

2018 PDM / HMGP (DR-4372/ DR-4379) Commonwealth Planning Grant Guidance

Local Hazard Mitigation Planning

Mitigation plans are the foundation for effective hazard mitigation. A local 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 prioritize and commit resources to mitigating hazards. Communities may apply for FEMA Planning Grants under FEMA's Hazard Mitigation Assistance (HMA) programs to cover costs associated with developing or updating a LHMP. Grant sub-recipients may use grant funds to develop or update a local mitigation plan that meets the planning requirements outlined in 44 CFR Part 201. This document provides a brief overview of the 2018 PDM / HMGP Commonwealth Planning Grant and specific guidance for communities applying for LHMP funding through the 2018 programs. This document does **not** provide complete details of the PDM / HMGP programs and its allowable and unallowable planning activities. More information on the PDM/HMGP programs is available at: <https://www.mass.gov/service-details/pdm-fma-grants>

Because FEMA imposes a cap on the amount of grant funds that the state may award for plan development and updates, the Commonwealth is providing two options for local jurisdictions to choose from when applying for planning grants.

Option #1: Multi-Community Planning Grant

The State will submit multi-community local hazard mitigation plan (LHMP) planning grants on behalf of interested communities with a standard scope of work (SOW) and budget. To be considered, communities will need to submit a Letter of Intent and Non-Federal Cost Share Commitment. Completed letters signed by the chief elected or appointed official for the municipality must be received no later than the early HMGP or ONLY PDM application deadline of **1/4/2019**, or by the final HMGP ONLY application deadline of **4/4/2019**. Email your signed letters to: mitigation@mass.gov. A sample and template letters are on the PDM / HMGP Grants section of the webpage: <https://www.mass.gov/hazard-mitigation-assistance-grant-programs>.

A standard Scope of Work will be provided to all awarded jurisdictions. The applicant is responsible for ensuring that its proposed planning project fully complies with the Federal and State guidance for the PDM / HMGP 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.

Funding Amounts and Priorities

Most communities applying for Option #1: Multi-Community Planning Grant, should consider requesting a federal share of \$9,000 - \$25,000 per community. Your budget should be based on your communities' size and the complexity of risk. All federal funds must have a 25% non-federal cost share. Please consider the amount of non-federal funding the community has available when developing your request. MEMA will work to provide the requested federal amount whenever possible, but may provide a lower federal share if federal funding amounts are reduced.

Option #2: Competitive Planning Applications

Communities or multi-jurisdictional planning groups that wish to have an expanded/enhanced scope of work, that goes above and beyond the standard SOW may submit a stand-alone HMA planning application for grant funding (i.e. more detailed risk analysis, a robust stakeholder process, translation services etc.). Stand-alone

planning applications are competitive and will be ranked in accordance with the state's applicable ranking criteria. If considering a competitive planning application, you should file a Statement of Interest by **10/1/2018** and meet with MEMA Mitigation Staff for application assistance. Stand-alone HMA planning applications must be received no later than the early HMGP or ONLY PDM application deadline of **1/4/2019**, or by the final HMGP ONLY application deadline of **4/4/2019**.

Cost Share

The PDM / HMGP 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), State funds (i.e. Municipal Vulnerability Program), 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* <https://www.mass.gov/service-details/pdm-fma-grants> or contact the Mitigation Unit.

Planning Grant Priorities

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

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

Other Resources

MEMA's Mitigation page: <https://www.mass.gov/hazard-mitigation-assistance-grant-programs>

MEMA's HMA Planning page: <https://www.mass.gov/service-details/local-hazard-mitigation-planning>

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>