



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**DIVISION OF EMERGENCY MANAGEMENT**

Darrell L. Williams, Ph.D.  
Administrator

Tony Evers  
Governor

November 12, 2019

Linda Kollmann, Director  
Winnebago County Emergency Management  
4311 Jackson Street  
Oshkosh, WI 54902

Dear Linda:

**SUBJECT:** 4383.02-P Winnebago County Planning Subaward



I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for Winnebago County's Hazard Mitigation Grant Program (HMGP) planning grant subapplication submitted under Disaster Declaration FEMA-4383-DR-WI declared August 10, 2018. The subaward is approved in the amount of \$30,932.00 for updating the Winnebago County Hazard Mitigation Plan. FEMA provides 75% of the funding or \$23,199.75, Wisconsin Emergency Management (WEM) provides 12.5% or \$3,866.62, and the remaining \$3,866.63 is the community's required 12.5% local match.

Enclosed are two originals of the State-Local Hazard Mitigation Grant Program (HMGP) Assistance Agreement. Please carefully review the Agreement and sign both copies. Keep one copy for your records and return the other to this office. This Agreement must be signed and on file at our office before funds can be drawn on the subaward. The subaward performance period began on October 23, 2019, and will end on August 9, 2022; however, per the work schedule in your application, the draft plan will be due to our office by **December 31, 2020**, for review, with the final plan completed and approved by FEMA by **June 30, 2021**. Subaward funds may be used for those items identified in the County's approved application and incurred in a manner that aligns with the approved work schedule. Funds may not be used for any other purposes except those identified in the approved award.

If you will need an extension to the period of performance, the request must be received in writing by WEM no later than 90 days prior to the end of the approved period of performance, or April 5, 2022. Per the agreement you are required to submit Quarterly Status Reports, DMA Form 168 (enclosed), within 15 days of the end of each quarter (October 15, January 15, April 15, and July 15), and a final report covering all aspects of the project within 30 days of project completion.

To receive reimbursement of expenses you will need to complete and submit to this office a Request for Reimbursement of Expenses (enclosed), along with supporting documentation (invoices and proof of payments). Advancement of funds requires prior approval from this office

November 12, 2019

Ms. Kollmann

Page 2

and will only be made in extraordinary circumstances. The final request for reimbursement is due within 30 days of completion of the plan.

In updating the plan, please refer to the "Local Mitigation Planning Handbook" dated March 2013 and the "Local Mitigation Plan Review Guide" dated October 1, 2011. Both documents can be downloaded from FEMA's website, <https://www.fema.gov/media-library/resources-documents/collections/451>. When the draft update is complete, submit one electronic copy along with a completed "Katie's Plan Review Tool" to this office for review. We will also need one electronic copy of the final plan.

After reviewing this letter and the attachments, please contact me at (608) 242-3222 with any questions.

The mitigation staff looks forward to working with you through the all-hazards mitigation planning process. Please return one copy of the signed State-Local Agreement as soon as possible.

Sincerely,

A handwritten signature in dark ink, appearing to read "K Sommers", is written over the printed name.

Katie Sommers, CFM  
Hazard Mitigation Section Supervisor  
Wisconsin Emergency Management

Cc: Steve Fenske, WEM East Central Region Director

# **BUDGET SUMMARY FOR REIMBURSEMENT REQUEST**

WINNEBAGO COUNTY PLAN UPDATE; FEMA-4383-DR-WI

	CONTRACTUAL	PRINTING/ SHIPPING/ SUPPLIES	IN-KIND	TOTAL	FEDERAL SHARE (75%)	STATE SHARE (12.5%)	LOCAL SHARE (12.5%)	TOTAL (100%)
<b>BUDGET</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>REQUEST NO. 1</b>								
<b>BALANCE</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>REQUEST NO. 2</b>								
<b>BALANCE</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>REQUEST NO. 3</b>								
<b>BALANCE</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00
<b>AMOUNT SPENT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REMAINING</b>	\$ 24,997.50	\$ 2,068.00	\$ 3,866.50	\$ 28,864.00	\$ 23,199.75	\$ 3,866.62	\$ 3,866.63	\$ 30,933.00

Transfer of funds between budget cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget.

