



FEMA

January 22, 2024

Major General Kerry L. Muehlenbeck, Director  
Governor's Authorized Representative  
Arizona Department of Emergency and Military Affairs  
5636 East McDowell Road  
Phoenix, AZ 85008-3495

Reference: Application Approval, HMGP DR-4524-011-07R  
City of Flagstaff  
Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement Project  
FIPS Code: 005-23620, Supplement 6

Dear Major General Muehlenbeck:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the city of Flagstaff, HMGP DR-4524-011-07R, Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement Project.

The total project cost is \$1,950,495.00. As shown in the enclosed Obligation Report - Supplement 6, we are obligating \$990,000.00, for the 50.76 percent Federal share; the 49.24 percent non-Federal share is \$960,495.00. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Funding Type:	Federal Share:	Non-Federal Share:	Total Project Cost:
Supplement 6	\$990,000.00	\$960,495.00	\$1,950,495.00

This HMGP project approval and obligation of funds are subject to the following conditions:

- 1. Scope of Work (SOW)** – The approved project will mitigate the consequences of post-Museum Fire flooding impacts to the City of Flagstaff in Coconino County, Arizona. This project will improve an existing concrete box culvert to increase capacity so post-Museum Fire flooding impacts can be mitigated. The existing concrete box culvert is 10 feet by 4 feet with a capacity of approximately 400 cubic feet per second (cfs). The project will upsize the culvert to 14 feet wide by 4 feet high and 78 feet long. The capacity will be increased from 400 (cfs) to 650 cfs. The new culvert dimensions will be 14 feet wide by 4 feet high by 78 feet long. The project will require installation of concrete headwalls, wing walls and transition channels to connect to channel improvements. The concrete headwalls at each end of the box culvert will be 30 feet high by 20 feet wide by 1 foot thick. The wing walls will taper from 30 feet and will be 20 feet wide and 1 foot thick.
- 2. Project Completion Date** – The work schedule included with the project application indicates that the project will take 36 months to complete; however, we can only approve a project up to the approved disaster period of performance (POP). Therefore, the project completion date is February 1, 2026. Please inform the sub-recipient that work completed after the disaster period of performance (POP) is not eligible for federal funding, and that federal funds may be de-obligated for work completed outside the POP when there is no approved time extension.

3. **Project Closeout** – Within 120 days of project completion, all project funds must be liquidated and final closeout documentation for the project must be submitted to FEMA. Please note the project must comply with Code of Federal Regulations Title 2, Part 200 reporting requirements at the time of closeout.
4. **Record of Environmental Considerations (REC)** – This project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023-01-001-01, Revision 1. Categorical Exclusion a4 (information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents) has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
5. **Standard Conditions** – This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions*, amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions, please contact Jasmine Gonzalez, Grant Management Specialist, by email [Jasmine.Gonzalez@fema.dhs.gov](mailto:Jasmine.Gonzalez@fema.dhs.gov), or phone (771) 217-3848.

Sincerely,

Kathryn Lipiecki  
Director, Mitigation Division  
FEMA Region 9

Enclosures (3):

Obligation Report - Supplement 6  
Record of Environmental Considerations (REC)  
Standard Mitigation Grant (HMGP) Conditions

cc: Andrew Traylor, State Hazard Mitigation Officer (SHMO), Arizona Department of Emergency and Military Affairs  
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4524	7 -R	0	11	1	6	AZ	Statewide

Subrecipient: Flagstaff

Project Title : Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement

Subrecipient FIPS Code: 005-23620

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$990,000.00	\$990,000.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$990,000.00	\$0.00	\$990,000.00	01/12/2024	Accept	2024

**Comments**

Date: 01/12/2024 User Id: RHIRST

Comment: Obligate \$990,000.00 for HMGP 4524-011-07R (City of Flagstaff, Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement Project)

**Authorization**

Preparer Name: REILLY HIRST

Preparation Date: 01/12/2024

HMO Authorization Name: STEVEN SCOTT

HMO Authorization Date: 01/12/2024

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4524-0007-AZ (4524-011-007) (1)

Title: City of Flagstaff Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement

NEPA DETERMINATION

<b>Non Compliant Flag:</b> No	<b>EA Draft Date:</b>	<b>EA Final Date:</b>
<b>EA Public Notice Date:</b>	<b>EA Fonsi</b>	<b>Level:</b> CATEX
<b>EIS Notice of Intent</b>	<b>EIS ROD Date:</b>	

**Comment** City of Flagstaff in Coconino County, Arizona (35.21801285, -111.6183081) proposes upgrades to an existing concrete box culvert to increase capacity so post-Museum Fire flooding impacts can be mitigated. The existing concrete box culvert is 10 feet by 4 feet with a capacity of approximately 400 cubic feet per second (cfs). The project will upsize the culvert to 14 feet wide by 4 feet high and 78 feet long. The capacity will be increased from 400 (cfs) to 650 cfs. The new culvert dimensions will be 14 feet wide by 4 feet high by 78 feet long. The project will require installation of concrete headwalls, wing walls and transition channels to connect to channel improvements. The concrete headwalls at each end of the box culvert will be 30 feet high by 20 feet wide by 1 foot thick. The wing walls will taper from 30 feet and will be 20 feet wide and 1 foot thick. Project coordinates are as follows:

35.21868, -111.61931 (Northwest); 35.21892, -111.61859 (Northeast);  
 35.21712, -111.61856 (Southwest); 35.21712, -111.61753 (Southeast)

Ground disturbance will occur immediately upstream to immediately downstream of the existing culvert openings. Disturbance will include demolition of the roadway, existing culvert, connected stormwater infrastructure, and associated utilities (water, sewer, electric, natural gas, communications) and deepening of the channel at the culvert ingress. Total ground disturbance estimate is 0.3 acres. The project area is in a developed, urban environment. An erosion control plan will be generated by the engineer for Best Management Practices to reduce potential environmental impacts.

All staging will occur in the road right-of-way on Cedar Avenue between the cross streets of Grand View/N. Main Street (35.21803, -111.61906) and N. Monte Vista Drive. /N. Rose Street (35.21803, -111.61802). The staging area is outside of the FEMA special flood hazard area.

This project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023- 01-001-01, Revision 1. Categorical Exclusion N9 (Flood Hazard Reduction Actions) has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.  
 - rbaile11 - 12/19/2023 20:08:09 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
*n9	(*n9) Federal Assistance for Flood Hazard Reduction Actions. Federal assistance for drainage, berm, water crossing, and detention, retention, or sediment pond projects which have the primary purpose of addressing flood hazards and: (a) Do not affect more than 25 acres, (b) Do not result in adverse flood risk effects to downstream communities, (c) Do not result in any increase of flood levels within the community during the occurrence of the base flood discharge if the action takes place within the regulatory floodway, and (d) Where the effect of the proposed project when combined with other existing or reasonably foreseeable development will not increase water surface elevation of the base flood more than one foot at any point within the community if the action takes place in a floodplain with no regulatory floodway. This CATEX covers minor flood control actions as identified in Sections 1366 and 1361 of the National Flood Insurance Act (NFIA). Actions that are not covered in Sections 1366 and 1361 of the NFIA, such as dikes, levees, seawalls, groins, and jetties, are excluded from this CATEX.	Yes

## RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

**Project** HMGP-4524-0007-AZ (4524-011-007) (1)

**Title:** City of Flagstaff Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement

## EXTRAORDINARY

## Extraordinary Circumstance Code

## Description

## Selected ?

No Extraordinary Circumstances were selected

## ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/  
Executive Order

## Status

## Description

## Comment

Clean Air Act (CAA)

Completed

Project is located in an attainment area - Review concluded

The project is in Coconino County, which has been designated by the U.S. Environmental Protection Agency (USEPA) as having attained the relevant National Ambient Air Quality Standards. The proposed action would not cause emissions of criteria pollutants or their precursors. Therefore, the scope of work associated with this undertaking is exempt from a conformity determination under the General Conformity Rule. - rbaile11 - 12/19/2023 19:52:10 GMT

Coastal Barrier Resources Act (CBRA)

Completed

Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded

Clean Water Act (CWA)

Completed

Project would affect waters, including wetlands, of the U.S.

The scope of work associated with this project has the potential to affect waters of the U.S. This project may require Section 404/401 Clean Water Act (CWA) or Section 9/10 (Rivers and Harbors Act) Permit(s), including qualification under Nationwide Permits. The Subrecipient is required to contact USACE to determine whether project activities require USACE permits under the CWA. See Condition. - rbaile11 - 12/19/2023 19:48:42 GMT

Completed

Project may require Section 404/401 or Section 9/10 (Rivers and Harbors Act) permit, including qualification under Nationwide Permits - Review concluded

Coastal Zone Management Act (CZMA)

Completed

Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded

Executive Order 11988 - Floodplains

Completed

Located in floodplain or effects on floodplain/flood levels

The project is located within an AE zone, Special Flood Hazard Area (100-year floodplain, base floodplain), per Flood Insurance Rate Map (FIRM) panel 04005C6826G, dated 09/03/2010. The proposed action is not likely to result in any potential direct impacts that will adversely affect the natural values and function of floodplains, nor is it likely to increase the risk of flood loss. Per HMA FFRMS partial implementation policy (August 26, 2021), this project is subject to

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**Project** HMGP-4524-0007-AZ (4524-011-007) (1)

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Environmental Law/ Executive Order	Status	Description	Comment
			the FFRMS Freeboard Value Approach (FVA) and structure(s) must be protected to 2 feet of freeboard above the Base Flood Elevation. The Initial Disaster Public Notice was published on 04/03/2020. Per 44 CFR Part 9.5(d)(4), the 8-step Process was completed, and the determination was the project is the only practicable alternative. Floodplain Management 8-Step Checklist is attached. See Conditions. See Attached Map. - rbaile11 - 12/19/2023 20:24:07 GMT**CORRECTION**HMA FFRMS policy is not applicable. The rest of the Floodplains comment remains valid. - rbaile11 - 01/08/2024 20:46:31 GMT
	Completed	Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment	
	Completed	8 Step Process Complete - documentation attached - Review concluded	
Executive Order 11990 - Wetlands	Completed	Located in wetlands or effects on wetlands	Per the U.S. Fish and Wildlife Service Wetland Mapper viewed on 11/9/2023, the project is located outside of wetlands and not likely to result in any potential direct impacts that will adversely affect wetlands. See Attached Map. - rbaile11 - 12/19/2023 20:31:38 GMT**CORRECTION**Per the U.S Fish and Wildlife Service Wetland Mapper viewed on 11/09/2023, the project is located within a designated wetland. The proposed action is not likely to result in any potential direct impacts that will adversely affect the natural values and function of wetlands. Initial Disaster Public Notice was published on 04/03/2020. See Conditions. See attached. - rbaile11 - 01/08/2024 20:44:17 GMT
	Completed	Possible adverse effect associated with constructing in or near wetland	
	Completed	Review completed as part of floodplain review - Review concluded	
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	No Low income or minority population in, near or affected by the project - Review concluded	This project has been determined to have limited or no potential to affect minority or low-income populations according to Exemption III.C (Minor upgrades to culverts within existing footprint) in Step 1 of the EO 12898 Interim Guidance, dated September 2023. FEMA has no further EO 12898 responsibilities with regard to these activities. - rbaile11 - 12/19/2023 20:32:49

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**Project** HMGP-4524-0007-AZ (4524-011-007) (1)

**Title:** City of Flagstaff Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement

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Environmental Law/ Executive Order	Status	Description	Comment GMT
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	A No Effect Memorandum has been prepared as it has been determined that the proposed actions would result in No Effect to federally listed species or designated critical habitat. Consultation with the US Fish and Wildlife Service and/or the National Marine Fisheries Service is not required. See attached No Effect Memorandum. - rbaile11 - 12/19/2023 19:42:36 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	The Undertaking was reviewed by Lisa Holm, who meets the applicable Secretary of the Interior Professional Qualifications in accordance with Stipulation I.B.1.a of the Programmatic Agreement among the Federal Emergency Management Agency (FEMA), the Arizona State Historic Preservation Officer (SHPO), the Arizona Division of Emergency Management, and the Arizona Department of Homeland Security, signed August 19, 2015, amended June 30, 2020. The project as described, complies with (Appendix B) Programmatic Allowance Tier 2 Section II.C.1.c (Minor upgrade of culvert systems and arches beneath roads or within associated drainage systems provided that the work substantially conforms to the existing footprint). Thus, the Undertaking does not require SHPO review or notification per Stipulation II.A.1 of the

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Project HMGP-4524-0007-AZ (4524-011-007) (1)

Title: City of Flagstaff Museum Fire Post-Fire Flood Mitigation - Cedar Avenue Culvert Improvement

Environmental Law/ Executive Order	Status	Description	Comment
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	Agreement, however, if the scope of work changes this project needs to be resubmitted for further EHP review. - rbaile11 - 12/19/2023 20:22:09 GMT

CONDITIONS

Special Conditions required on implementation of Projects:

Subrecipient must coordinate with the local floodplain administrator and obtain any required permits prior to initiating work. Coordination correspondence with the Floodplain administrator, any required permits, and implementation documentation to any permit conditions need to be forwarded to the State and FEMA for inclusion in the permanent project files.

Source of condition: Executive Order 11988 - Floodplains

Monitoring Required: Yes

Permitting: The Subrecipient is responsible for proper identification of wetlands. Under EO11990 - Protection of Wetlands, the Subrecipient is responsible for coordinating with and obtaining any required Section 404 Permit(s) from the USACE prior to initiating work. The Subrecipient shall comply with all conditions of the required permit. All coordination pertaining to these activities shall be documented and copies forwarded to the Arizona Division of Emergency Management and FEMA as part of the permanent project files.

Source of condition: Executive Order 11990 - Wetlands

Monitoring Required: Yes

Best Management Practices: The Subrecipient shall ensure that best management practices are implemented to prevent erosion and sedimentation to surrounding, nearby or adjacent wetlands. This includes equipment storage and staging of construction to prevent erosion and sedimentation to ensure that wetlands are not adversely impacted per the Clean Water Act and Executive Order 11990.

Source of condition: Executive Order 11990 - Wetlands

Monitoring Required: Yes

This project may impact Waters of the U.S., the Subrecipient is required to contact the USACE to determine whether project activities require a USACE permit under Section 404 of the Clean Water Act (CWA). All documentation pertaining to coordination and permitting must be attached to the Subrecipient application. Failure to comply with these conditions may jeopardize FEMA funding; verification of compliance will be required at project closeout.

Source of condition: Clean Water Act (CWA)

Monitoring Required: Yes

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

# Standard Mitigation Grant Program (HMGP) Conditions

## FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.