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# MEMORANDUM

TO: Lewis Kuhlman  
FROM: Brea Grace  
DATE: February 15, 2019  
RE: 2019 Flood Hazard Mitigation Grant Application  
SEH No. 149669 14.00

Following are some suggestions for Item #5 on the Hazard Mitigation Grant Application

## #5 Work Schedule and Estimated Completion Dates

Task	Timeframe (e.g. Months 2-4)
Develop Planning Team	Month 1
Hold Kickoff Meeting	Month 2
Develop Community Profiles	Months 2 – 4
GIS Mapping	Months 2 – 6
Identify and Describe Hazards	Months 2 – 5
Complete Risk / Vulnerability Assessment	Months 2 – 6
Community Engagement Meeting	Month 4 or 5
Develop Goals and/or Objectives	Months 3 – 7
Develop Mitigation Alternatives and Analysis	Months 5 – 8
Community Engagement & Feedback Process to Prioritize Mitigation Alternatives	Months 8 – 10
Identification of Strategies and Tools for Implementation	Months 11 – 13
Develop Flood Hazard Mitigation Plan	Months 4 – 13
Community Information Meeting	Months 13 – 14
Develop Plan Maintenance Process	Months 12 – 14
Public Participation / Committee Meetings	Throughout
Submit Draft Plan to State	Month 12
Revise Plan Based on State Review	Month 14
Formal Adoption	Month 15

For a project cost estimate, we believe a \$130,000 - \$160,000 estimate is in the ballpark for the type of Flood Hazard Mitigation plan the City described by phone to us on January 31<sup>st</sup>.

Please let us know if you have any questions or would like to discuss anything further.

BG

c: Brad Woznak

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