

The Hazard Mitigation Assistance Application Development Process

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HM Application Development Process

-- Quality Application Elements

PA Plan Implementation &
Grant Development 2024



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FEMA & PEMA Hazard Mitigation Assistance Grant Applications



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HMA Mitigation Action Portfolio



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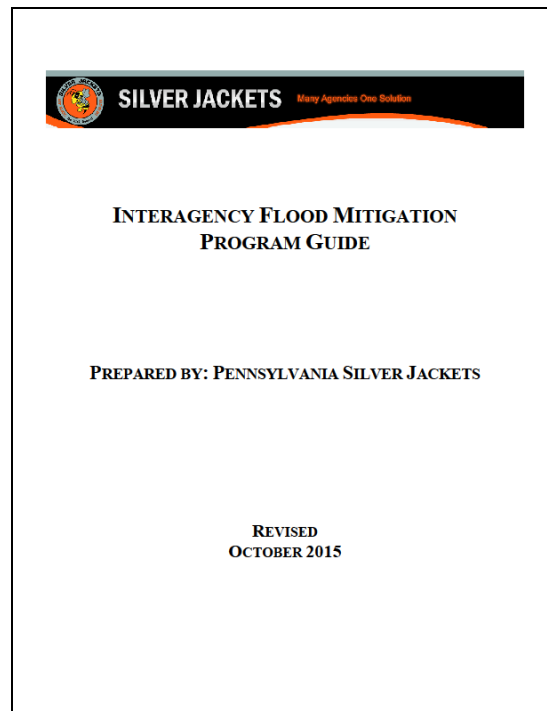
PA SJ Interagency Flood Mitigation Program Guide

PA SJ Team developed a document that lists and describes many of the Federal, state, and local flood related assistance programs available in PA

Developed in 2011, updated in 2015



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Application Guide Objective

To help applicants produce and submit applications that:

- Stand out from all other applications
- Easier to review
- Rank higher in the state and Federal review process



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Application Overview

- Homeowners go to local government (county or municipal) when hazards affect them
- Local governments and other eligible applicants need to apply to PEMA
- PEMA applies to FEMA



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Mitigation Funding



Flood Mitigation Assistance (FMA) Grant Program

- Competitive grant program that provides funding to states, local communities, federally recognized tribes and territories
- Funds can be used for projects that reduce or eliminate the risk of repetitive flood damage to buildings insured by the National Flood Insurance Program
- Funded by an annual congressional appropriation
- **Program strength: 90-100% funding for repetitively flood damaged buildings insured under the National Flood Insurance Program**



Building Resilient Infrastructure and Communities (BRIC) Program

- Competitive grant program that provides funding to states, local communities, federally recognized tribes and territories
- Funds can be used to support communities through capability- and capacity-building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency
- Funded by 6% set-aside of the assistance FEMA provides following a presidentially declared disaster through their Public and Individual Assistance programs
- **Program strengths: National capability- and capacity-building for mitigation; Program funds infrastructure projects**



Pre-Disaster Mitigation (PDM)

- **Competitive grant program to help plan and direct hazard mitigation projects before a disaster**
- Funds to be used for plans and projects that reduce overall risk to the population and structures
- PDM is being replaced by BRIC
- **Program strength: Over the past 18+ years, PDM supported SLTTs with implementation of mitigation projects *before* a disaster strikes to build stronger, more resilient communities**



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Mitigation Funding



Hazard Mitigation Grant Program (HMGP)

- HMGP provides funding to state, local, tribal and territorial governments so they can rebuild in a way that mitigates future disaster losses in their communities
- HMGP funds are available after the President declares a major disaster
- Funding is based on the estimated federal assistance provided
- **Program strength: All-hazard grant program with significant funding for states/tribes/territories to mitigate following a major disaster**



HMGP Post Fire

- HMGP Post Fire provides funding to state, local, tribal and territorial governments to help communities implement hazard mitigation measures after wildfire disasters
- HMGP Post Fire funds are available after a Fire Management Assistance Grant is declared
- Funding is based on a FEMA calculation that factors in historical Fire Management Assistance Grant (FMAG) declarations from the last 10 years, reassessed every fiscal year
- **Program strength: All-hazard grant program with significant funding for states/tribes/territories to mitigate following wildfires**



PA Mitigation

- Provides funding for projects that prevent or reduce the loss of function for public services and help avoid repetitive damage from disasters
- FEMA evaluates proposed PA mitigation measures for four main factors: risk reduction, cost-effectiveness, technical feasibility, and compliance with laws and regulations
- **Funds are available through a combination of federal and non-federal sources**
- **Program strength: Mitigates damaged facilities during disaster recovery**









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Mitigation Funding

	Hazard Mitigation Assistance				Public Assistance
Funding Cycle	Annual Grants Cycle		Disaster Grants Cycle		
Mitigation Funding	 FMA	 PDM  BRIC	 HMGP	 HMPG Post Fire	 PA Mitigation
When is the Notice of Funding Opportunity (NOFO) released?	NLT August	NLT August	N/A	N/A	N/A
When can applicants apply?	Annually: September — January	Annually: September — January	Following the presidential declaration of a major disaster for up to 12 months	Following the declaration of a Fire Management Assistance Grant for up to 12 months	Funding is part of the recovery for each major disaster



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Mitigation Categories we work with...



Local Plans and Regulations

Government authorities, policies, or codes that influence the way land and buildings are developed



Structure and Infrastructure Projects

Modifying existing structures or infrastructure to remove them from a hazard area or construction of new structures to reduce the impacts of hazards



Natural Systems Protection

Actions that minimize damage and losses and also preserve or restore the functions of natural systems



Education and Awareness Programs

Sustained programs to educate the public and decision makers about hazard risks and community mitigation programs



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Project Eligible for Funding by Type

Regular Projects



Example(s)

- Acquisition/ Demolition
- Elevation
- Reconstruction
- Soil Stabilization
- Generator
- Stormwater Management
- Nature Based Infrastructure

Planning Activities



Example(s)

- Local Hazard Mitigation Plan Update
- State Hazard Mitigation Plan Update
- Hazard Mitigation Plan Addendum
- Studies

Technical/ Advanced Assistance/Project Scoping Management Costs



Example(s)

- Project Scoping
- NEPA Coordination
- Hydrology and Hydraulic (H&H) Study
- Architectural & Engineering Designs
- Benefit Cost Analysis (BCA)

5% Initiative Projects¹ ¹HMGP



Example(s)

- Public Awareness Campaign
- Warning Signs/ Notification Systems



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Acquisition General Project Requirements

Project Objective

Remove damaged homes from the floodplain

General Project Requirements

- Eligibility
- $BCA \geq 1.0$
- Environmental
- Historic
- Compliance

Specific Project Requirements

- Structures are located in the 100-year floodplain
- Voluntary participation
- Primary residences



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Acquisition Application Packet Items

For the Project

- Basic HMGP Application
- Designation of Agent Resolution
- Local Review and Compliance Letter
- Maintenance Agreement Certification
- Maps
- Other Supporting Documentation

For Each Property

- Voluntary Participation Agreement (VPA)
- State Certified Appraisal
- Photographs
- Elevation Certificate
- Hazardous Survey Forms
- Property Information
- Substantial Damage Certification (if applicable)



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Forms

Available for download from: Example Non-Disaster Forms

<https://www.pema.pa.gov/Mitigation/Grants-Projects/Non-Disaster-Forms/Pages/default.aspx>

[PEMA](#) > [Mitigation](#) > [Grants and Projects](#) > Non-Disaster Forms

Non-Disaster Grant Forms

These are the forms you'll need to access and fill out as part of non-disaster grants. The documents are listed in a numbered format in coordination with the Hazard Mitigation Grant Program forms and to help you stay organized throughout the process.

If you have questions, contact the [State Hazard Mitigation Officer](#).

- [01 – FEMA Non-Disaster Grants Letter of Interest](#) (PDF)
- [02 – Application Guide](#) (DOC)
- [03 – Designation of Agent](#) (DOC)
- [04 – Local Compliance Review Sample Letter](#) (DOC)
- [05 – Local Maintenance Compliance Letter](#) (DOC)
- [06 – Elevation Attachment B](#) (DOC)
- [07 – Voluntary Participation Agreement](#) (DOC)



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Basic HMGP Application Form

- Heart of the project documentation
- Gray Section – filled in by PEMA and FEMA
- Sections I to XI with subsections

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**Hazard Mitigation Grant Program
Official Application**

PEMA # _____ Declaration FEMA - _____ DR-PA _____ To be filled out by PEMA
EIPS CODE (FEMA provides) _____ Reviewers Initials _____ Received by State _____
Application Complete _____ Date: _____
Incomplete _____ Return _____

If you need more space to answer any of the following questions, please feel free to use as much paper as you need, and simply attach these sheets to your application.

I. OVERALL PROJECT INFORMATION:
Project Title: _____
(Enter a title that will allow reviewers to identify the project - i.e. County + Municipality + ST or Neighborhood & Pj Type)

PROJECT TYPE: (Please check the appropriate box)
Acquisition Elevation Structural Plans Education Earthquake
See and use corresponding addendum to project type

• Total number of Properties (Not owners): _____

Community NFIP Status: Participating: YES NO (Include list of all possible addresses in cover letter)

Are you in good standing YES NO

Community CID # From Flood-map: _____

CRS Community: YES NO

Congressional District #: _____

Congressional Representative's name (NOT Senator): _____

Total Project Cost from part IV: A \$ _____

Are you a Firewise Community? YES NO

II. APPLICANT'S INFORMATION:
A. Municipality/Agency Name and Street Address (Do not use a PO Box number): _____
Telephone Number: _____ FAX Number: _____
E-Mail Address: _____

B. Attach Directions to Municipality: _____

5/2010 PEMA
HMGP Application A-6
Application Form Page- 1 -



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Designation of Agent Resolution

- Form designating the Applicant's Agent
 - Local contact person responsible for project start to finish
 - Primary point of contact between the applicant and PEMA
 - Appointed at a public meeting by a resolution of the governing body of the applicant organization
 - Takes on fiscal responsibility for the project
- PEMA Form #3



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Review/Compliance & Maintenance Letters

- Use letterhead with official signature
- Local subdivision where project is located must attest to assurances:
 - Project complies with all local municipal codes, ordinances and regulations
 - Project does not adversely affect low income or minority individuals
 - Must have a Maintenance Agreement (also in application with costs for three years (#5)),
 - Signed by Municipal Official (not engineers, project contractors)



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Community Lifelines Inclusion

Lifelines are services community's use. The goals and objectives of FEMA's Strategic Plan promote using mitigation to reduce risk to lifelines before a disaster and to quickly stabilize a community after disaster by preventing cascading impacts. BRIC mitigation grants can go toward projects which help improve these systems.

Lifeline-focused mitigation projects

could involve a wide variety of public, private, and non-profit organizations



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Maps and Directions

Maps

Attach all available maps:

- Municipal map
- Floodplain map (FIRM)
- Parcel map
- Topographical or quadrangular map

Directions

Provide detailed directions to the municipal office and to each specific project location



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Cost Estimates

- Accuracy is critical!
 - State Certified Appraisal ensures accuracy of home purchase cost estimate
 - Separate the land FMV from structure FMV and document both values
- Taxes
- Closing costs
- Demolition and re-stabilization costs
- Legal costs

- Set-aside of up to 5% for Management Costs (NEW!!)
- Set-aside of up to 5% for Contingency



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Cost Share Requirements

- Generally, FEMA will pay 75% of all eligible costs
- Building Resilient Infrastructure
 - FEMA will pay 90% for small impoverished communities
 - FEMA will pay up to 100% for management costs
- Flood Mitigation Assistance
 - FEMA will pay up to 90% for Repetitive Loss (RL) Properties
 - FEMA will pay up to 100% for Severe Repetitive Loss (SRL) Properties
- Hazard Mitigation Grant Program (HMGP)
 - The State will usually pick up the 25% non-federal share
- **ALL Require a Letter of Intent or Interest (on PEMA webpage)**



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Tenant Displacement Issues

- Uniform Relocation Act (URA) requires relocation costs be included in cost estimate
- Need to ensure that information is in the application up front immediately if you need URA information; multiple people and families may be eligible, and you need to do your due diligence
- Reasonable “rule of thumb”:
\$6,000 - 7,000 / tenant
- *May need an interpreter for locals*



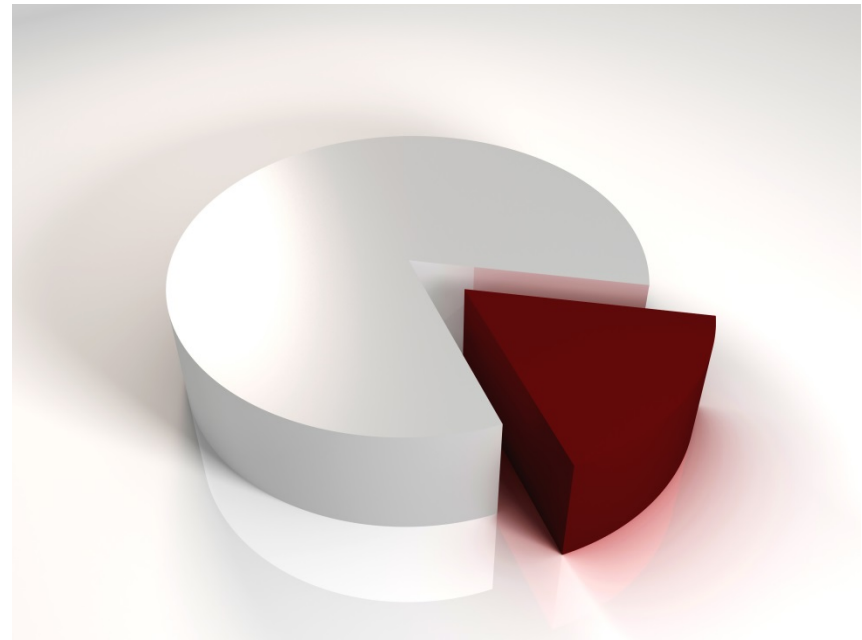
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Cost Share

- After calculating total project cost, calculate Federal, state and local cost share
- **Each disaster may have different percentage shares from the last one – call PEMA for the breakdown of share percentage**



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Cost-Benefit Information

- Your Engineer or Project Manager is responsible for running the required FEMA Benefit Cost Analysis
- PEMA and then FEMA will review the provided BCA
- Provide all necessary information
 - Detailed flood damage history information
 - Individual property information
- May request PEMA to assist with the preliminary BCA but provide enough time prior to the application deadline

Do not postpone doing any part of the application!



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Discussion of Alternatives

- Federal regulations for HMA funds require this section
- Describe each alternative, and the municipality's reasoning and evaluation of each
- 1st alternative: “acquisition and demolition” (the actual project chosen)
 - to explain reason for choosing, add specific reasoning or something similar to “because it is the most cost-effective, permanent solution of the considered alternatives”
- 2nd alternative: “do nothing”
- 3rd alternative: “elevate homes”, “relocate homes”, “build flood control system”



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Project Work Schedule

- Break tasks into 1- or 2-month intervals
- HMGP project – normally 18 months
 - **Months 1-6:** purchase offers, title work, meetings with owners, setting closing dates, etc.
 - **Months 7-12:** property closings, demolition bids
 - **Months 13-18:** demolition, site restoration, closeout

http://www.portal.state.pa.us/portal/server.pt/document/903163/13-hmgp-addendum2-acquisition2010_doc

FEMA GO/NO GO for Phased Projects:



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EHP Review

- PEMA letters required to/from USACE and PENNDOT
- For project to be eligible, put a checkmark next to either “100 Year Floodplain” or “Floodway”
- **ALL** property owners must complete Hazardous Material Property Survey PEMA Form #9
- Read and complete the Historical Issues section carefully – forward information to PEMA ASAP
- Complete the Environmental Justice section and add complete information about any public meetings



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Project Compliance Assurances

- Complete the four sections:
 - Code Compliance
 - Regulatory Compliance
 - National Flood Insurance Program (NFIP)
 - Voluntary Participation
- FEMA and PEMA will provide NEPA compliance letters from:
 - PENNDOT
 - USACE
 - But PEMA has also been working with PA DEP and PHMC



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County Multi-Hazard Mitigation Plan

Subgrantee Multi-hazard Mitigation Plan Requirements

- Community-adopted
- FEMA-approved
- Fulfills 44 CFR Part 201.6 requirements
- Identifies ALL natural hazards within the locality
- Identifies the proposed project and the project addresses a goal/objective listed in the plan

Call PEMA immediately if you have questions!



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Individual Property Information

- Collect and complete individual owner and property data for each structure in the acquisition project
- For an acquisition or elevation project with multiple structures, PEMA will provide you a property information spreadsheet form
- Additionally, the new FEMA GO platform will ask for each information on each structure on the parcel (Garages, Sheds, Pools) that will need to be demolished and/or EHP needs



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Voluntary Participation Agreement Forms

Total living area in square feet

- Generally defined as all the typical living space in the house proper from the ground up
- Does not include attics, garages, outbuildings, unfinished basements, etc.
- External dimensions of a home times the number of stories is a good approximation in most cases
- Appraisal must include Structure AND Land Value so would be good to get both on the VPA as well up front.



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Photographs

- Provide DIGITAL, COLOR photos of front, back, side views and streetscapes of each house (ref. R3 photo guide)
- Mark each photo with:
 - Property's street address
 - What side of the structure it is
- Provide entire side views for structures 50 years/older
- Take photos from the diagonal corner for structures too close together
- Take more detailed pictures for structures that are 50 years or older or which may have cultural significance in the community for our EHP partners



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Substantial Damage Form

- When building damage is equal to or greater than 50% of the building's pre-disaster value
- Substantially damaged home does not need a BCA
- Substantial Damage Calculation Form
 - Used to determine and certify substantial damage
 - Completed by applicant's code or enforcement officer, private building contractor, or other qualified inspector

Does not guarantee approval! Consult with PEMA!



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Latitude/Longitude

- Obtain from surveyor, or surveyor's quality GPS receiver
- Handheld GPS units do not have required level of accuracy
- Latitude/longitude expressed in degrees can be converted to decimal equivalent
 - Example: 40°50' 10.61
 - Divide 50.1061 by 60 = .83510
 - Decimal equivalent is 40.83510
- Convert online at:
<http://transition.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>



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Elevation Information

- Download 2022 Elevation Certificate form from:
<http://www.fema.gov/media-library/assets/documents/160?id=1383>
 - Obtain from surveyor, engineer or,
 - Check if home is covered by Flood Insurance Policy which may include a Certificate of Elevation
 - Determine First Floor Elevation (FFE)
-
- https://www.fema.gov/sites/default/files/documents/fema_form-ff-206-fy22-152.pdf



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Elevation Projects

- Similar to the development of an acquisition project application
- Also required Voluntary Participation Agreement
- Same EHP reviews apply
- Maps, photos, latitude/longitude, and FFE needed also
- Submit application separately from acquisition project
- Difference from acquisition project
 - Home and property will still belong to the homeowner after project completion
 - Home will still be susceptible to flood damage



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Structural Projects

- Construction or upgrading of storm water or flood control systems, culverts, levees or dams
- Acquisition and elevation projects are higher priority projects
- Do not get funded very often, but are eligible for funding
- Typically require initial engineering and design work (phase 1) and construction work (phase 2)
- Information about the properties and buildings that will be better protected must be included to determine BCA



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Other Project Types

- May be funded by HMGP in some cases
- Rarely get funded due to limited funds and lower priority
- Could highlight a need
- PEMA could help get project funding through another source
- Talk to PEMA if interested in one of these projects:
 - Plans
 - Education
 - Equipment
 - Earthquakes
 - Retrofitting
 - Mitigation Reconstruction
 - Project Scoping
 - Post-Disaster Code Enforcement
 - Minor Local Flood Reduction
 - Wildfire Mitigation
 - Dry Proofing
 - 5% Initiatives
 - Soil Stabilization



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Finalize Application Package

- Add a cover letter
 - For acquisitions and elevations, cover letter must contain address list of properties including substitution properties
 - Indicate if property is “main” or “substitute”
- Package all property information together by street address
- Submit paper copy of entire application package
- Provide a digital copy on a thumb drive or link for shared drive for review
- Make a copy for your records (for audits)



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Submit Application Package

- Place original completed paper application package in an envelope with the digital copy on a CD and send to:
Pennsylvania Emergency Management Agency
State Hazard Mitigation Officer
1310 Elmerton Ave
Harrisburg, PA 17110
- Safeguard the original application by mailing it certified, return receipt requested
- May email digital copy to: RA-Shazmitoff@pa.gov



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Document Checklist

- Cover Letter
- Designation of Agent Resolution
- Local Review and Compliance Letter and Maintenance Agreement Certification Letter
- Completed Basic Application
- Directions (to municipality and to site(s))
- Newspaper articles, etc. documenting flood damages
- Maps – project site location, FIRM, quadrangular maps
- Voluntary Participation Agreements (Acquisition & Elevation Projects)
- State Certified Appraisals (recommended)
- Photographs – all four sides of structures
- Substantial Damage Certifications (if applicable)
- Hazardous Material Survey Form(s) (Acquisition Projects)
- Completed Property Information Spreadsheet
- NEPA and Compliance letters from PENNDOT and USACE
- Initialed checklist



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2022 Non-Disaster Mitigation Grants Application Cycle and Funding Deadlines

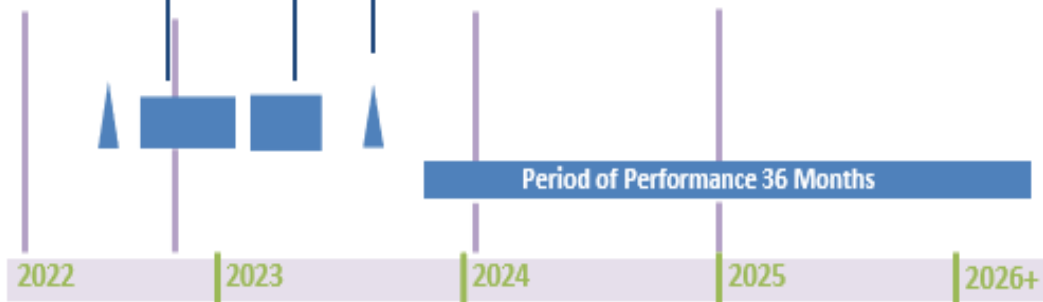
Notice of Funding Opportunity posted to Grants.gov – Aug. 12, 2022

Application period – Sept. 30, 2022 – Jan. 27, 2023

Eligibility and Technical Reviews – February – June 2023

Selections – Summer 2023

Period of Performance – 36 months from
award acceptance



Application period opens on **Sept. 30, 2022**

Submission deadline for applications is **3 P.M. ET on Jan. 27, 2023**

System-related issues must be addressed by **3 P.M. ET on Jan. 25, 2023**

Pre-Award Selection Notice: **Expected in Summer 2023**

Period of Performance:

Start Date: **When the recipient accepts the award**

End Date: All projects are **36 months** from the date of the award



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FY 2022 BRIC Application Cycle

- Funding at \$2 Billion for this competitive pot
- #1 Ranked subapplication must not exceed \$50 mil in Federal share to be eligible for the State set aside
- No Maximum subapplications per Applicant
 - \$2 million set-aside for states \$500,000 cap on HM Planning
 - 1 subapplication for applicant management costs
- Stand-alone project of permanently installed generator (generator protects a critical facility and BCA is ≥ 1.0)
- FEMA Application period closed on January 27, 2023
- PEMA deadline in *FEMA GO* was November 16, 2022



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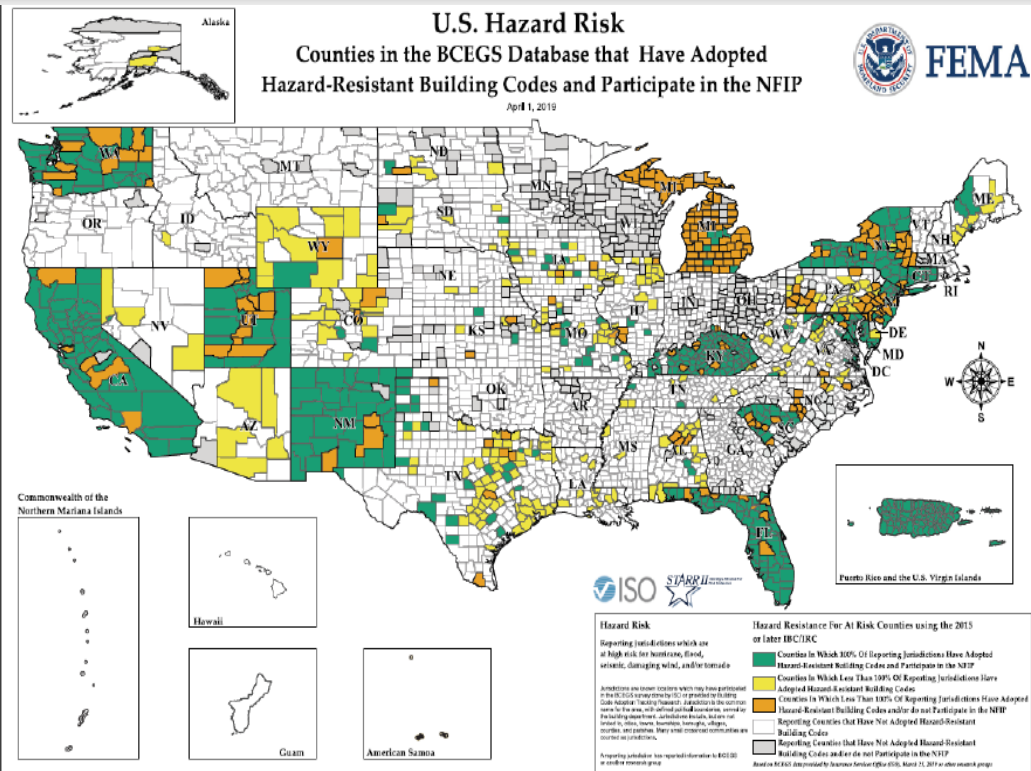
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Local Building Codes and Enforcement

Building codes are the cornerstone of a resilient community, but less than 35 percent of communities have adopted the latest, most up-to-date hazard-resistant codes.

Building Code Adoption Tracker

One way to check as a quick reference guide regarding local Mandatory building code adoption is to check out this online portal at: <https://www.fema.gov/emergency-managers/risk-management/building-science/bcat>



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Typically Eligible HMA Projects

- Property Acquisition and Structure Demolition
- Property Acquisition and Structure Relocation
- Structure Elevation
- Mitigation Reconstruction
- Dry Floodproofing of Historic Residential Structures
- Dry Floodproofing of Non-residential Structures
- Localized Flood Risk Reduction Projects
- Structural Retrofitting of Existing Buildings
- Non-Structural Retrofitting of Existing Buildings & Facilities
- Infrastructure Retrofit
- Soil Stabilization
- Project Scoping – Individual Home and Community Flood



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How to Apply

Eligible Applicants must apply for funding using FEMA Grants [Outcomes \(FEMA GO\) at the FEMA GO Portal](#).

Visit [FEMA Grants Outcome \(FEMA GO\) for Hazard Mitigation Assistance Grants](#) to view the technical user manuals and support materials.



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Application Deadlines

- The Application period opens on September 30, 2022.
- Applications must be received in FEMA GO at by January 27, 2023, at 3:00 PM Eastern Time (ET).

Technical Assistance

- Applicants experiencing technical problems outside of their control must notify FEMA by 3:00 PM ET on January 25, 2023.

ND Program Support Materials

BRIC

- [Mitigation Action Portfolio](#)
- [BRIC Building Codes Activities](#)
- [BRIC Partnership Activities](#)
- [BRIC Project Scoping Activities](#)
- [BRIC Mitigation Planning Activities](#)
- **[FEMA 2021 BRIC Notice of Funding Opportunities](#)**
- [BRIC Direct Technical Assistance](#)
- [BRIC Technical Criteria](#)
- [BRIC Qualitative Criteria](#)
- [HMA Cost Share Guide](#)
- [Opportunity](#)



FMA

- [FMA Community Flood Mitigation Project Fact Sheet](#)
- [FMA Community Flood Mitigation Benefiting Area Map Development](#)
- [FMA Project Scoping Fact Sheet](#)
- [GEOSPATIAL FILE ELIGIBILITY CRITERIA IN FLOOD MITIGATION GRANT APPLICATIONS](#)
- **[FEMA 2021 FMA Notice of Funding Opportunity \(NOFO\)](#)**
- [Unified Hazard Mitigation Assistance Guidance & Addendum](#)
- [Property Elevation and Acquisition Job Aides:](#)
 - [Elevation Job Aid](#)
 - [Acquisition & Demolition Job Aid](#)
 - [Acquisition & Relocation](#)
- [HMA Cost Share Guide](#)



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Break!



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