

# BASIC INFORMATION ABOUT ISR PROGRAMS

1/ Your HMGP Plan must be Approved and on file with FEMA – OR if your plan is in the update/approved pending adoption stage you will still be able to apply for this Grant.

2/ Complete a Notice of Intent and return it to the EOC

- Notice of Intent will request a \$\$ Amount – explain how many saferoom rebates you would like to apply for, take that number and multiply it by \$2,000.00 (max rebate amount) and you will have the Federal Amount of \$\$ you would like to apply for

3/ Decide HOW you would like to organize Public Meetings:

- If you are a County – you may wish to have multiple meetings scattered throughout your major towns/cities
- If you are a City/Town – You may wish to have multiple meetings on one day or multiple days
- Public comes to the meetings to Hear who is eligible and how the program works (basic guidelines)
- If they wish, at the end of the meeting, public signs up for the program by completing a Voluntary Participation Notice or VPN
- Have a location which has internet (if possible) – when citizens hand in their VPN someone (employees/volunteers) look up each person's address on GPS to confirm home location as well as correct coordinates
- REASON FOR THIS TASK: You will have to have GPS of each homeowner's property as well as provide a marked FIRM Map of that location when you turn in your application to OEM and gathering this info w/homeowner verifying location greatly speeds up the process

4/ Decide HOW you will Advertise the Program & Times/Dates of Meetings:

- Press Release
- Local Radio
- Local TV Reporters
- Newspaper
- Social Media
- Flyers (in Bright Colors) Hung up throughout the Town/City (post office, library, utility office, etc)
- Letter mailed in Utility Bill

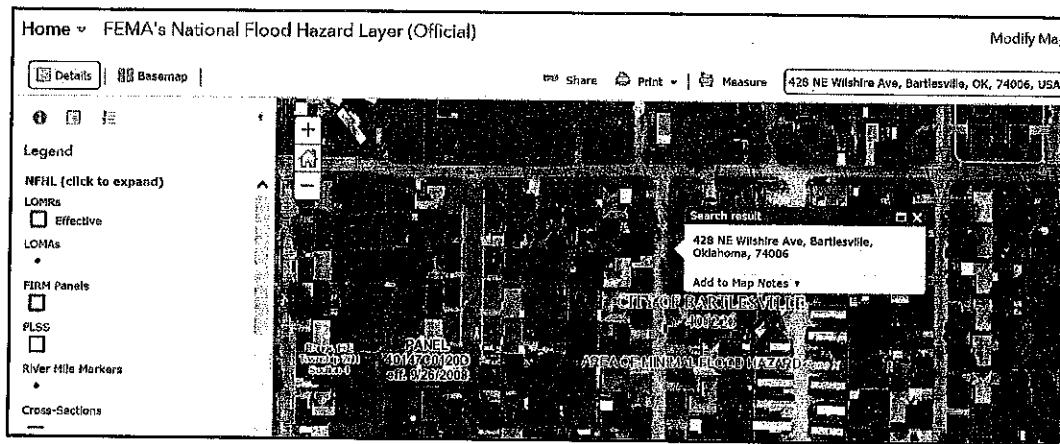
You want to reach as many of your citizens as possible, **use MULTIPLE Methods** – someone will always approach afterward stating they did not know about the program. You want to reach as many citizens as possible. A lot of times in the smaller communities "word of mouth" will help to spread the word. SEE ATTACHED EXAMPLE OF FLYER

5/ HOW to create/complete the Grant Application for ISR Programs:

- Once homeowners have completed their VPN's, you will use the VPN's to create a spreadsheet. You will need to give OEM a copy of the spreadsheet as well as an electronic copy (OEM has an example we can send you to use to create this spreadsheet)
- Use the VPN's to create a Marked FIRM Map for each homeowner. GO to FEMA Map Service Center – you are able to enter either the address or GPS location (for GPS enter the negative number first). Map Service Center can give you a satellite version as well as give you the Panel Number, Date of Map, and Zone home located in

EXAMPLE:

- CHECKLIST



- Scan all completed VPN's and Marked FIRM Maps in the order of the homeowner spreadsheet
- Either create two (2) CD's of these VPN's & FIRM Maps or put this data on two (2) flash drives and return with other documents. One copy of VPN's is for the OEM Application – One Copy goes to FEMA with copy of your application

## 6/ Create and Send Out Environmental Letters:

You will need to Create a Letter (on Letterhead) to send to the Environmental Agencies. **Letter will be sent with a copy of the completed Homeowner Spreadsheet.** Letters just state you are applying for an HMGP Grant application for an ISR Program and ask if each agency has any problems with the property locations on the list.

Letters need to be sent to:

- Local or County Floodplain Manager
- DEQ
- NCRS
- Army Corp of Engineers

Should take about 30-45 days to receive a response from each agency. The Response Letters will need to be submitted to OEM along with other documentation.

## 7/ Complete Grant Application:

- It is a "condensed" fill-in-the-blank application (8-10 pages)
- You complete this last because we do not know how many rebates you will qualify for (see below)
  - ✓ You only had 150 people sign up – therefore we would fund you for 100 rebates with 50% Alternates
  - ✓ You had 1,000 people sign up – but you only want to administer 500 rebates, so you would have 500 rebates and 500 Alternates
  - ✓ There is NO Limit (unless we only have a certain amount of money left in open disasters)
  - ✓ If you Notice of Intent only asked for 100 rebates – but you had enough people to sign up for 200 rebates with 50% Alternates – that's okay – if we have the \$\$ in an open grant – we would just adjust the NOI totals
- OEM will assist you with the application and the financial forms once grant establishes how many rebates will be in this grant

Again, these are the Basic Steps for Creating and Submitting an Application for an ISR Program. OEM is here to assist and we will help you through the process. If requested, we can come to your jurisdiction to assist with the Public Meetings as well as all other steps, just let us know! We will want to ensure you know the "ins and outs" of ISR Grants as well as the regulations/requirements before you begin taking up the VPN's from the citizens.

ATTACHED is an example of the PowerPoint Presentation used by a previous County/City for your review