: 3/10/2026 11:45:38 AM Signed: 3/10/2026 11:46:33 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Signer Events	Signature	Timestamp
Jay Melder Jay.Melder@Savannahga.Gov City Manager Mayor and Aldermen of the City of Savannah Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 2/7/2022 4:05:25 PM ID: f57715c4-0a93-418b-a71f-8c66d444b20f	 Signature Adoption: Drawn on Device Using IP Address: 204.116.176.149 Signed using mobile	Sent: 3/10/2026 11:46:37 AM Viewed: 3/10/2026 4:59:35 PM Signed: 3/10/2026 5:00:54 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ebony Middleton Ebony.Middleton@Savannahga.Gov Sr. Administrative Assistant City of Savannah Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 3/9/2026 4:08:40 PM Viewed: 3/10/2026 6:36:20 PM
Kaydriana Simpson kaydriana.simpson@savannahga.gov Budget Analyst City of Savannah Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 3/9/2026 4:08:41 PM
Melissa Carter MCarter01@Savannahga.Gov Chief Budget Officer City of Savannah Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 3/19/2021 3:04:41 PM ID: 4f4c6ea2-dc41-4634-b4ba-011558b85c65	COPIED	Sent: 3/9/2026 4:08:41 PM
Zack Hoffman zhoffman@savannahga.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 8/31/2021 2:46:26 PM ID: 8be240c8-b639-4e7c-b851-49082f85fae8	COPIED	Sent: 3/10/2026 5:01:00 PM

Carbon Copy Events	Status	Timestamp
David Maxwell DMaxwell@Savannahga.Gov Senior Director of Financial Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 3/10/2026 5:01:01 PM
Johnnie L. Coker CPPB jcoker@savannahga.gov Director of Purchasing City of Savannah, Georgia Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 3/10/2026 5:01:02 PM
Adam Ferguson aferguson@rostan.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 3/10/2026 5:01:04 PM Viewed: 3/11/2026 11:03:52 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/9/2026 4:08:41 PM
Certified Delivered	Security Checked	3/10/2026 4:59:35 PM
Signing Complete	Security Checked	3/10/2026 5:00:54 PM
Completed	Security Checked	3/10/2026 5:01:04 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Savannah (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Savannah:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: wprice@savannahga.gov

To advise City of Savannah of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at wprice@savannahga.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Savannah

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to wprice@savannahga.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Savannah

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to wprice@savannahga.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Savannah as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Savannah during the course of your relationship with City of Savannah.

Certificate Of Completion

Envelope Id: 90E355DA-BD1D-83A3-8254-EC41B525F689
Status: Completed
Subject: Complete with Docusign: $2.7M HMGP Stormwater Masterplan Award
Source Envelope:
Document Pages: 134
Signatures: 3
Envelope Originator:
Certificate Pages: 6
Initials: 2
Alexis Rooks
AutoNav: Enabled
Comments: yes
305 Fahm Street
EnvelopeId Stamping: Enabled
Savannah, GA 31401
Time Zone: (UTC-05:00) Eastern Time (US & Canada)
Alexis.Rooks@Savannahga.Gov
IP Address: 198.217.18.5

Record Tracking

Status: Original
11/3/2026 1:35:42 PM
Holder: Alexis Rooks
Alexis.Rooks@Savannahga.Gov
Location: DocuSign

Signer Events	Signature	Timestamp
Maria Shirek Espinoza Maria.Shirek.Espinoza@Savannahga.Gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 198.217.18.5	Sent: 11/3/2026 3:10:24 PM Viewed: 11/3/2026 3:13:04 PM Signed: 11/3/2026 3:18:08 PM
Electronic Record and Signature Disclosure: Accepted: 11/3/2026 3:13:04 PM ID: 2e386d76-5186-404b-9a45-28c3143f7d70		
Michael Mills michael.mills@savannahga.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 198.217.20.5	Sent: 11/3/2026 3:18:11 PM Viewed: 11/3/2026 3:19:33 PM Signed: 11/3/2026 3:19:40 PM
Electronic Record and Signature Disclosure: Accepted: 5/22/2026 2:42:01 PM ID: 21bd7777-4636-46a9-80c3-845b17dd971c		
Taffanye Young tyoung@savannahga.gov Assistant City Manager City of Savannah Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 198.217.18.5	Sent: 11/4/2026 1:33:20 PM Viewed: 11/4/2026 4:30:10 PM Signed: 11/5/2026 5:24:34 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ebony Middleton Ebony.Middleton@Savannahga.Gov Sr. Administrative Assistant City of Savannah Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/3/2026 3:10:23 PM
Saesha Carlile Saesha.Carlile@Savannahga.Gov Chief Operating Officer Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/3/2026 3:19:43 PM
Joseph A. Melder Jay.Melder@Savannahga.Gov City Manager Mayor and Aldermen of the City of Savannah Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 2/7/2022 4:05:25 PM ID: f57715c4-0a93-418b-a71f-8c66d444b20f	COPIED	Sent: 11/4/2026 1:33:22 PM
Natalie Railey Natalie.Railey@Savannahga.Gov Sr. Special Projects Coordinator Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/4/2026 1:33:22 PM
Ronald Feldner Ronald.Feldner@Savannahga.Gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/5/2026 5:24:38 PM Viewed: 11/6/2026 8:11:19 AM
Zack Hoffman zhoffman@savannahga.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 8/31/2021 2:46:26 PM ID: 8be240c8-b639-4e7c-b851-49082f85fae8	COPIED	Sent: 11/5/2026 5:24:39 PM
Stephanie Takenaka STakenaka@Savannahga.Gov Contract Coordinator City of Savannah, GA Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/5/2026 5:24:40 PM Viewed: 11/5/2026 5:44:28 PM

Carbon Copy Events	Status	Timestamp
Johnnie Coker JCoker@Savannahga.Gov Director, Procurement and Contracts City of Savannah, Georgia Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/5/2026 5:24:41 PM
Collin Phillips Collin.Phillips@Savannahga.Gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/5/2026 5:24:42 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/3/2026 3:10:23 PM
Certified Delivered	Security Checked	11/4/2026 4:30:10 PM
Signing Complete	Security Checked	11/5/2026 5:24:34 PM
Completed	Security Checked	11/5/2026 5:24:42 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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