

HAZARD MITIGATION ASSISTANCE (HMA) GRANTS FY-2016-PDM / FY-2016-FMA



Massachusetts Emergency Management Agency
Department of Conservation and Recreation

Agenda for the Presentation

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- Part One: What is Hazard Mitigation? Why is it Important?
- Part Two: Discussion of the **Hazard Mitigation Assistance (HMA)** programs: PDM, FMA and HMGP
- Part Three: Eligible Projects and Activity Types
- Part Four: FEMA Grants 101 – Overview of Application Process & Timelines
- Part Five: Application Elements
- Part Six: After the Application is Submitted – What Happens Now?

Part One

Hazard Mitigation

Hazard Mitigation

Saving Lives, Infrastructure, and Money

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- Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Mitigation is taking action *now*—before the next disaster—to reduce human and financial consequences later.
- FEMA's mitigation programs help reduce the impact of events—and our dependence on taxpayer-funded federal assistance for disaster recovery.
- FEMA's Hazard Mitigation Assistance Programs are not intended as a source of funding for repair, replacement or deferred maintenance activities. Projects should provide for an increase in the level of protection, that will ultimately reduce, minimize or eliminate risk to people and property from the effects of natural hazards.

Any Cost-Effective Action Taken....

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- The phrase "cost-effective" is added to many definitions of hazard mitigation to stress the important practical idea that, to be beneficial, a mitigation measure should save money in the long run. If the cost of a mitigation project is less than the long-term costs of disaster recovery and repair for the project area, the mitigation is considered cost-effective.
- "Cost Effectiveness" will be discussed later in this presentation.
- Your solution should not only fix the issue you are having now, but the problems you will have years from now. Don't let history repeat itself!

Part Two

Discussion of the **Hazard Mitigation Assistance (HMA)**

- **Pre-Disaster Mitigation Grant (PDM) Application Period: OPEN**
- **Flood Mitigation Assistance Grant (FMA) Application Period: OPEN**
- **Hazard Mitigation Grant Program (HMGP) Application Period: CLOSED**

Pre-Disaster Mitigation (PDM)

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- Nationally competitive grant program
- PDM funds available for all-hazard mitigation projects (flood, wind, seismic, Climate Resilient Mitigation Activities, etc.) and planning
- **\$90,000,000 available nationwide**
- Private Non-Profit organizations are **not** eligible for PDM grants
- There is a **25%** non-federal cost share required on all grant awards
- Each state is limited to a total of 18 sub-applications (of the 18, no more than 8 sub-applications for projects)
- **\$4,000,000** limit on project budgets (Federal share)
- **36-month** maximum period of performance
- Application deadline is **May 25, 2016 at 3:00PM**

Flood Mitigation Assistance (FMA)

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- Nationally competitive grant program
- The Flood Mitigation Assistance (FMA) program is authorized by the National Flood Insurance Reform Act (NFIRA) of 1994 with the goal of reducing or eliminating claims under the NFIP
- **\$199,000,000 available nationwide**
- Private Non-Profit organizations are **not** eligible for FMA grants
- There is the possibility for a federal share greater than 75% (RL & SRL)
- FMA funds available for “flood related” hazards only – with an emphasis on Repetitive Loss and Severe Repetitive Loss Properties
- 36-month maximum period of performance
- Application deadline is **May 25, 2016 at 3:00PM**

RL & SRL Definitions for FMA Program

Severe Repetitive Loss (SRL) structure*:

- (i) For which 4 or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or
- (ii) For which at least 2 separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

Repetitive Loss (RL) structure*:

- (i) Has incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
- (ii) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

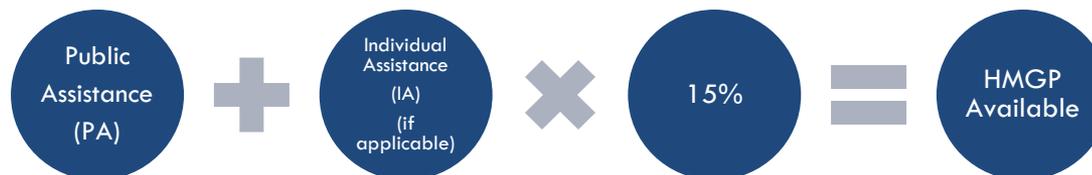
*Communities may request a list of their SRL and RL structures from the State NFIP Coordinator

Note: there is a separate set of definitions for SRL and RL from BW 2012 and NFIP.

Hazard Mitigation Grant Program (HMGP)-CLOSED

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- Available only After a Presidential (aka Federally Declared) Disaster
- Available Statewide – not just in declared counties
- Available for ‘all-hazard’ mitigation **projects** (flood, wind, etc.) and **planning**;
- There is no minimum or maximum project/planning grant award amount
- **There is a 25% non federal match required on all grant awards**
- Certain Private Non-Profit organizations **are** eligible for HMGP grants
- Authorized by Section 404 of Stafford Act
- 36-month maximum period of performance
- Application period is currently **CLOSED** for HMGP



Part Three

Eligible Project and Activity Types

Identifying an Eligible Project

- Perform a review of the actions specified in the mitigation strategy and the information contained in the Risk Assessment section of your Local Hazard Mitigation Plan to identify opportunities to develop mitigation projects.
- Consult your Department of Public Works or Emergency Manager about historical problem areas. Review records from past emergency events.
- Specify the problem and identify alternative projects that will solve the problem.
- Determine the best alternative for the community.
- The BCR can be used as an indicator as to whether your project, as it is scoped, may be cost effective.

Eligible Mitigation Project Activities

Table 3: Eligible Activities by Program

Eligible Activities	HMGP	PDM	FMA
1. Mitigation 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	✓	✓	✓
Generators	✓	✓	
Localized Flood Risk Reduction Projects	✓	✓	✓
Non-localized Flood Risk Reduction Projects	✓	✓	
Structural Retrofitting of Existing Buildings	✓	✓	✓
Non-structural Retrofitting of Existing Buildings and Facilities	✓	✓	✓

Eligible Activities	HMGP	PDM	FMA
Safe Room Construction	✓	✓	
Wind Retrofit for One- and Two-Family Residences	✓	✓	
Infrastructure Retrofit	✓	✓	✓
Soil Stabilization	✓	✓	✓
Wildfire Mitigation	✓	✓	
Post-Disaster Code Enforcement	✓		
Advance Assistance	✓		
5 Percent Initiative Projects	✓		
Miscellaneous/Other ⁽¹⁾	✓	✓	✓
2. Hazard Mitigation Planning	✓	✓	✓
Planning Related Activities	✓		
3. Technical Assistance			✓
4. Management Cost	✓	✓	✓

⁽¹⁾ Miscellaneous/Other indicates that any proposed action will be evaluated on its own merit against program requirements. Eligible projects will be approved provided funding is available.

Localized Flood Risk Reduction Projects

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- To be eligible these projects must be a demonstrated upgrade in flow or capacity.
- The application will need to document damage or demonstrate through an engineer's report that damages would likely occur based on common recurrence intervals.
- Projects to provide drainage for roads where none exists may be eligible if they will minimize stormwater damage.
- Massachusetts Stream Crossing Standards will be required, where applicable.

Goshen – East Street Culvert

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Best Practices – Examples of Real World Mitigation Activities

HMGP-1895

East Street a critical access road for the Highway & Police Depts. Existing culvert routinely collected stream debris resulting in hydraulic back-ups & flooding to nearby homes. 5-foot dia. cast iron pipe culvert replaced with new 12'x6' precast cement concrete box culvert

Completed Fall 2013



Before...



After...



Non-localized Flood Risk Reduction Projects

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- **NEW!** to the HMA Guidance in 2015.
- Larger than localized projects; **regional in scale.**
- May include the construction, demolition, or rehabilitation of dams; construction or modification of dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters, and stabilized sand dunes; and large-scale channelization of a waterway.
- Non-localized Flood Risk Reduction Projects **cannot:**
 - constitute only repairs.
 - constitute a section of a larger flood control system.
 - duplicate the flood prevention activities of other Federal agencies on the same site.

Holyoke – Hydro-Electric Facility Floodproofing

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Best Practices – Examples of Real World Mitigation Activities

HMGP-1895

~\$100,000 per
facility

Protects the
Electrical equipment
up to the 500-year
flood level

Holyoke Gas &
Electric provided the
match

Completed Spring
2015



Soil Stabilization Projects

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- Protection of critical utilities from erosion is a great use of this eligible activity.
- The use of geotextiles, stabilization sod, installing vegetative buffer, decreasing slope angles, and using slope anchoring means are eligible construction methods.
- Cannot duplicate the activities of other Federal agencies on the same site.

Becket – Road/Slope Stabilization

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Best Practices – Examples of Real World Mitigation Activities

PDM-2005

Emergency access route
(Brooker Hill Road closed =
major detours);

Recurrent erosion issues;

‘Wild & Scenic River’
designation – NPS involved;

Bio-engineered solution;

FEMA '05 PDM Grant
award: \$248,464 Total
Cost

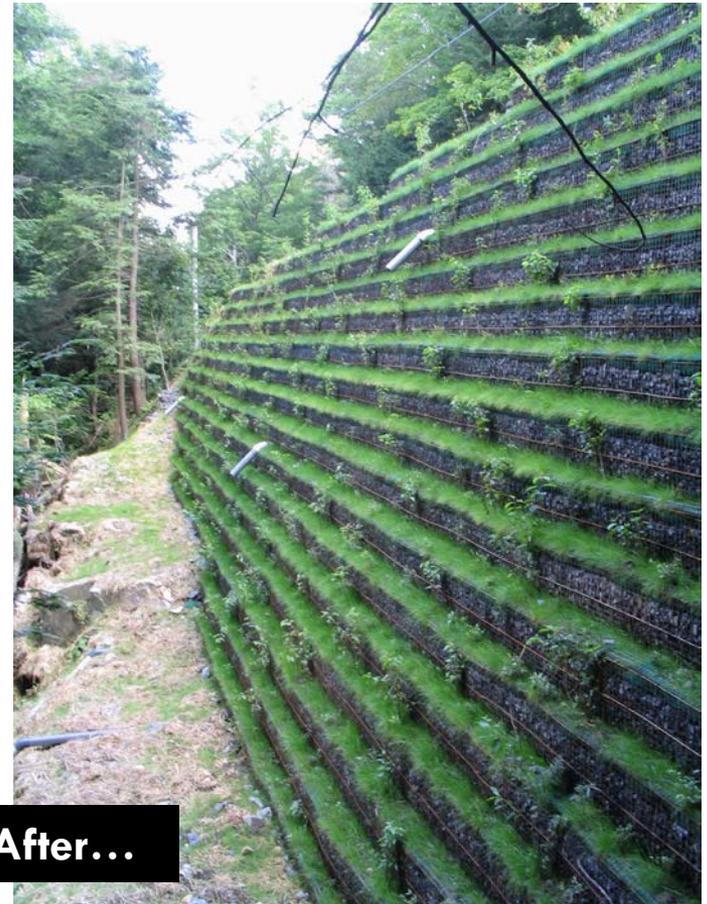
- ▣ \$186,348 FEMA Grant
- ▣ \$62,116 local share

Completed Fall 2008

Before...



After...



Generators

- A permanently installed generator that is a stand-alone project may be considered if the generator protects a critical facility.
- A Critical Facility is defined in Appendix B of Glossary.
- Portable generators are eligible provided that they meet all requirements as described in HMA Guidance.
- BCA is required for PDM Program.
- BCA is strongly recommended for HMGP. A BCA narrative may be acceptable for certain applications.

Essex – Town Hall Generator

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Best Practices – Examples of Real World Mitigation Activities

HMGP-4051

Town Hall receives its sole Internet point of presence & high-speed connection from a datacenter at a Metro Boston city 22 miles away; back-up generator a critical need

Work aligned seamlessly with concurrent historic town hall renovation

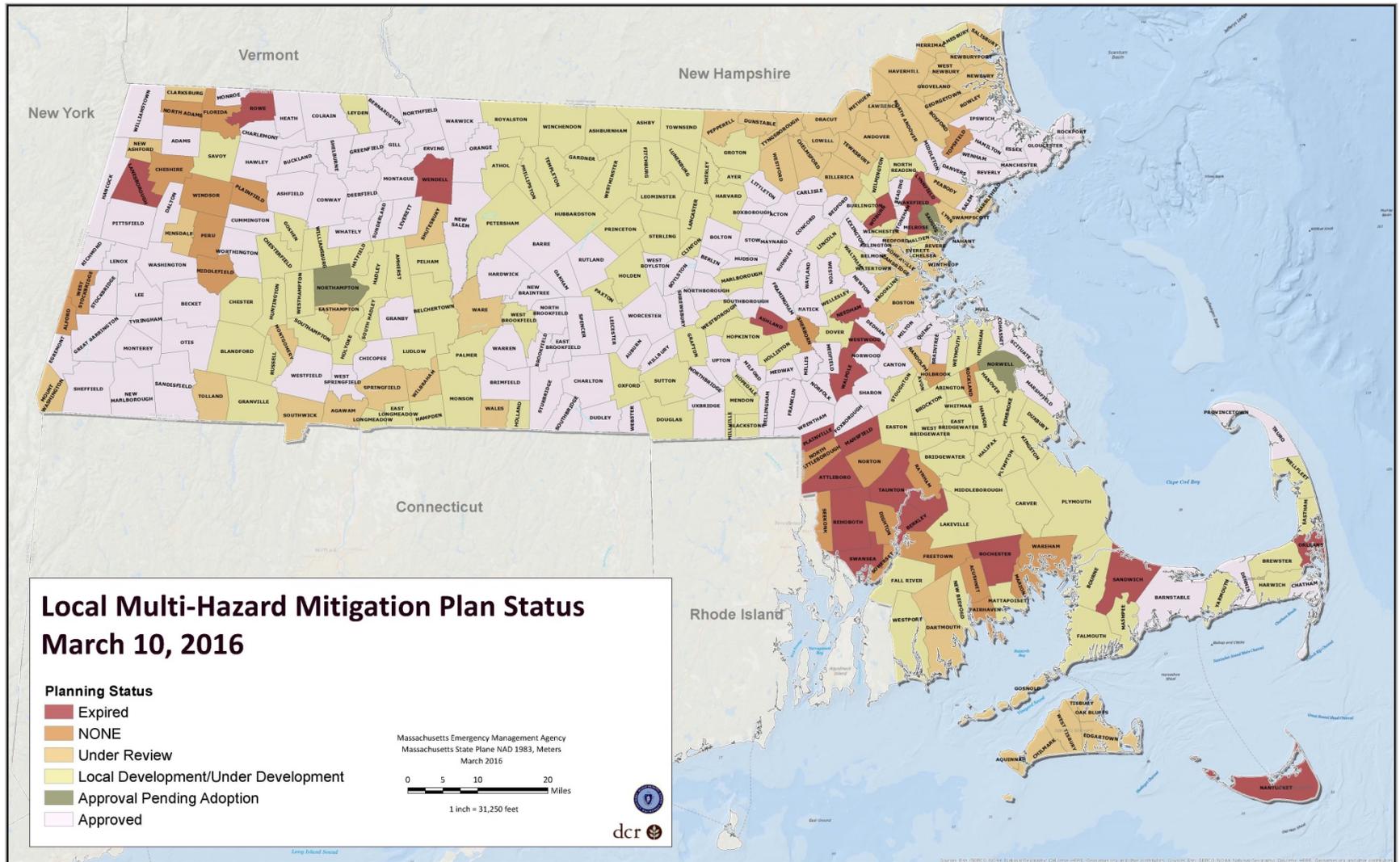
Completed Winter 2015



Local Hazard Mitigation Planning Projects

- 2016 PDM State Pilot Planning Grant
- Eligible mitigation planning activities may only include:
 - Development of a new mitigation plan
 - Comprehensive review and update of an existing FEMA-approved hazard mitigation plan
 - Other planning activities as described in guidance
- No BCA required for planning applications
- Failure to complete planning grant = FEMA recoupment of grant funds
- Must have an approved plan to get HMA **project** grants

Local Hazard Mitigation Plan Status



2016 PDM State Pilot Planning Grant

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- State will apply to FEMA and manage the funds.
- Communities will submit a letter of intent to be included in the application to FEMA.
- State will sub-grant the FEMA award to the communities who apply.*
- Communities will have a choice to hire a consulting firm, Regional Planning Agency or contract employee.

*FEMA caps the grant award amount so the communities are not guaranteed, but will be prioritized to maximize the number of communities included in the application.

2016 PDM State Pilot Planning Grant

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Submission Process and Application Deadline

- Submit a Letter of Intent/Non-Federal Cost Share Commitment
 - Signed by the chief elected or appointed official for the municipality
- Due by the deadline, 5/25/16
- Letter template and sample letter is available on the MEMA webpage.
- Submit via email: mitigation@massmail.state.ma.us

2016 PDM State Pilot Planning Grant

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PRIORITIES

1. Communities with approved LHMPs set to expire in 2016 -2018
2. Will be ranked in order of latest to expire within that time period
3. Communities with expired LHMPs
4. Communities with no approved LHMP

Climate Resilient Mitigation Activities (CRMA)

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- **NEW!** to the HMA grant cycle in 2016
- FEMA is encouraging communities to incorporate methods to mitigate the impacts of climate change into eligible Hazard Mitigation Assistance (HMA) funded risk reduction activities by providing guidance on Climate Resilient Mitigation Activities:
 - ▣ Aquifer Storage and Recovery (ASR)
 - ▣ Floodplain and Stream Restoration (FSR)
 - ▣ Flood Diversion and Storage projects (FDS)
- See FEMA Fact Sheets for additional information

Salisbury – Town Creek Culvert and Wetlands Restoration Project

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Best Practices – Examples of Real World Mitigation Activities

PDM-2010

Includes installation of larger culverts & adjustable combination flap-sluice tide gates

Ecological restoration to improve a habitat that supports wide range of wild & marine life

Completed Fall 2014



Before...



After...



Property Acquisition

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- Homeowners must work through the community during the application process. Homeowners cannot apply directly.
- The acquisition must be voluntary. This mean the grant cannot be used to pay for eminent domain.
- Under FMA Program – For **Severe Repetitive Loss Properties** FEMA may contribute up to 100% of the cost.
- Under FMA Program – For **Repetitive Loss Properties** FEMA may contribute up to 90% of the cost.
- For all other properties FEMA may contribute up to 75% of the cost.
- The Non-Federal cost share shall not come from the town or state and the typical source is the homeowner.
- The benefit cost-analysis (BCA) requirement is waived for properties in a NFIP mapped flood zone if the cost of the project is less than or equal to \$276,000.

Structure Elevation

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- Homeowners must work through the community during the application process. Homeowners cannot apply directly.
- Under FMA Program – For **Severe Repetitive Loss Properties** FEMA may contribute up to 100% of the cost.
- Under FMA Program – For **Repetitive Loss Properties** FEMA may contribute up to 90% of the cost.
- For all other properties FEMA may contribute up to 75% of the cost.
- The Non-Federal cost share shall not come from the town or state and the typical source is the homeowner.
- Construction is required to be in accordance with ASCE/SEI 24-14 and Massachusetts state building codes.
- Owner must carry flood insurance in perpetuity.
- The BCA requirement is waived for properties in a NFIP mapped flood zone if the cost of the project is less than or equal to \$175,000.

Scituate – Structure Elevation

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Best Practices – Examples of Real World Mitigation Activities

Funded under
SRL 2012 Grant
Program (Two
Homes total)

Elevation of
structures is
noted as an
ongoing hazard
mitigation
strategy for the
Town

Completed
Winter 2014

Before...



During...



After...

What Projects are Ineligible?

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- ❑ Projects that do not reduce the risk to people, structures, or infrastructure.
- ❑ Projects that are dependent on another action to be effective and/or feasible.
- ❑ Projects which are repair or replacement, deferred maintenance, replacement of existing infrastructure (e.g. replacement of obsolete utility systems [pumps, generators, etc.]). considered regular pre-scheduled, or damage-induced maintenance.
- ❑ Projects for which actual physical work has occurred.
- ❑ Projects located in Coastal Barrier Resources System (CBRS) Units or in otherwise protected areas (OPAs), other than property acquisition.
- ❑ Projects that involve land that is contaminated with hazardous waste.
- ❑ Preparedness measures and response equipment (e.g., sandbags, bladders, geotubes, response training, electronic evacuation road signs, interoperable communications equipment).

For complete details see HMA Guidance, Part III, Section E.2 (page 42-44)

Part Four

FEMA Grants 101 – Overview of Application Process & Timelines

What you need to know about FEMA Mitigation Grants...

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- MEMA is conduit for applications and funding to and from FEMA. MEMA manages the State Contracts/Grant Awards.
- The process from grant application to grant award can take several months to a year - please be prepared
- It is the sub-applicants responsibility to maintain their hazard mitigation plan for eligibility
- It is the sub-recipients responsibility to ensure that proper procurement is undertaken for projects which use federal funds.
See 2 CFR 200 before applying.

Reimbursement Based Program

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- If awarded a grant, **all FEMA HMA programs are managed on a 'reimbursement' basis;**
 - ▣ Standard 'State Contract' is mechanism for funding
 - ▣ Cashflow - must have sufficient local funds to pay engineers, contractors, etc. – reimbursement requests for federal funds can take 6-8 weeks
 - ▣ Supporting documentation is required to release fund. All costs must be paid and allowable according to the approved Scope of Work.
 - ▣ Indirect costs are **limited** to 5% of the total project cost.
 - ▣ Partial reimbursements are allowable
 - ▣ 10% retainage until 100% complete & final inspection by MEMA/FEMA
 - ▣ Quarterly performance reporting is required
 - ▣ No additional funds are available for cost overruns; be conservative developing cost estimates

Grant Cost Share

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- **HMGP** cost share is 75% federal/25% non-federal
- **FMA** cost share varies depending on the project. Available cost shares include: 75% federal/25% non-federal, 90%/10%, and 100%/0%
- **PDM** cost share is 75% federal/25% non-federal
- Non-federal match may include:
 - ▣ Cash
 - Local, state, private cash payments
 - Federal grants are not allowable unless the authorizing statute for that grant explicitly allows the funds to be used as cost share for other Federal grants.
 - Force account labor (e.g. DPW staff),
 - ▣ In-Kind Contributions
 - equipment, materials, volunteer or donated labor
- Needs to be detailed in application
- Proper documentation IS REQUIRED for reimbursement
- Non-federal match for mitigation projects benefitting private structures cannot come from state or local tax revenue and is generally provided by individual property owner

Prerequisites & Related Requirements

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- All FEMA HMA grant programs require State/Local FEMA-approved 'Multi-Hazard Mitigation Plan' at time of application*
- Proposed projects must be cost-effective using FEMA Benefit-Cost Ratio Software v5.2.1; BCR must be greater than 1.0
- Must comply with 44CFR Parts 9 & 10 (Floodplain mgmt. & wetland protection).
- Must be able to be permitted under Federal, State & local permit procedures.
 - Environmental review information must be included in the application
 - Considerations for the NLEB should be included in your application (tree cutting between October-April)

* Plan approval must be before June 15, 2016. If not, interested sub-applicants not meeting this state requirement must coordinate with the State Hazard Mitigation Officer or designee.

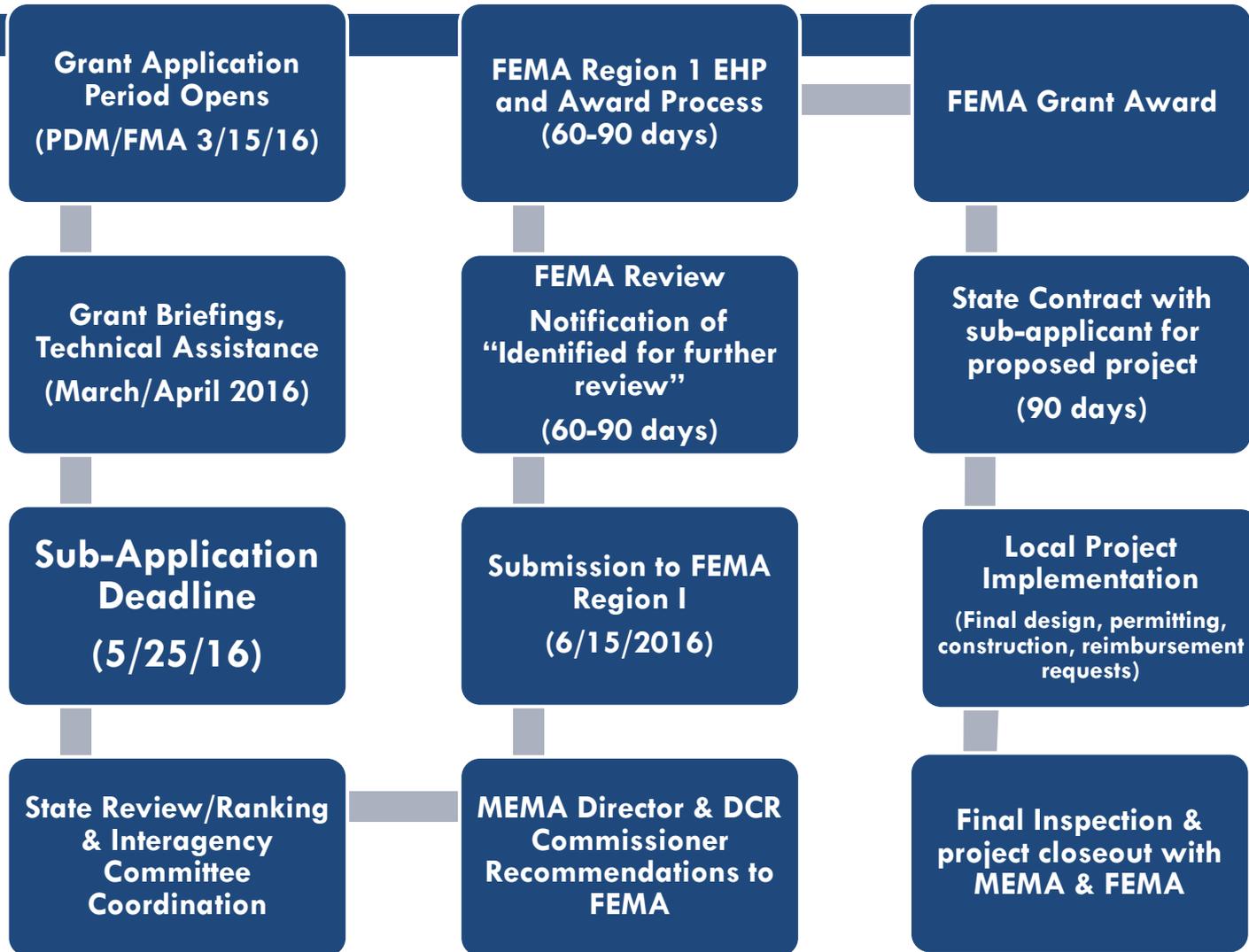
How To Apply – PDM & FMA ONLY

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- Steps to access eGrants
 1. Letter from the Chief Elected Official or Town Manager/Administrator (authorized signatory) must be submitted to MEMA before your account can be activated
 2. Go to the eGrants site: <https://portal.fema.gov>
 3. Click on “New User” and register following the instructions.
 4. Please notify us once step 3 is complete at mitigation@massmail.state.ma.us
- Application is completed online using FEMA’s eGrants system at
Instructions are available on MEMA Website:
<http://www.mass.gov/eopss/agencies/mema/resources/grants/pdm/>
<http://www.mass.gov/eopss/agencies/mema/resources/grants/fma/>

HMA Grant Application Process

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PDM Ranking and Selection Process

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For PDM, MEMA/DCR is limited to submitting 18 sub-applications total (up to 8 project and/or up to 18 planning, or a combination with 8 project max).

The review and ranking process for MEMA/DCR will be based on the Project Evaluation Criteria. MEMA/DCR will have a limited opportunity to ask for application clarifications.

The following FEMA priorities for funding will be used for PDM selections for the national ranking process:

1. Each state has a maximum of \$575,000 set aside
2. Tribal applicants have a maximum of \$575,000 set aside
3. Mitigation planning sub-applications from applicants that do not have HMGP planning funds available
4. Projects from applicants that do not have HMGP project funds available
 - i. See Fact Sheet for breakdown of “project type”
5. Planning activities from applicants that have HMGP planning funds available
6. Projects from applicants that have HMGP project funds available
 - i. See Fact Sheet for breakdown of “project type”

FEMA will further prioritize activities in communities with the highest assessed Building Code Effectiveness Grading Schedule (BCEGS) rating

FEMA will further prioritize by the highest FEMA-validated Benefit Cost Ratio (BCR)

PDM Planning State Application

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- Submit your letter of interest for your local hazard mitigation plan update.
- One application to cover multiple towns
- MEMA will sub-grant out your federal portion

FMA Ranking and Selection Process

The review and ranking process for MEMA/DCR will be based on the Project Evaluation Criteria. MEMA/DCR will have a limited opportunity to ask for application clarifications.

The following FEMA priorities for funding will be used for FMA selections for the national ranking process:

1. Projects that will mitigate flood damage for at least 50% of structures included in the sub-application that meet definition part (b)(ii) of an SRL property (see NOFO/Fact Sheet)
2. Projects that will mitigate flood damage for at least 50% of structures included in the sub-application that meet definition of an FMA RL property (see NOFO/Fact Sheet)
3. Projects that will mitigate flood damage for at least 50% of structures included in the sub-application that meet definition part (b)(ii) of an SRL property (see NOFO/Fact Sheet)
4. Projects that will mitigate flood damage to the largest number of NFIP-insured properties at the neighborhood level

FEMA will prioritize projects by the highest % of structures included in the sub-application that meet the definition from 100% to 50%; then, the largest number of structures included in the sub-application that meet the definition.

FEMA will further prioritize projects by the highest FEMA-validated Benefit Cost Ratio (BCR).

Project Evaluation Criteria

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- If the project is not implemented, there will likely be a detrimental impact, such as potential loss of life, loss of essential services, damage to critical facilities, infrastructure, and/or economic hardship. (Statement of need)
- The project mitigation adequately mitigates current hazards and anticipates future ones. The level of protection that will exist after the project is implemented is clearly defined. (How does your project solve the problem)
- The project clearly describes the solution by providing a detailed scope of work.
- The project budget is detailed.
- The application describes how the proposed project will provide long-term hazard mitigation benefits. A well-defined 'Benefit-Cost Analysis' (BCA) is provided with relevant supporting documentation. For projects where a numerical BCA is not required, a qualitative analysis of the project benefits will be used.
- The application demonstrates through a clear work schedule the capability of the applicant to implement and complete the project in a timely manner. This includes a plan for obtaining all environmental permitting, state and local, which are required.
- The application commitment to complete the project is substantiated by providing documentation of the non-federal cost match, signed support by chief administrative official, and a description of decision making process.
- The application details how the proposed mitigation activity is consistent with the FEMA-approved hazard mitigation plan for the state and/or local jurisdiction.
- The project is consistent with local and regional priority protection and priority development areas (e.g. Smartgrowth Principles, priority development areas [PDA's], comprehensive land use plans, capital improvement plans, etc.) and the application provides these details.
- The project promotes resiliency, sustainability and provides environmental benefits.
- The project mitigates the type of hazard that caused the declared event.
- The project is in the federally declared disaster area.

Part Five

Application Elements

Application Components

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eGrants Application Sections:

- Application Information
- Scope of Work
- Work Schedule
- Project Cost Estimate
- Environmental Compliance Information
- Benefit-Cost Analysis (BCA)

Scope of Work Questions in eGrants

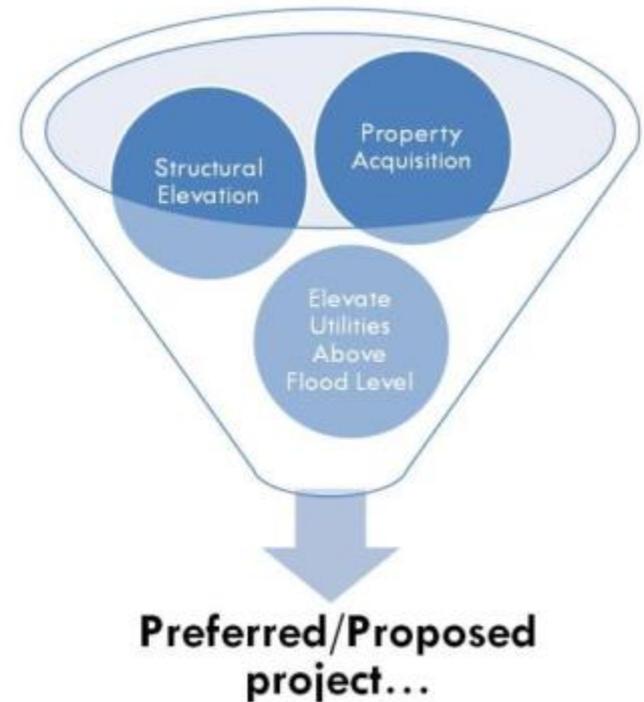
You should plan to attach and upload additional documentation, photos, drawings, descriptions, etc.

- Briefly describe the need for this activity. Why should this mitigation activity be completed?
- Who will the mitigation activity benefit and/or impact?
- How will the mitigation activity be implemented?
- Describe how the project is technically feasible and will be effective in reducing the risk by reducing or eliminating damages 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 floor protection with freeboard, 100-yr wind design, etc.).
- Who will manage and complete the mitigation activity?
- Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)?
- When will the mitigation activity take place?
- Please identify the entity that will perform any long-term maintenance and provide a maintenance schedule and cost information. The sub-applicant or owner of the area to be mitigated is responsible for maintenance (including costs of long-term care) after the project is completed.

Alternatives Analysis

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- 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?



Cost Estimate (Budget) Considerations

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- Be conservative w/cost estimates:
 - ▣ Consider grant award date & future construction costs/timing
 - ▣ Include everything from your scope of work
- Avoid 'lump sum' cost items – unit quantities needed
- Contingency Cost: An allowance in the total cost estimate to cover situations that cannot be fully defined at the time the cost estimate is prepared, but that will likely result in additional eligible costs. See Part VI, D.3.4.
- Indirect costs have specific funding restrictions under PDM and FMA; see program guidelines

Cost Estimate							
Item Name	Cost Classification	Grant Budget Class	Subgrant Budget Class	Unit Quantity	Unit of Measure	Unit Cost (\$)	Cost Estimate (\$)
						* Total Cost Estimate	\$

Example Cost Estimate Items

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- Pre-Award Costs (if appropriate)
 - Biological Study, Archeological Survey, etc.
- Engineering and design
 - Survey
 - H&H analyses
 - Engineering drawings
- Prepare bid package and obtain contractor
- Permitting
- Construction
 - Mobilization - Site access, storage, staging, and security
 - Temporary construction, earthwork, de-watering, clearing & grubbing, excavation, etc.
 - Installation of structures, pipes, equipment, etc.
 - On-site project management (construction inspection)
 - Site restoration, seeding, paving, demobilization
- Contract Closeout, MEMA/FEMA site visit

Pre-Award Costs

- Costs directly related to developing mitigation application:
 - ▣ Preliminary design, conducting Benefit-Cost Analysis, environmental/historic preservation coordination
 - ▣ Funded subject to FEMA discretion
 - ▣ Must be described in scope of work
 - ▣ List as a separate line item in budget
 - ▣ Projects not selected for funding will not receive reimbursement for pre-award costs
 - ▣ For costs beginning on or after March 15, 2016

Project Schedule

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- Develop an estimated project schedule with target dates that includes all important milestones.
- All tasks identified in the SOW and cost estimate should appear in the schedule.
- Proposed schedules must not exceed the POP for the grant.
- Sufficient detail needed so FEMA can determine whether the proposed activities can be accomplished within the POP.
- PDM allows for up to 36 months from funding selection date.
- FMA allows for up to 36 months from funding selection date.

Benefit-Cost Analysis (BCA)

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- Required for all project applications (except plans);
- BCA looks at damages twice – before & after mitigation;
- Benefits = damages & losses avoided with mitigation project implementation
 - Avoided physical damages to infrastructure, buildings, contents, etc.
 - Economic impact of loss of function for roads, bridges, utilities, detour times, etc.
 - Avoided emergency response costs (evacuations, EOC costs, debris removal & clean-up costs)

Benefit-Cost Analysis (BCA) (cont.)

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- ***Don't wait to start thinking about BCA. Use as a project screening tool before developing full application!***
- All data and assumptions must be clearly documented & attached to BCA;
- FEMA requires the submission of the BCA export file (.zip file format) for mitigation projects submitted for HMA programs.
- Benefit-Cost Ratio (BCR) must be above 1.0 to be 'cost-effective';
- FEMA BCA Toolkit (software, training & resources):
 - ▣ Free download:
<http://www.fema.gov/benefit-cost-analysis#1>
 - ▣ **Must use BCA Version 5.2.1** (effective Sept. 2016)

Recurrence Intervals (RI)

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- RI is a statistical measurement based on historic data denoting the average recurrence interval over a defined time line.
- RI is expressed in the YEAR STORM: 5, 10, 25, 50, 100, 500 typically. They equate to percentages. A 100-year storm means there is a 1% chance of the event happening in a year. The lower the year storm, the higher the probability.
- The RI is important because the BCA software uses it to predict damages. The more damages you have at a smaller RI will make the software compute a higher BCR number.

Part Six

After the Application is Submitted – What Happens Now?

State and Federal Review

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- State Review and Selection
- National Review: results
 - Not selected
 - Did Not Meet HMA Requirements
 - Identified for Further review
 - FEMA environmental & historic preservation review is then conducted at the Regional office.
 - State is Obligated the funds, sub-recipient will be notified

State Standard Contract

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- Contract Package will be sent to Sub-recipient for execution with 60 days of receipt
- Quarterly reporting is required
- Site visits and sub-recipient monitoring will be conducted (including final site visit)
- All bids, specifications, sub-contracts and as-built plans must be submitted

Grant Resources:

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Check the Mitigation Program and Grants section of the MEMA website for more information (under **Resources for Public Officials**)

<http://www.mass.gov/eopss/agencies/mema/resources/mitigation/>

<http://www.mass.gov/eopss/agencies/mema/resources/grants/>

Additional Assistance:

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State Hazard Mitigation Team “Technical Assistance Meetings”

- We strongly encourage interested sub-applicants meet with State Team one-on-one to discuss project proposals, application process, general mitigation issues, etc.
- To schedule an appointment email: mitigation@massmail.state.ma.us

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