

Subapplicant information

Name of federal agency **FEMA**

Type of submission **Application**

SAINT PAUL MINNESOTA CITY OF (INC)

15 W KELLOGG BLVD #390
SAINT PAUL, MN 55102 United States

State	DUNS #	EIN #
MN	006222343	416005521

Subapplicant type **Local Government**

Is the subapplicant subject to review by Executive Order 12372 Process? **No - Not covered**

Is the subapplicant delinquent on any federal debt? **No**

Contact information

Subrecipient Authorized Representative (SAR)

Lucy Angelis	Primary phone	Mailing address
lucy.angelis@ci.stpaul.mn.us		

Point(s) of contact

Jade Fessler EM Specialist	Primary phone	Additional phones	Mailing address
	6124432185 Work	6512665492 Work	367 Grove St. St. Paul MN 55101

jade.fessler@ci.stpaul.mn.us		Fax	
Angie Wiese DSI Fire Safety Manager	Primary phone 6512668953 Work	Additional phones 6512668953 Work	Mailing address 375 Jackson St Saint Paul MN 55101
angie.wiese@ci.stpaul.mn.us		Fax	
Lucy Angelis EM Coordinator	Primary phone 6512665548 Work	Additional phones 6512665548 Mobile	Mailing address 367 Grove Street St. Paul MN 55101
lucy.angelis@ci.stpaul.mn.us		Fax	

Community

Please provide the following information. If the Congressional district number for your community does not display correctly, please contact your State NFIP coordinator.

Add Communities

Please find the community(ies) that will benefit from this mitigation activity by clicking on the Find communities button. If needed, modify the Congressional District number for each community by entering the updated number under the U.S. Congressional District column for that community. When finished, click the Continue button. NOTE: You should also notify your State NFIP coordinator so that the updated U.S. Congressional District number can be updated in the Community Information System (CIS) database.

Community name	County code	CID number	CRS community	CRS rating	U.S. Congressional District
ST. PAUL, CITY OF	123	275248	N		4

Please provide any additional comments below (optional).

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Mitigation plan

Please provide your plan information below.

Is the entity that will benefit from the proposed activity covered by the current FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201? **Yes**

Please provide plan detail

Plan name City of Saint Paul All-Hazard Mitigation Plan	Plan type Local Multi-Hazard Mitigation Plan	Plan approval date 01/20/2020
Proposed activity description		

Please provide any additional comments below (optional).

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
Hazard Mitigation Plan.pdf	12/06/2021	jade.fessler@ci.stpaul.mn.us	Mitigation Plan Attachments	City of Saint Paul All-Hazard Mitigation Plan	

Scope of work

The project Scope of Work (SOW) identifies the eligible activity, describes what will be accomplished and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the

close of the application period. FEMA has different requirements for project, planning and management cost SOWs.

Subapplication title (include type of activity and location)

City of Saint Paul Virtual Inspections Project

Activities

Primary activity type

Codes and standards

Primary sub-activity type

Other

If Other please specify

Newly developed policies for the administration and enforcement of existing codes.

Secondary activity type (Optional)

Geographic areas description

Entire community of the City of Saint Paul, MN

Community lifelines

Primary community lifeline

Safety and security

Primary sub-community lifeline

Community safety

Secondary community lifeline (optional)

Hazard sources

Primary hazard source

Infrastructure failure

Secondary hazard source (optional)

Fire

Tertiary hazard source (optional)

Severe storm

Is this a phased project?

No

Are you doing construction in this project?

No

Population affected

100

Detail/description of stated percentage

Health and life safety codes apply to the entire city and are applicable to all structures within the city, regardless of use or location.

Provide a clear and detailed description of your proposed activity

DSI strives to provide the ability to inspect virtually for building codes and standards in order to accommodate and create equity for our staff, residents, contractors and whole community. We can accomplish this by the below directives/descriptions. - Provide policy direction, resources, and tools to perform virtual inspections for all disciplines of Construction Services including Building, Electrical, Plumbing, Mechanical, Warm Air, and Elevator inspections with exception with equipment or systems using fuels and hazardous chemicals. - Provide policy direction, resources, and tools to perform virtual inspections for reinspections within the Fire Safety Inspections exception with storage and handling of hazardous materials. - Provide policy direction, resources, and tools to perform virtual inspections for permit inspections within the Fire Safety Inspections exception with storage and handling of hazardous material. - Inspections listed above could be in the form of customer to inspector or inspector to inspector in order to reduce the number of trips to an inspection site. - Provide opportunity for use of virtual inspections vs restricting the opportunity to perform them. - Conduct an outreach campaign with customers and partners to promote virtual inspections and educate on the process to be successful. - Utilize digital codes so inspectors can truly inspect from anywhere. - Utilize online scheduling to enhance customer experience and flexibility to schedule on their own time (not part of grant request as this is being paid by already budgeted funds). - Policy direction is defined as a set of policies which will guide both staff and customers in how to prepare for and perform virtual inspections, record findings accurately, and ensure safety in the process. They are also to be reviewed/approved by the city attorney's office and risk management. - Tools are defined as the hardware and software needed to perform virtual inspection including any electronic storage capacity or system for documenting the inspection and its results. A tablet/laptop with wifi or cellular capability are also required. - Resources are defined as digital codes and ready access to other personnel within the city to perform the intended inspection. This also includes a method for "signing" test papers as required of the inspector by the contractor.

How will the mitigation activity be implemented?

- A project manager will be assigned to establish an

Describe how the project is technically feasible and will be effective in reducing the risk by reducing or eliminating damage to property and/or loss of life in the project area. Please include engineering design parameters and references to the following: preliminary schematic or engineering drawings/design; applicable building codes; engineering practices and/or best practices; level of protection (e.g., life safety, 100-yr flood protection with freeboard, 100-yr wind design, etc.):

implementation plan and to facilitate the activities below, alongside subject matter experts. - Training and collaboration with our technology division. - Ensure that we coordinate and collaborate with our elected leaders, contractors (our customers), CERT, property owners, and local labor representatives. - Ensure that processes meet all requirements whether they be Federal, State, or Local. Enhance processes in alignment with guidance from the CDC, OSHA, and ADA. - Develop and distribute educational materials for our internal team and external partners. -Provide versatile equipment for staff to perform inspections from anywhere.

-The state of Minnesota enforces the 2018 International Building, Residential, Fire, Mechanical, Fuel Gas, Conservation, and Commercial Energy Conservation Codes as adopted with amendments in 2020. The state also uses the 2020 National Electrical Code, the 2018 Uniform Plumbing Code with amendments in 2020, and the 2012 International Residential Energy Conservation Code with amendments in 2020. - The current way of doing inspections is not meeting the demands. To increase capacity, we want to institute a best practice utilizing virtual inspections to meet this ongoing demand. Virtual inspections will allow more inspections to be performed in a given day which will lead to a safer built environment. - Virtual inspections will reduce risk after severe weather events by allowing fewer people to be in the “hot zone”. - Virtual inspections means fewer in-person interactions which will reduce the exposure to Covid (or other communicable diseases) to our staff and the general public. - Virtual inspections allows inspectors who are on a Covid isolation to continue to perform inspections from their home. Post-Covid, inspectors who are homebound for any reason (disability, work restriction, transportation limitations, etc.) will also be able to perform inspections remotely. - Virtual inspections allows they city to reduce its carbon footprint by not driving to as many locations or idling at any given site which helps us meet our resiliency goals. - Contractors will be able to perform the work and receive an inspection on the same customer visit. - Currently, security box codes are often shared with inspectors to gain access to a property to perform the inspection. A virtual inspection will not require this practice. - Virtual inspections require fewer people to be present in a sensitive area (clean

rooms, food distribution, banking clearinghouses, etc.). -Virtual inspections would lead to a more resilient community with fewer automobiles being needed for transportation, reducing the risk to staff, reducing the carbon footprint, and workforce injuries. -Virtual inspections will accommodate staff, contractors, and property owners/manager that cannot physically report to the site, allowing for more inspections to continue and ensure that City buildings and critical infrastructure receive inspection and are structurally sound and safe for occupancy, reducing property damage risks City-wide.

Who will manage and complete the mitigation activity?

- A project manager with key technical experts (building official, fire official, technology, city attorney) will lead the project. - A consulting firm will be needed for the educational campaign as this resource is not available in-house.

Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)?

-The number one natural hazard in our 2019 Hazard Mitigation Plan are urban fires (see attached document, pg. 3.0--7). Our inspections help prevent fires by inspecting for general hazards (fire safety inspections) and trade work (fuel burning appliances, electrical work, etc.). They also help to mitigate the effects of fire by checking for rated construction, operational fire sprinkler systems, and proper egress. - Some inspections cannot be performed virtually as they require a person to be on site. Also, some customers will not adopt virtual inspections because of lack of technology or desired business practices. An educational campaign will garner support and resources for more customers to participate.

When will the mitigation activity take place?

- The project will be initiated upon announcement of funding and completed within 16 months or at least by the end of the grant period.

Explain why this project is the best alternative. What alternatives were considered to address the risk and why was the proposed activity considered the best alternative?

To broaden capacity and ensure equity for all stakeholders, we have determined virtual inspections to be the best alternative to in-person inspections. Virtual inspections enable staff to increase capacity to conduct inspections consecutively with no “drive time” interruptions, reduce potential risk and hazards to staff conducting the inspections which in turn enables all staff to conduct inspections regardless of medical conditions. Property/business owners benefit from Virtual Inspections as they can be

conducted at more convenient times, as well as increasing flexibility and meeting urgent needs. Increasing capacity and convenience will result in a safer built environment for our residents, visitors, and first responders which is the best alternative for everyone. - We are compelled to perform inspection to maintain a safe built environment for our residents, visitors, and first responders. - Performing virtual inspections on an ad hoc basis is not garnering consistency amongst our team or customers since there is not a strong policy framework in place. It is also not producing the volume of inspections we are hoping to achieve by a holistic approach. - Continuing to perform only in-person inspections does not take advantage of the resources and capabilities of our team or our customers. - Continuing to perform only in-person inspections fails to meet customer expectations for flexibility and urgency. - Covid protocols (face coverings, symptom checking, social distancing, vaccination) are all implemented currently however we still have exposures on a routine basis which we are hoping to minimize.

Please identify the entity that will perform any long-term maintenance and provide a maintenance, schedule and cost information. The subapplicant or owner of the area to be mitigated is responsible for maintenance (including costs of long-term care) after the project is completed?

- Division managers for the impacted Divisions will be responsible for incremental or routine maintenance. This is absorbed in the departmental budget. - The Office of Technology is responsible for the maintenance of the hardware and software technology. Hardware is leased and on a 3-year rotating schedule. The annual budget for hardware and software for our department is \$50,000. Maintenance of virtual inspections will be absorbed into this budget. -Customers unable to utilize technology for inspections will be accommodated by in-person inspections.

Additional comments (optional)

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Filename	Date uploaded	Uploaded by	Label	Description	Action
Hazard Mitigation Plan.pdf	01/11/2022	jade.fessler@ci.stpaul.mn.us	Scope of Work Attachments	City of Saint Paul Hazard Mitigation Plan (2019)	

Schedule

Specify the work schedule for the mitigation activities.

Add tasks to the schedule

Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

<p>Task Name Create project roles and responsibilities</p>	<p>Start Month 1</p>	<p>Task Duration (in Months) 1 months</p>
<p>Task Description Establish the project team and determine what role each person will play including project sponsor, project lead, project manager, subject matter experts, and project team members.</p>		

<p>Task Name Scope</p>	<p>Start Month 1</p>	<p>Task Duration (in Months) 1 months</p>
<p>Task Description Finalize what is in/out of scope for the project based on grant guidelines, other funding sources, and current status of other resources. Create project team including roles and responsibilities. See project plan development as next step</p>		

<p>Task Name Policy Framework Input</p>	<p>Start Month 1</p>	<p>Task Duration (in Months) 2 months</p>
<p>Task Description Obtain input on draft policy (the overarching policy for performing virtual inspections) from project members then vet through city attorneys office.</p>		

<p>Task Name Project Plan-(CSF, WBS, Risks, Quality Control, Communication Plan)</p>	<p>Start Month 1</p>	<p>Task Duration (in Months) 2 months</p> <p>Task Description Clearly articulate the tasks to be performed in a schedule and tie the budget to resource and expenses. Complete a formal risk assessment, develop a quality control plan and identify critical success factors resulting from Stakeholder engagements.</p>
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<p>Task Name Scheduling process</p>	<p>Start Month 2</p>	<p>Task Duration (in Months) 2 months</p> <p>Task Description Develop a consistent process for customers to schedule inspections online. Test in the permit recordkeeping system.</p>
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<p>Task Name Contractor/Stakeholder Engagement</p>	<p>Start Month 4</p>	<p>Task Duration (in Months) 3 months</p> <p>Task Description Meet with Union representatives, other contractor groups and community to provide stakeholder input; hopefully obtain buy-in. Discussion topics - Automate scheduling inspections, available 24/7 Contractor can complete permitted work and obtain final approval while on site Reduction of drive time and therefore increase number of inspections per day More convenient for contractors, businesses, and property owners More C of O more inspections provides a higher value of inventory in the community and safer Reduce number of people in construction site work area, businesses and people's home Less sharing security codes to gain assess Fewer inspectors in the site by utilizing inspector to inspector virtual evaluations Less invasive in sensitive environments</p>
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<p>Task Name Educational Materials</p>	<p>Start Month 5</p>	<p>Task Duration (in Months) 2 months</p> <p>Task Description Create educational materials and a communication plan for distribution.</p>
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Task Name Train staff	Start Month 7	Task Duration (in Months) 1 months
Task Description Train staff on using the tools available and following the policies established.		
Task Name Beta Testing	Start Month 9	Task Duration (in Months) 2 months
Task Description Begin using the policies, tools, and resources with a small group to work out any issues that arise.		
Task Name Go Live	Start Month 11	Task Duration (in Months) 1 months
Task Description Select an implementation date where virtual inspections will be available to all customers. Advertise the roll out via the communications plan. Have staff dedicated for troubleshooting during the first week of roll out.		
Task Name Performance Evaluation - Utilize Data Driven Systems	Start Month 11	Task Duration (in Months) 22 months
Task Description Continually monitor performance and effectiveness through customer engagement and employee feedback. Data will be compiled and monitored		

Estimate the total duration of your proposed activities **35**
(in months).

Proposed project start and end dates

Start Date **2022-01-01**

End Date **2024-12-31**

Budget

Budget cost estimate and management cost (optional) should directly link to your scope of work and work schedule. You must add at least one item(s) greater than \$0 for your cost estimate. Once you have added item(s) for your cost estimate, you may then add the item(s) for management cost (optional). As necessary, please adjust your federal/non-federal cost shares and add the non-federal funding source(s) you are planning to use this project. Once you have completed this section, please click the Continue button at the bottom of this page to navigate to the next section.

Add budget cost types and item(s)

Click the Add cost type button below to add cost type cost estimate and then click the Add item(s) button to add the item(s) for the cost estimate. After adding items to your cost estimate, you may then select Add cost type button again to add management costs (optional) and applicable items.

Grand total: \$371,420.00

Budget type: Non construction

▶	Cost type: Cost estimate	\$371,420.00
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Program income (optional)

Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

Proposed federal vs. non-federal funding shares

Hazard Mitigation Assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. For Building Resilient Infrastructure and communities (BRIC), small impoverished communities may be eligible for up to 90% federal share. For Flood Mitigation Assistance (FMA), and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

<p>Is this a small impoverished community? ⓘ</p> <p>This determines your federal/non-federal share ratio</p>	<table> <thead> <tr> <th></th> <th>%</th> <th>\$ Dollar amount</th> </tr> <tr> <th></th> <th>Percentage</th> <th></th> </tr> </thead> <tbody> <tr> <td>Proposed federal share</td> <td>75.00</td> <td>278565.00</td> </tr> </tbody> </table>		%	\$ Dollar amount		Percentage		Proposed federal share	75.00	278565.00
	%	\$ Dollar amount								
	Percentage									
Proposed federal share	75.00	278565.00								

Federal/Non-Federal Share Ratio: No	Proposed non-federal share	25.00	92855.00
			Based on total budget cost: \$371,420.00

Non-federal funding sources here

That portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

Funding source	Funding amount	% Non-federal share by source
▶ Funding source: General Fund (inspection fees)	\$92,855.00	100.00%

Please provide any additional comments below (optional).

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
Commitment of Funds and Authorization of Subgrantee - signed.pdf	01/24/2022	lucy.angelis@ci.stpaul.mn.us	Budget Attachments	No description given.	
Sub-Recipient Management Cost form - signed.pdf	01/24/2022	lucy.angelis@ci.stpaul.mn.us	Budget Attachments	No description given.	

Cost-effectiveness

How was cost-effectiveness determined for this project?

- Not applicable
Please explain why this project is not applicable.

FEMA Program Support Material: BRIC Building Code Activities

Please provide any additional comments below (optional).

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
fema_fy21-bric-building-code-activities-psm.pdf	12/09/2021	jade.fessler@ci.stpaul.mn.us	Cost Effectiveness Attachments	FEMA Program Support Material: BRIC Building Code Activities	

Environmental/Historic Preservation (EHP) Review Information

Introduction

An environmental/historic preservation review is required for all activities for which FEMA funds are being requested. FEMA will complete this review with the assistance of both the state or tribal government and the local applicant. It is important that you provide accurate information. If you are having problems completing this section, please contact your application point of contact.

A. National Historic Preservation Act - Historic Buildings and Structures

1. Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age? **No**

Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please attach the required documents below.)

- The property address and original date of construction for each property affected (unless this information is already noted in the Properties section).
- A minimum of two color photographs showing at least three sides of each structure (Please label the photos accordingly).
- A diagram or USGS 1:24,000 scale quadrangle map displaying the relationship of the property (s) to the project area.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)

- Information gathered about potential historic properties in the project area, including any evidence indicating the age of the building or structure and presence of buildings or structures that are listed or eligible for listing on the National Register of Historic Places or within or near a National Register listed or eligible historic district. Sources for this information may include the State Historic Preservation Officer, and/or the Tribal Historic Preservation Officer (SHPO/THPO), your local planning office, historic preservation organization, or historical society.
- Consideration of how the project design will minimize adverse effects on known or potential historic buildings or structures, and any alternatives considered or implemented to avoid or minimize effects on historic buildings or structures. Please address and note associated costs in your project budget.
- For acquisition/demolition projects affecting historic buildings or structures, any data regarding the consideration and feasibility of elevation, relocation, or flood proofing as alternatives to demolition.
- Attached materials or additional comments.

Please provide an explanation and any information about this project that could assist FEMA in its review. (optional)

Please provide an explanation and any information about this project that could assist FEMA in its review.

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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B. National Historic Preservation Act - Archeological Resources

Does your project involve disturbance of ground? **No**

Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please attach the required documents below.)

- A description of the ground disturbance by giving the dimensions (area, volume, depth, etc.) and location.
- The past use of the area to be disturbed, noting the extent of previously disturbed ground.
- A USGS 1:24,000 scale or other site map showing the location and extent of ground disturbance.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)

- Any information about potential historic properties, including archeological sites, in the project area. Sources of this information may include SHPO/THPO, and/or the Tribe's cultural resources contact if no THPO is designated. Include, if possible, a map showing the relation of any identified historic properties to the project area.
- Attached materials or additional comments.

Please provide an explanation and any information about this project that could assist FEMA in its review.

(optional)

Please provide an explanation and any information about this project that could assist FEMA in its review.

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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C. Endangered Species Act and Fish and Wildlife Coordination Act

1. Are federally listed threatened or endangered species or their critical habitat present in the area affected by the project? **No**

Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please provide the required documents either through attachment and/or comment box below.)

Information you obtained to identify species in or near the project area. Provide the source and date of the information cited.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)

Any request for information and associated response from the USFWS, the National Marine Fisheries Service (NMFS) (for affected ocean-going fish), or your State Wildlife Agency, regarding potential listed species present and potential of the project to impact those species.

Attached materials or additional comments.

Please provide an explanation and any information about this project that could assist FEMA in its review. (optional)

Please provide an explanation and any information about this project that could assist FEMA in its review.

2. Does your project remove or affect vegetation? **No**

Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please provide the required documents either through attachment and/or comment box below.)

Description of the amount (area) and type of vegetation to be removed or affected.

A site map showing the project area and the extent of vegetation affected.

Photographs or digital images that show both the vegetation affected and the vegetation in context of its surroundings.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)

Attached materials or additional comments.

Please provide an explanation and any information about this project that could assist FEMA in its review. (optional)

Please provide an explanation and any information about this project that could assist FEMA in its review.

3. Is your project in, near (within 200 feet), or likely to affect any type of waterway or body of water? **No**

If Yes, and project is not within an existing building, you must confirm that you have provided the following: (If you have not provided these documents in any other section of the application, please attach the required documents below.)

A USGS 1:24,000 scale quadrangle map showing the project activities in relation to all nearby water bodies (within 200 feet).

Any information about the type of water body nearby including: its dimensions, the proximity of the project activity to the water body, and the expected and possible changes to the water body, if any. Identify all water bodies regardless whether you think there may be an effect.

A photograph or digital image of the site showing both the body of water and the project area.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)

Evidence of any discussions with the US Fish and Wildlife Service (USFWS), and/or your State Wildlife Agency concerning any potential impacts if there is the potential for the project to affect any water body.

Please provide an explanation and any information about this project that could assist FEMA in its review. (optional)

D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)

1. Will the project involve dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as 'waters of the U.S.' as identified by the US Army Corps of Engineers or on the National Wetland Inventory? **No**

E. Executive Order 11988 (Floodplain Management)

1. Does a Flood Insurance Rate Map (FIRM), Flood Hazard Boundary Map (FHBM), hydrologic study, or some other source indicate that the project is located in or will affect a 100 year floodplain, a 500 year floodplain if a critical facility, an identified regulatory floodway, or an area prone to flooding? **No**

2. Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation? **No**

F. Coastal Zone Management Act

1. Is the project located in the state's designated coastal zone? **No**

G. Farmland Protection Policy Act

1. Will the project convert more than 5 acres of prime or unique farmland outside city limits to a non-agricultural use? **No**

H. Resource Conservation and Recovery Act (RCRA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Hazardous and Toxic Materials)

1. Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? **No**

2. Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project? **No**

3. Does any project construction or operation activities involve the use of hazardous or toxic materials? **No**

4. Do you know if any of the current or past land-uses of the property affected by the proposed project or of the adjacent properties are associated with hazardous or toxic materials? **No**

I. Executive Order 12898, Environmental Justice for Low Income and Minority Populations

1. Are there low income or minority populations in the project's area of effect or adjacent to the project area? **Not known**

Please provide an explanation and any information about this project that could assist FEMA in its review.

This project the entire community of the City of Saint Paul, MN. The 2020 census indicates that approximately 15.9% of persons living in St. Paul are living below the poverty line, and 23% of children (18 and under) currently living in poverty. St. Paul demographics in the 2020 census showed 19% of the populate being Asian, 16% Black or African American, and 9% Hispanic.

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
St. Paul MN - Profile data - Census Reporter.pdf	01/11/2022	jade.fessler@ci.stpaul.mn.us	lowIncomeMinority.attachmentIds	No description given.	

J. Other Environmental/Historic Preservation Laws or Issues

1. Are there other environmental/historic preservation requirements associated with this project that you are aware of? **No**

2. Are there controversial issues associated with this project? **No**

3. Have you conducted any public meeting or solicited public input or comments on your specific proposed mitigation project? **No**

K. Summary and Cost of Potential Impacts

Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties? **No**

Evaluation

Is the applicant participating in the [Community Rating System \(CRS\)](#)? **No**

Is the applicant a [Cooperating Technical Partner \(CTP\)](#)? **No**

Was this created from a previous FEMA HMA Advance assistance / Project scoping award? **No**

Has the applicant adopted building codes consistent with the [international codes](#)? **Yes**

Year of building code **2018**

Please provide the building code. **2020 Minnesota State Building Code**

Have the applicant's building codes been assessed on the [Building Code Effectiveness Grading Schedule \(BCEGS\)](#)? **No**

Describe involvement of partners to enhance the mitigation activity outcome.

-Ensure that we coordinate and collaborate with our elected leaders, contractors (our customers), CERT, property owners, and local labor representatives. We will not be successful without their engagement in the development of our policies and procedures.

Discuss how anticipated future conditions are addressed by this project.

As society evolves to be more technology capable/dependent, and commerce can be performed from living rooms to board rooms, remote virtual inspections are anticipated to become more prevalent.

Additional comments (optional)

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Comments & attachments

▶ Community	0 comment, 0 attachments
▶ Mitigation plan	0 comment, 1 attachments
▶ Scope of work	0 comment, 1 attachments
▶ Budget	0 comment, 2 attachments
▶ Cost-effectiveness	0 comment, 1 attachments
▶ Evaluation	0 comment, 0 attachments
▶ Environmental/Historic Preservation (EHP)	0 comment, 1 attachments
▶ Location	0 comment, 0 attachments

Introduction

Project location

Provide a detailed description of the proposed project's location.

This project encompasses the 56.2 square miles of the City of Saint Paul. The office location is at 375 Jackson Street.

Latitude **44.948395**

Longitude **-093.090280**

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Project benefiting area

Provide a detailed description of the proposed project's benefiting area.

This project will benefit the 56.2 square miles of the City of Saint Paul. Benefits home and business owners with inspection needs within the blank square miles of the City.

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Project impact area

Provide a detailed description of the proposed project's impact area.

This project will impact the 56.2 square miles of the City of Saint Paul.

Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Project site inventory

Does this project subapplication propose to mitigate a property/structure(s)? (Examples: residential home, commercial building, bridge, fire station, levee, pumping station, wastewater treatment plant, telephone pole, electric line, etc.) **No**

Please [download the excel template](#), and then fill out the template with building or infrastructure data.

Assurances and certifications

SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007

Expiration Date: 02/28/2022

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, 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; 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.
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.

OMB number: 1660-0083, Expiration date: 10/31/2021 [View burden statement](#)

Certifications regarding lobbying; Debarment, Suspension and other responsibility matters; and Drug-free workplace requirements

Content:

OMB Control Number: 1660-0083

Expiration: 10/31/2021

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL : 'Disclosure of Lobbying Activities' attached (This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in

- connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

- A. The applicant certifies that it 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 grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug free awareness program to inform employees about-
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee'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 grant to 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 grant, the employee will-
 - 1. Abide by the term of the statement; and
 - 2. Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions;
 - e. Notifying the agency, in writing, within 10 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, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to anyemployee who is convicted-
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or
 - 2. Requiring such an 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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

There are workplaces on file that are not identified

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.