

## 2016 PDM State Pilot Planning Grant Guidance

For the FFY 2016 Pre-Disaster Mitigation (PDM) grant program, the Massachusetts Emergency Management Agency (MEMA) and the Department of Conservation and Recreation (DCR) will be conducting a NEW pilot program for the planning sub-application process. Under the Pilot, MEMA and DCR will submit two multi-community local hazard mitigation plan (LHMP) planning grants on behalf of the interested communities. This document provides guidance on the Pilot Program.

### Local Multi-Hazard Mitigation Planning

Mitigation plans are the foundation for effective hazard mitigation. A local multi-hazard mitigation plan (LHMP) is a demonstration of the community's commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they commit resources. Planning activities funded under FEMA's Hazard Mitigation Assistance (HMA) programs are designed to develop State, tribal, and local mitigation plans that meet the planning requirements outlined in 44 CFR Part 201.

### Overview

This document provides a brief overview of the FFY 2016 PDM State Pilot Planning Grant ("Pilot") and specific guidance for communities applying for LHMP funding through the Pilot. This document does **not** provide complete details of the PDM program and its allowable and unallowable planning activities. Because FEMA imposes a cap on the number of individual planning applications a state can submit each year, this Pilot will help provide PDM planning funding to more communities through sub-grants and assist them with the mitigation planning process. Under the FFY 2016 PDM State Planning Pilot Program, MEMA/DCR will submit two multi-community LHMP planning grants: one application for LHMP updates and one for new LHMP development. To be considered, communities will need to submit a Letter of Intent/Non-Federal Cost Share Commitment. A sample and template letters are on the PDM Grants section of the webpage:

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

The applicant is responsible for ensuring that its proposed planning project fully complies with the Federal and State guidance for the PDM Program and 44 CFR Part 201. Links to the federal guidelines for this program and other pertinent documents can be found in the 'Other Resources' section on page 2.

Communities or multi-jurisdictional planning groups that do not wish to take advantage of this NEW pilot program can still submit their own PDM planning application to be considered for funding (i.e. communities that have a much higher risk).

### Funding Amounts and Priorities

Based on the PDM program Notice of Funding Opportunity, MEMA/DCR is anticipating the Pilot sub-application amounts below. These amounts are dependent on the number of eligible communities who wish to be included in the 2016 PDM State Pilot Planning Grant applications. Federal share amounts will be awarded on a population basis within the outlined ranges:

#### PLAN UPDATES

- Plan updates for up to 15-28 communities
- Approx. \$9,000-\$18,000 federal share per community
- Approx. \$3,000-\$6,000 non-fed cost share per community.
- Total Federal share up to \$300,000

#### NEW PLANS

- New plans maximum of up to 20 communities
- Approx. \$10,000-\$19,000 federal share per community
- Approx. \$4,000-\$7,000 non-fed cost share per community.
- Total Federal share up to \$400,000

#### PRIORITIES

Because there is a limited amount of funds for each sub-application, we have set the following priorities to determine which communities will be selected to participate:

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

### Submission Process and Application Deadline

To be considered, communities must submit a Letter of Intent/Non-Federal Cost Share Commitment. Completed letters signed by the chief elected or appointed official for the municipality must be **received no later than 5/25/16**. A letter template and sample letter is available on the MEMA webpage. **Email your signed letters to:**  
[mitigation@massmail.state.ma.us](mailto:mitigation@massmail.state.ma.us)

### Cost Share

The PDM planning grant cost share is 75% federal/25% non-federal. The non-federal cost share may include Cash (i.e. payments to consultant, Force account labor) or In-Kind Contributions such as volunteers. Your cost share needs to be detailed in your letter of commitment. For assistance with understanding your non-federal cost share options, please see the Massachusetts Emergency Management Agency *Match Policy* or contact the Mitigation Unit.

### Other Resources

MEMA's Grant webpage: <http://www.mass.gov/eopss/agencies/mema/resources/grants/>  
FEMA's Planning Guidance: <http://www.fema.gov/media-library/assets/documents/23194>  
Local Planning Handbook: <http://www.fema.gov/media-library/assets/documents/31598?id=7209>