

May 2020



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

DIVISION OF EMERGENCY MANAGEMENT

Greg Engle
Administrator

Tony Evers
Governor

January 8, 2024

Gregory Minikel, Engineering Division Manager
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Dear Gregory:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for the City of Manitowoc's Building Resilient Infrastructure and Communities (BRIC) subapplication submitted under Federal Fiscal Year 2022, with assistance announced on December 26, 2023. The subaward is approved in the amount of \$330,000.00 to complete design work for a dry detention basin and storm sewer improvements for flood reduction.

FEMA provides 75% of the funding or \$247,500.00, and the remaining \$82,500.00 is the community's required 25% local match.

Enclosed is the State-Local Hazard Mitigation Grant Program Assistance Agreement. Please carefully review and sign the Agreement. Keep one copy for your records and return one to this office. This Agreement must be signed before funds can be drawn on the subaward.

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, DMA Form 167 (enclosed), along with supporting documentation (invoices and proof of payments). Advancement of funds requires prior approval from this office and will only be made in extraordinary circumstances. The final request for reimbursement is due within 30 days of completion of the project.

Please refer to the Assurances for Non-Construction Projects, located in FEMA GO, for other state and federal laws and program requirements relating to the subaward which must be adhered to.

In completing the project, the community will need to adhere to the conditions indicated in the enclosed REC (Record of Environmental Consideration) dated August 31, 2023.

The community must also follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This includes following federal, state, and local procurement requirements, whichever are stricter. A WEM Procurement Resource Guide is enclosed to assist you.

After reviewing this letter and the attachments, please contact me or another staff member to schedule a meeting to discuss program policies and procedures for subaward administration and project implementation.

If you have questions, please contact me at heather.thole@widma.gov or (608) 282-5301.

Sincerely,



Heather Thole
State Hazard Mitigation Officer
Wisconsin Emergency Management

Enclosures:

- State-Local Building Resilient Infrastructure & Communities Program Agreement
- Quarterly Status Report, DMA Form 168
- Request for Reimbursement Request, DMA Form 167
- Budget Summary Form
- FEMA approved subapplication
- Record of Environmental Consideration signed 8/31/2023

Cc: McKenzie Reed, Clerk, City of Manitowoc
Dan Koski, Director of Public Infrastructure, City of Manitowoc
Baylor Haen, Civil Engineer, Strand Associates, Inc.
Chad Atkinson, Hazard Mitigation Section Supervisor, WEM
Steve Fenske, Southwest Region Director, WEM
Rhonda Green, Emergency Manager, Manitowoc County
Riley Brenden, Deputy Emergency Manager, Manitowoc County