Massachusetts Emergency Management Agency (MEMA)

Notice of Funding Opportunity (NOFO)
Hazard Mitigation Grant Program (HMGP)
FEMA-4372-DR-MA-HMGP
FEMA-4379-DR-M-HMGP
FY 2018 Pre-Disaster Mitigation
FY 2018 Flood Mitigation Assistance

Funding Availability

Through this Notice of Funding Opportunity (NOFO), the Massachusetts Emergency Management Agency (MEMA) will be accepting applications for the following federal grants:

Hazard Mitigation Grant Program (HMGP)
Federal Award ID Number: FEMA-4372-DR-MA & FEMA-4379-DR-MA
Catalogue of Federal Domestic Assistance (CFDA) Number: 97.039
Amount of funding available Statewide: Fifteen percent (15%) of the estimated aggregate amounts of disaster assistance under the FEMA Public Assistance program(s) for this disaster declaration.

2018 Pre-Disaster Mitigation Grant (PDM) Program
(Federal Award ID# DHS-18-MT-029-00-99;
Catalogue of Federal Domestic Assistance (CFDA) Number: 97.047
Amount of funding available: $235,200,000 available nationwide

2018 Flood Mitigation Assistance (FMA) Program
(Federal Award ID# DHS-18-MT-047-00-99;
Catalogue of Federal Domestic Assistance (CFDA) Number 97.029
Amount of funding available: $160,000,000 available nationwide

Authorities and References

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288 (1974) (as amended)
Disaster Mitigation Act of 2000, Public Law 106-390
Section 203 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act), as amended (Pub. L. No. 93-288) (42 U.S.C. 5133)
44 CFR Pt. 206 Subpart N and the Hazard Mitigation Assistance Guidance and Addendum (2015)
Flood Disaster Protection Act of 1973, Pub. L. No. 93-234 (1973) (as amended) Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141)
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200

Cost Share

HMGP and PDM 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%
Non-Federal share may include: Cash – local, state, private cash payments (e.g. MassWorks Grant, MVP Funds, etc.), Force account labor (e.g. DPW staff), in-kind contributions, equipment, materials, volunteer or donated labor (or any combination thereof). In general, the non-Federal cost-share requirement may not be met with funds from other Federal agencies or federal grant programs.

Timelines
Disaster declaration date: 6/25/18 (HMGP 4372) & 7/19/2018 (HMGP 4379)
State sub-application grant availability announcement date: 8/3/2018.
State official notice of funding opportunity announcement date: 8/13/2018.
Grant In-Person Briefings: 8/21/2018 through 8/29/2018.
Grant Webinar Briefing: 9/10/2018
Application opening date (first date that sub-applications may be submitted): 10/1/2018
Statement of Interest deadline (for potential mitigation projects): 10/1/2018
Technical Assistance: 10/1/2018 through 11/30/2018.
Sub-application deadline first (early) date: 1/4/2019, 3:00PM.
Sub-application final deadline for PDM/FMA: 1/4/2019, 3:00PM.
Sub-application deadline second (final) date: 4/1/2019, 3:00PM.

Following the State review, ranking and submission of HMA applications, FEMA reviews applications and awards sub-grants on a rolling basis. FEMA includes, as part of their review, an application eligibility review, a technical review for cost-effectiveness (BCA), feasibility and effectiveness and EHP compliance, and at least one in-person visit to the project site.

Sub-Applicant Eligibility
For this grant, State, Federally recognized Tribal organizations, local governments, and certain private non-profit organizations are eligible to apply as sub-applicants. For projects that benefit individual home or business owners, the local government must be the sub-applicant on behalf of the individuals and businesses.

To be eligible for project grants, sub-applicants (except State Agencies which are covered under the Standard State Plan) must have a locally adopted and FEMA-approved Local Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations, Part 201) by the application deadline. For HMGP project sub-awards, the FEMA Regional Administrator may grant an exception to the local or Tribal Mitigation Plan requirement in extraordinary circumstances when justification is provided. If this exception is granted, a local or Tribal Mitigation Plan must be approved by FEMA within 12 months of the award of the project sub-award to that community.

Project Eligibility
In general, projects are eligible if they result in a reduction to future natural hazard damage, such as: stormwater drainage and culvert improvements; floodplain and stream restoration; flood control, diversion, and storage; property acquisition; slope stabilization; infrastructure protection; aquifer storage; seismic and wind retrofits; structure elevations; etc. Emergency generators for critical facilities are also eligible. FEMA's Hazard Mitigation Assistance Programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist sub-applicants in implementing long-term, cost-effective improvements that will reduce, minimize or eliminate risk to people and property from the effects of natural hazards. Projects that address operation, deferred or future maintenance, repairs or replacement (without a change in the level of protection provided) of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges and facility repair) are not eligible mitigation grant activities. Please review the 2015 HMA Guidance for a complete list of eligible and ineligible activities.

Hazard Mitigation Planning Grant
Communities can apply as a sub-applicant for a planning grant, or choose to be a participant in the 'Commonwealth's Local Hazard Mitigation Planning Grant.' This is a State application, filed on behalf of

eligible cities and towns, for funds to update an existing plan or create a new hazard mitigation plan. To be considered for this Local Planning Grant under HMGP or PDM, your municipality must submit a Letter of Intent/Funding Commitment to MEMA by either of the two application deadlines.

MEMA will apply to FEMA for planning funding and therefore no sub-grant application is necessary for planning grants. Communities that have funding through the Municipal Vulnerability Program (MVP) may use those funds towards match (local share) for a Hazard Mitigation Plan, as long as the MVP funding is used after a state contract between the community and the state has been fully executed.

Communities will have a choice to hire a consulting firm, regional planning agency, or contract employee to complete the plan.

Letters of Intent are due to MEMA by either the early HMGP or ONLY PDM application deadline: 1/4/2019 at 3:00PM, or by the final HMGP ONLY application deadline: 4/1/2019 at 3:00PM.

Priorities for the Commonwealth's Local Hazard Mitigation Planning Grant:

- Communities with expired LHMPs
- Communities with no approved LHMP
- Communities with approved LHMPs set to expire in 2018 -2020
    - Will be ranked in order of latest to expire within that time period
- Communities who have/will be participating in the EEA Municipal Vulnerability Program (MVP)

Project Applications

HMGP Project Grants

Applications for mitigation projects are required to be submitted electronically (Adobe .pdf files) via email, file sharing website or via a thumb-drive sent to MEMA Headquarters in Framingham. See Part IV of the FEMA 2015 HMA Guidance for application and submission information. Email address for email submission is mitigation@mass.gov . Mailing address for thumb-drive submission is 400 Worcester Road, Attn: Mitigation Unit, Framingham, MA 01702. Please do not submit paper/hardcopies.

FMA or PDM Project Grants

Applications for mitigation projects under the PDM and FMA programs are required to be submitted via eGrants by January 4, 2019 at 3:00PM. Sub-recipient access into eGrants is managed by the Recipient (MEMA). A letter from the Chief Elected Official or Town Manager/Administrator (authorized signatory) must be submitted to MEMA before your account can be activated. A sample letter and instructions on how to register are available our website at https://www.mass.gov/service-details/pdm-fma-grants .

All proposed project applications must include a formal Benefit-Cost Analysis (BCA), using FEMA BCA v5.3 software, to document the project's cost-effectiveness. BCAs must include the appropriate acceptable back-up documentation, including damage history (or expected damage analyses), rainfall calculations, detour routes, etc. Applications must meet all HMA program requirements, with all appropriate attachments including available engineering studies/design, and display strong commitment to implementation at the time of award. Community participation in the National Flood Insurance Program (NFIP) may also be a requirement for sub-applicant and project eligibility. See Part III, Section E.1 of the FEMA 2015 HMA Guidance for additional details.

Pre-Award Costs

Costs incurred after the FEMA HMA HMGP application period has opened (disaster declaration date), but prior to the date of the Federal award or final approval, are identified as pre-award costs. For **HMGP**, the opening of the application period is the date when **HMGP** is authorized, which is generally the date of the Presidential major disaster declaration. Pre-award costs for **PDM and FMA** can begin on October 1, 2018.

Pre-award costs directly related to developing the sub-application may be funded through HMA as funds are available. Such costs may have been incurred, for example, to develop a BCA, to gather EHP data, for preparing design specifications, or for workshops or meetings related to development and submission of HMA applications and sub-applications. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible (projects initiated or completed prior to Federal award or full approval of the project are not eligible).

Applicants and sub-applicants who are not awarded grants or sub-awards will not receive reimbursement for the corresponding pre-award costs.

Grant Deadline

Statement of Interest DUE: October 1, 2018

- Statements of Interest submissions for project applications must be sent to MEMA by 10/1/2018. See section further down in this NOFO for details regarding project Statements of Interest submissions. Emails should be sent to: mitigation@mass.gov .

Application development period: October 2018 to January 2019
Early deadline for full HMGP applications/Final Deadline for PDM/FMA: January 4, 2019
For HMGP only, an additional application development period, and limited technical assistance is available: January 2019-April 2019
Second (final) deadline for HMGP full applications: April 4, 2019, at 3:00PM.
Letters of Intent submissions for hazard mitigation planning funds must be submitted to MEMA via email by either of the two sub-application deadlines.

Requirements

- All FEMA HMA grant project applications require a Local FEMA-approved 'Multi-Hazard Mitigation Plan' at the time of application. See 'Sub-applicant Eligibility' section above for statement on extraordinary circumstances.
- The cost-effectiveness of proposed projects must be demonstrated using FEMA Benefit-Cost Ratio Software (v5.3); BCR must be greater than 1.0, and must include appropriate acceptable back-up documentation. See FEMA 2015 HMA Guidance regarding projects that may be categorized under the 5 Percent Initiative regarding BCA narratives.
- Must be able to be permitted under Federal, State & local permit procedures including, 44CFR Parts 9 & 10 (Floodplain Management & Wetland Protection).
- If awarded a grant, all FEMA HMA programs are managed on a 'reimbursement' basis. Partial reimbursements are allowable.
- All costs must be in accordance with 2 CFR 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Supporting documentation is required to release funds. All costs must be paid, allowable, and in accordance with the approved Scope of Work.
- The final payment may be held and made after the project is 100% complete and a final inspection has been conducted by MEMA/FEMA.
- Quarterly performance reporting is required.

- Additional funds may be available for cost overruns (note: however, NOT under PDM/FMA); be conservative (but reasonable) in developing cost estimates. A contingency dollar amount up to 5% (7% for historic structures) is allowable and should be included in your budget as a specific line item.
- State Contract Terms and Conditions apply.

Briefings

To assist potential sub-applicants who are considering applying for FEMA HMGP, PDM, or FMA funding, MEMA/DCR will be hosting a series of grant program briefings. Numerous topics will be covered, including the 2015 HMA Program Guidance, 2 CFR Part 200 Super Circular, the 2015 addition of the eligibility of major flood control projects, FEMA/DHS CATEXes, potential Environmental Assessment (EA) requirements, and much more. Please see the grant briefing schedule below. Interested sub-applicants are strongly encouraged to attend one of these briefings as requirements regarding the grant programs will be described and discussed in detail. The briefings will include overviews of the HMA programs, the HMA guidance, and the application procedures. **To attend a grant briefing or for webinar log-in information, please RSVP by emailing: mitigation@mass.gov**

Briefing Schedule:

Tuesday, August 21, 2018
10:15AM – 12:15PM (Library opens at 10AM)
Carver Public Library, large meeting room
2 Meadowbrook Way, Carver, MA

Thursday, August 23, 2018
10:00AM – Noon
MA Department of Fire Services – Springfield Campus, Classroom 118
100 Grochmal Avenue, Springfield, MA

Tuesday, August 28, 2018
1:00PM – 3:00PM
Holden Fire Department HQ, large training room
1370 Main Street, Holden, MA

Wednesday, August 29, 2018
10:00AM – Noon
Lynnfield – Al Merritt Media and Cultural Center, second floor (above the FuGaKyu restaurant)
600 Market Street, Lynnfield, MA

Monday, September 10, 2018
1:00PM to 2:00PM
HMA Grant Briefing – Webinar
(log-in information will be distributed at a later date)

Technical Assistance (TA) Meetings

Technical assistance is available for sub-applicants who are seriously considering a submission of an HMA Grant this cycle. After attending a general grant briefing you can schedule technical assistance by emailing mitigation@mass.gov .

For a technical assistance session, we can come to your office, visit the project site, or conduct the session via phone. Technical assistance sessions will be scheduled beginning **10/1/2018 through 11/30/2018.** During your technical assistance meeting MEMA/DCR staff will cover the following:

- ✓ Discuss proposed project applications (including eligibility of proposed activities);
- ✓ Discuss the Commonwealth's Local Hazard Mitigation Planning Grant;
- ✓ Review the current status of your Local Hazard Mitigation Plan;
- ✓ Answer specific questions regarding grant application procedures and/or requirements;
- ✓ Discuss which FEMA mitigation grant program(s) may be most appropriate based on the type of activity/project proposed and FEMA ranking criteria/priorities;
- ✓ Review Benefit-Cost Analysis (BCA), environmental/historic or other technical issues associated with project proposals; and,
- ✓ Review other questions regarding FEMA-funded mitigation grant programs.

Notice of Intent for Project Application Submissions

New in this round of grant funding, and in order to help strengthen sub-applications, MEMA/DCR is requesting, but not requiring that potential sub-applicants submit a **Statement of Interest**. The Statement of Interest will include information on the potential project, so that MEMA/DCR can better understand the project and guide sub-applicants towards specific considerations that may want to focus on in the development of their application for grant funding. More information on this new step in the grant process will be provided at the grant briefings and in later email correspondence. Communities who are intending to submit a planning grant Letter of Intent/Funding Commitment to MEMA may also submit a Statement of Interest for MEMA/DCR's awareness that a letter of intent is forthcoming. The Statement of Interest is not a requirement for a sub-application submission, however it is strongly recommended in order for MEMA/DCR to provide the strongest technical assistance possible. The Statement of Interest deadline is **10/1/2018**.

Contact Information

For general inquiries regarding the programs, please contact us at: mitigation@mass.gov .

For specific inquiries:
Dave Woodbury, Hazard Mitigation Grants Coordinator, **MEMA Regions 1&2**, 508-820-2034, David.Woodbury@mass.gov
Shelly O'Toole, Hazard Mitigation Grants Coordinator, **MEMA Regions 3&4**, 508-820-1443, Michelle.OToole@mass.gov

Details including the grant application instructions, program guidance, and BCA Software Downloads is available in the 'Hazard Mitigation Assistance Grant Programs' section of the 'MEMA Resources for Public Officials' page, found on the MEMA website at www.mass.gov/mema.

Period of Performance

The Period of Performance (POP) is the period of time during which recipients of grant funds may incur costs related to the approved scope of work. The POP for HMGP **and FMA** begins with the opening of the application period and ends no later than 36 months from the close of the application period. Given the complexity of the Infrastructure projects, the **PDM** Period of Performance begins with the opening of the application period and ends no later than 48 months from the funding Selection Date. Requests for extensions to an award POP will be evaluated but will not be automatically approved. All extension requests must be submitted at least 60 days prior to the expiration of the award POP and justifications must be submitted in writing.

HMGP 4372 Projected Period of Performance Start Date: 06/25/2019
HMGP 4379 Projected Period of Performance Start Date: 07/19/2019
FMA and PDM Projected Period of Performance Start Date: 10/1/2018

FMA and PDM Projected Period of Performance End Date: 04/1/2022
HMGP 4372 Projected Period of Performance End Date: 06/25/2022
HMGP 4379 Projected Period of Performance End Date: 07/19/2022

PDM Projected Infrastructure Project Period of Performance End Date: 04/1/2023

HMGP Project Evaluation Criteria

Interagency Review Panel will evaluate all eligible and complete proposals on a competitive basis. The review panel reserves the right to request additional, clarifying information from the sub-applicant during the evaluation period, and to reject any or all proposals that do not meet the goals and terms of this NOFO. The proposals will be evaluated and prioritized by the following criteria:

1. *Project Scope.* The project adequately mitigates current hazards by providing a well-defined scope of work and level of protection above what currently exists.
(0-10 points)
2. *Budget.* The project budget/cost estimate is detailed. (0-10 points)
3. *Benefit Cost Analysis*. A well-defined 'Benefit-Cost Analysis' (BCA) is provided with relevant supporting documentation. (0-12 points)
4. *Timeline*. The application demonstrates through a clear and realistic work schedule the capability of the applicant to implement and complete the project in a timely manner. This includes a plan for obtaining all required state and local environmental permitting that may be required. (0-8 points)
5. *Commitment.* The application demonstrates commitment to complete the project and is substantiated by providing documentation of the non-federal cost share, signed support by the chief administrative official, and a description of the decision making process. (0-12 points)
6. *Consistency with Planning.* The application details how the proposed mitigation activity is consistent with the FEMA-approved hazard mitigation plan (HMP) for the local jurisdiction. (0-8 points)
Resiliency: Up to 40 total points
7. *Co-Benefits and Transferability*. The project will improve resilience (or ability of the system to withstand current and future hazards and disturbances) at, adjacent to, and beyond the project site through key resilience factors. The project offers opportunities for other municipalities to learn from the techniques deployed and offers a replicable approach applicable in other locations across the state. (0-12 points)
8. *Nature-based solutions.* The project promotes utilization of nature-based solutions and provides environmental benefits. (0-10 points)
9. *Declared Event.* The project mitigates the type of hazard that caused the declared event and is in the Federally declared disaster area. (0-4 points)
Declared Counties for 4372 & 4379: Barnstable, Bristol, Essex, Middlesex, Nantucket, Norfolk, Plymouth, Suffolk, and Worcester.
10. *Repeat damages.* If the project is not implemented there will likely be a detrimental impact, loss of essential services, damage to critical facilities, infrastructure, and/or economic hardship. (0-14 points)

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