Grant Sub-Application Package for the

**Hazard Mitigation Grant Program (HMGP)**

**HMGP-4496-MA**

**October 21, 2021**

**(Revised: 09/12/2022)**

9/12/2022: All changes to the document are noted in red text. This package has been developed to assist prospective Sub-Applicants in the preparation of Hazard Mitigation Grant Program (HMGP) Sub-Applications. The package outlines the specific information required for the State and Federal government to review proposed mitigation activities.

Should assistance be required in the preparation of your Sub-Application, contact one of the State Mitigation Team members (listed on page 10 of this instruction packet).

**The State has established the following deadlines for complete grant applications:**

**DECEMBER 6, 2021 (INITIAL):** Applications for hazard mitigation projects and hazard mitigation planning, submitted by **December 6, 2021**, will be reviewed by the Interagency Review Panel and, if appropriate, recommended to FEMA for early funding. Also advanced assistance applications will be only considered at this time.

*Advance Funding:* These applications must meet all HMA program requirements, have a complete application package, and display strong commitment for implementation at the time of award.

*Advance Assistance:* Sub-applicants may apply for an Advance Assistance grant to prioritize, select, and develop complete HMGP applications in a timely manner. (EX: Benefit Cost Analysis data collection, etc.) A full list of activities eligible for Advance Assistance can be found in the Hazard Mitigation Assistance Guidance (ver. 2/27/2015) on page 108.

**MARCH 31, 2022 & MAY 31, 2022 (INTERMEDIATE):** Applications submitted by these intermediate deadlines will be reviewed by the Interagency Review Panel and, if appropriate, recommended to FEMA at that time.

**DECEMBER 5, 2022 (FINAL):** The final application deadline (**December 5, 2022)** is for those projects and plans that need additional refinement and application development work before an application can be submitted to FEMA. This will be the final deadline for submission of applications under this grant program.

**A completed application package will include:**

1. One (1) complete electronic copy of the Sub-Application in Word or PDF (this can be submitted on CD, thumb/flash drive, or if under 10MB emailed to: [mitigation@mass.gov](mailto:mitigation@mass.gov)
2. One (1) Benefit-Cost Analysis Version 6.0 Program export (submit both *.zip* file and *.pdf* file)

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# Sub-Application Completion Checklist

This checklist will assist local communities and consultants in developing a complete Hazard Mitigation Grant Program (HMGP) Sub-Application. The Xs signify what is required for each application type.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Sub-Application Task** | **Project** | **5% Type** | **7% Type** |
| Sub-Applicant Cover Sheet | X | X | X |
| Scope of Work (SOW) | X | X |  |
| Statement of Need/Activity Description | X | X | X |
| Project Photographs | X | X |  |
| Project Maps | X | X |  |
| Project Drawings | X |  |  |
| Alternatives #1 & #2 | X | X |  |
| Work Schedule | X | X | X |
| Project Cost Estimate Worksheet | X | X | X |
| Benefit Cost Analysis | X |  |  |
| Benefit Cost Narrative |  | X |  |
| Benefit-Cost Ratio .zip and .PDF file | X |  |  |
| Back up Data Documentation Provided | X |  |  |
| Environmental\Historic Preservation Compliance Information Worksheet | X | X |  |
| General Conditions **(Signature Required)** | X | X | X |
| Funding Certification **(Signature Required)** | X | X | X |
| Maintenance Agreement **(Signature Required)** | X | X |  |
| FEMA Assurances Package **(Signature Required)** | X | X | X |
| Contractor Authorized Signatory Listing (CASL) **(Signature Required)** | X | X | X |
| Subrecipient Pre-Award Risk Assessment Questionnaire (SPARQ)  **(Signature Required)** | X | X | X |
| For Property Acquisition/Relocation/Elevation Project Applications,  the items listed below are required in addition to what is required for other project types. |  |  |  |
| Substantial Damage Letter | X |  |  |
| Elevation Certificate | X |  |  |
| Statement of Voluntary Interest Form | X |  |  |
| Model Deed | X |  |  |
| Tax Assessor Card | X |  |  |

# Exhibit A. Sub-Application Cover Sheet

This section will serve to introduce your community, its information, and who will be the point of contact for this application if additional information is needed. This form must be filled out entirely and completely. The “brief summary” on the coversheet will be reproduced for review and ranking purposes.

**Additional links and help:**

*FIPS Code:* <http://www.nist.gov/itl/fips.cfm>

*Unique Entity ID Number:* <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

*DUNS Number:* <https://iupdate.dnb.com/iUpdate/webformHome.htm;jsessionid=268D7C478F79D8A1E1DC9D72FDB4E606.app2>

*National Flood Insurance Program:*

<http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book>

*Mitigation Plan:*

<https://www.mass.gov/service-details/local-hazard-mitigation-planning>

Your community’s Emergency Management Director will have a copy of your current Hazard Mitigation Plan which will have the requested information enclosed in it. Community Hazard Mitigation Plans are valid for 5 (five) years from the date provided by FEMA in the final approval letter.

*Latitude and Longitude:*

<http://www.ngs.noaa.gov/NGSDataExplorer/>

The Latitude and Longitude must be shown in Decimal Degrees (DD) format. Please show the location out to six decimal places.

# Exhibit B. Scope of Work

**Scope of work (SOW)** is a description all work required to complete a project. Please provide a complete and detailed scope of work to include the following:

**Introductory Statement:** The SOW starts with a short statement that describes the proposed activity and what will be accomplished by the end of the POP.

**Statement of Need:** This is your opportunity to describe the need and purpose for this grant. The following items can be included:

* Describe the source of the hazards and risk to life, safety, and improved property that you are trying to solve.
* If the project is implemented, explain how it will reduce future damages.
* How is the project an improvement over the existing conditions? (Maintenance/repair is not considered an improvement under this grant program.)
* Describe how the project is consistent with the goals, strategies and recommended actions outlined in your FEMA-approved Multi-Hazard Mitigation Plan.
* Describe how the proposed project would address the existing conditions previously identified.
* Explain the level of public involvement in the decision to select the proposed project.
* Describe the pros and cons of the proposed project including: the social, political, administrative, technical, economic, legal and environmental ramifications of the project.

**Activities Description:** The SOW describes the proposed approach, outcomes, and level of effort, including how these relate to the schedule (Exhibit C) and cost estimate (Exhibit D). This description explains how the outcomes will be reached in as much specific detail as possible. Please include details on the following:

* Physical area to be affected by the proposed project
* For flood related projects, please describe/discuss any potential upstream/downstream impacts of proposed improvements.
* Survey, design, engineering, permitting, bidding & advertising, construction, site preparation, erosion control, utility relocation/re-connection, direct administrative cost, and project close-out
* Construction methods, including excavation or earth moving activities, and staging areas if applicable
* Indicate the level of protection to be provided (frequency or intensity of event to be mitigated; e.g., 100-year flood, 100 mph wind event, etc.)
* Identify proposed staff or responsible party and describe relevant experience in managing proposed activities, contractors, and Federal awards.
* Explain the deliverables and key milestones
* Description of the methods the sub-applicant will use to manage the tasks and contractors, and monitor and report on progress, including proposed accountability measures.
* Provide a maintenance schedule for the useful life of the project and estimated annual maintenance cost, if applicable.
* For generator projects, documentation must be included on how the sizing of the generator was determined, This should be provided by a qualified electrical professional/electrician. The generator should be sized appropriately to provide emergency back-up power to the critical functions of the facility.

**Please note – If you are planning to participate in the “Commonwealth Local Hazard Mitigation Planning Grant” application, you DO NOT need to complete a full HMGP application. (Please refer to Page 6 of the MEMA Notice of Funding Opportunity (NOFO) for more information.)**

Communities applying for funding for a Local Hazard Mitigation Plan (New or Update) can participate in the “Commonwealth Local Hazard Mitigation Planning Grant”. This is a State application, filed on behalf of eligible cities and towns by MEMA, for funds to update an existing plan or create a new hazard mitigation plan by procuring a consulting firm, regional planning agency, or contract employee. This sub-grant will have a scope of work and budget determined by MEMA. To be considered for this Local Planning Grant, your community must submit a**Planning Statement of Interest.**  A supporting **Letter of Intent** (signed by the Chief Local Official) and detailed budget will also be required.  Letters of Intent submissions for hazard mitigation planning funds must be submitted to MEMA via email by the final State HMGP deadline.

**Statement of Interest (Link):**

<https://www.mass.gov/forms/fy-2022-mitigation-statement-of-interest-for-ccbplanningadvance-assistance>

**Sample Letter of Intent (Link):**

<https://www.mass.gov/service-details/hazard-mitigation-grant-program-hmgp>

## Exhibit B-1. Project Photographs

Photograph the project site. Also include photos of any structure or unique features likely to be impacted by the project. Note the position, direction, and date that the photo was taken on a drawing or sketch of the project site. The Sub-Applicant should also provide aerial photography/imagery of the project area. If you are applying for funding a generator, please include photos of where the generator will be placed, where the conduit will enter the building, and where the automatic transfer switch will be located. If available, provide photographs of the project area during or immediately after a storm/weather event showing impact and damage.

## Exhibit B-2. Project Maps and Floodplain Location Map (FIRMette)

Provide a site location map(s) that clearly identifies the proposed project. A United States Geological Survey (USGS) topographic quadrangle map or a detailed local road map is ideal for use as a location map. Provide the site location, including a north arrow, title, and legend from the original map on an 8-1/2 x 11 sheet(s).

A FIRMette map is required for all projects. Additionally, provide wetlands map, or waterways (if applicable and available), roads, and other surrounding area should be noted. If applicable, identify adjacent community boundaries. Assessor’s maps are required for Acquisition/Relocation/Elevation projects only. FEMA Map Service Center: <https://msc.fema.gov/portal/home>

## Exhibit B-3. Project Drawings

A drawing detailing the proposed project must be included in the Sub-Application. The drawing should be large enough to show the location of existing structures, proposed structures, and surrounding areas that may be impacted by the project, such as staging areas and temporary access points. Existing and proposed conditions may also be shown on separate drawings. **Detailed engineering plans are not required at the time of application submission, but FEMA must be able to determine the following components related to existing conditions and proposed conditions;**

The following is a list of items that are typically included on project drawings and that should be included in drawings to the extent practicable. Some items may not be applicable for all projects. If exact dimensions or quantities are not known, **provide estimates**.

*1. Existing Conditions (existing structures are generally drawn with a dashed line)*

* Waterway name and direction of flow
* Waterway or shoreline boundaries (water’s edge)
* Wetland areas
* Right-of-way and property lines
* North arrow
* Existing structures (culverts, catch basins, drainage systems, retention ponds, etc.)
* Special use or conservation areas
* Vegetated or forest areas that would be impacted
* Adjacent roadways
* Existing buildings & utilities
* Any structure/land feature likely to be impacted by the proposed project
* Cross-Section

*2. Proposed Conditions (proposed structures are generally a solid line)*

* Location and dimensions of proposed structures
* Limits of proposed fill (est. quantity) or excavation (est. quantity)
* Project limits (including area of staging)
* Limits of encroachment into wetlands or waterbodies
* Limits and dimensions of shoreline stabilization (est. quantity)
* Major clearing of vegetation (est. area)
* Any structure or land feature modified by the proposed project
* Drainage area(s) (attach drainage calculations if available)
* Cross-Section

## 

## Exhibit B-4. Alternatives

Attach a brief evaluation of a minimum of two (2) feasible alternatives to the proposed project. Try to avoid the “No Action” alternative. A description of the alternative projects may include but are not limited to:

* A description of the work to be accomplished
* The level of protection
* The pros and cons of that alternative
* A description of why this alternative was not selected
* Estimated project costs
* Include the *Level of Protection* it will afford

# Exhibit C. Work Schedule

Please provide a detailed work schedule and timeframe for the proposed project (attach a separate schedule or add additional lines as necessary below). Please indicate each task in your Scope of Work and the start and end dates for each task.

Make sure work schedule allows for grant administration [FEMA Award, contract execution, close-out, etc.], final design and permitting, bidding, and advertising, and unanticipated delays. Also consider the construction season as the FEMA award/performance period may occur during the non-construction season. Be conservative and request more time than you think you need. You will not be penalized for completing the project sooner than the requested performance period. **FEMA allows up to a 36-month period (POP) from the close of the application period (HMA Guidance, Part VI, Section D.4).**

# Exhibit D. Project Cost Estimate – Use worksheet

**Please complete the Project Cost Estimate Worksheet (provided).** You are encouraged to include a detailed line-item budget/cost estimate including a narrative that describes all anticipated costs associated with the Scope of Work for the proposed project including anticipated quarterly usage of Federal funds. Sub-Applicants are encouraged to be conservative when developing project cost estimates as grant award notification and ultimate project implementation/construction, may be more than one year after the initial Sub-Application submission.

The proposed project cost estimate should be as detailed as possible considering all work required to implement the proposed mitigation activity. The cost estimate should include but is not limited to:

* Pre-Award Costs (studies, analyses, assessments, engineering, etc. used to prepare the application – see Section F.2 “Pre-Award Costs” in the HMA Unified Guidance for details.) These costs must be identified and listed separately in the budget.
* Survey
* Design & Engineering
* Permitting
* Right-of-Way (temporary and permanent easements, construction access & drainage rights, etc.)
* Bidding & Advertising
* Construction
* On-Site Construction Management (construction inspection, material testing & certification, item and quantity confirmation, submittal review, as-built drawings, etc.)
* Site Preparation
* Erosion & Sedimentation Control
* Utility Relocation/Re-connection
* Traffic Control/Details
* Site Restoration/Demobilization
* Contingency Line Item (up to 5%, or up to 7% for historic properties as defined under the NHPA)

Project costs should be as detailed as possible and include specific line-item name, quantities, rates, units of measurement (SF, CY, LF, etc.), unit costs, etc. Sub-Applicants should provide the source of the estimate (e.g., documented local cost, bids from qualified professionals, published national or local cost estimating guides). Lump Sums should be avoided when possible.

If ‘in-kind’ contributions of labor or materials devoted to the project are being claimed as part of the grant match requirements, provide documentation of the basis for the valuation of the contributions.

**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. A contingency cost should be included as a separate line item in the budget section of a project application. As with other line items in the budget, the sub-applicant should justify the contingency estimate based on the nature of the proposed project. All projects should include a 5% (7% for historic properties) contingency cost line item in their budget.

For additional information about cost estimates for property acquisition, see Addendum, Part A; for structure elevation projects, see Addendum, Part E.

**Sub-Recipient Management Costs:** Utilize the EXHIBIT D1 worksheet.

# Exhibit E. Environmental Compliance Information – Use Worksheet

**Please complete the worksheet provided.** The information requested in this section provides the information that FEMA needs to perform an Environmental and Historic Preservation Review (EHP) with help from Massachusetts State Agencies. The EHP process is required to take place before FEMA can obligate funds for your project if it is recommended for funding. Please do your best to answer every question included in the application pertinent to your project type. Many of the answers to these questions can be found through the links in the grant resources section of the website.

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# Exhibit F. Benefit-Cost Analysis (BCA) Information

**Sub-Applicants are required to submit one (1) electronic copy of the completed BCA (exported [.zip] and [.pdf] file) from the FEMA Benefit-Cost Analysis Software** Version 6.0 as part of the official HMGP Sub-Application.

Benefit-cost analysis (BCA) is a standardized, systematic way to count the benefits of a mitigation project and to compare these benefits to the costs of mitigation. A complete benefit-cost analysis counts ***all*** of the significant direct benefits of a mitigation project. A benefit-cost analysis always involves looking at damages and losses twice: first, before mitigation (the “as-is” situation) and second, after mitigation. The benefits of a mitigation project are simply the difference in expected damages and losses before and after the mitigation project are completed.

To be eligible for federal funding assistance thru any of FEMA’s hazard mitigation grant programs, a mitigation project must be cost-effective (benefit-cost ratio of 1.0 or greater using the FEMA BCA software). The FEMA Benefit-Cost Analysis is the method used to determine the cost-effectiveness of a proposed hazard mitigation project. FEMA’s BCA Tool [Version 6.0] to assist Sub-Applicants to determine the cost-effectiveness of their proposed mitigation project. FEMA will not accept project Sub-Applications with a benefit-cost analysis conducted using older versions of the BCA software; Sub-Applicants must use Version 6.0.

The FEMA BCA software (and related training materials) are available for download at: <http://www.fema.gov/benefit-cost-analysis#1>.

Back-up Data Documentation should be provided in a separate .pdf file.

Benefits of a proposed mitigation project can be sorted into four main categories:

|  |  |
| --- | --- |
| Avoided Physical Damages | * Buildings * Contents * Infrastructure * Landscaping * Site Contamination * Vehicles * Equipment |
| Avoided Loss-of-Function Costs | * Displacement costs for temporary quarters * Loss of rental income * Loss of business income * Lost wages * Disruption time for residents * Loss of public services * Economic impact of loss of utility services * Economic impact of road/bridge closures |
| Avoided Casualties | * Deaths * Injuries * Illnesses |
| Avoided Emergency Management Costs | * Emergency operations center costs * Evacuation or rescue costs * Security costs * Temporary protective measure costs * Debris removal and cleanup costs * Other management costs |

# Exhibit G. Elevation and Acquisition Documentation Package

**This exhibit is only required for Property Acquisition and Relocation projects.**

Participation in this Sub-Application is voluntary and prospective homeowners may withdraw their participation at any time prior to contract initiation.

Documentation of voluntary interest for property acquisition must be submitted as part of the sub-application; sample ‘notice of voluntary interest’ is available by contacting: [mitigation@mass.gov](mailto:mitigation@mass.gov)

For structures that remain in the SFHA after the implementation of the mitigation project, flood insurance must be maintained for the life of the structure to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less. Insurance coverage on the property must be maintained during the life of the property regardless of transfer of ownership of such property.

The sub-grantee (or property owner) must legally record, with the county or appropriate jurisdiction’s land records, a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

*This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. 5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the floodplain management criteria of 44 CFR Part 60.3 and City/County Ordinance.*

Sub-applicants receiving assistance for projects sited in an SFHA must ensure that these requirements are met by requesting the participating property owner(s) to sign an Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds form and providing the form to FEMA prior to award or final approval. This form is available by contacting: [mitigation@mass.gov](mailto:mitigation@mass.gov)

# Mitigation Grant Program Resources

HMA Guidance and Addendum (2/27/2015):

<https://www.mass.gov/service-details/hma-program-guidance>

Benefit-Cost Analysis Software Download and related Toolkit:

<https://www.fema.gov/benefit-cost-analysis>

Benefit-Cost Analysis Helpline: 1-855-540-6744 [BCHelpline@fema.dhs.gov](mailto:BCHelpline@fema.dhs.gov)

Environmental/Historic Preservation Helpline: 1-855-540-6744 [EHPHelpline@fema.dhs.gov](mailto:EHPHelpline@fema.dhs.gov)

Information on Massachusetts endangered species habitat locations can be found here:

<https://www.mass.gov/service-details/regulatory-maps-priority-estimated-habitats>

Information on MEPA and/or Environmental Notification Forms can be found here:

<http://www.mass.gov/eea/agencies/mepa/>

Information regarding Coastal Barriers Resource Systems can be found here:

<http://www.fws.gov/CBRA/Maps/>

Information regarding the CZM Barrier Beaches can be found here:

<https://www.mass.gov/service-details/massachusetts-ocean-resource-information-system-moris>

Information regarding the National Wild and Scenic Rivers Act can be found here:

<http://www.rivers.gov/rivers/>

Information on the Massachusetts Wetlands Protection Act can be found here:

<https://www.mass.gov/guides/protecting-wetlands-in-massachusetts>

A list and map of Critical Environmental Concern ACEC’s is available at:

<https://www.mass.gov/service-details/acec-program-overview>

The Environmental Justice Populations Viewer can be found at:

<https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>

### State Hazard Mitigation Team Contacts:

|  |  |  |
| --- | --- | --- |
| Mark Talbot  MEMA  State Hazard Mitigation Officer  Phone: 508-820-2053  [mark.j.talbot@mass.gov](mailto:mark.j.talbot@mass.gov) | David Woodbury  MEMA  Hazard Mitigation Grants Coordinator  Phone: 508-820-2034  [david.woodbury@mass.gov](mailto:david.woodbury@mass.gov) | Shelly O’Toole  MEMA  Hazard Mitigation Grants Coordinator  Phone: 508-820-1443  [michelle.otoole@mass.gov](mailto:michelle.otoole@mass.gov) |
| Jeff Zukowski  MEMA  Hazard Mitigation Planner  Phone: 508-820-1422  [jeffrey.zukowski@mass.gov](mailto:jeffrey.zukowski@mass.gov) | Marybeth Groff  MEMA  Hazard Mitigation & Climate Adaptation Coordinator  Phone: 508-820-1435  [marybeth.groff@mass.gov](mailto:marybeth.groff@mass.gov) | Beth Dubrawski  MEMA  Mitigation Contract Specialist (GSU)  Phone: 508-820-1425  [beth.dubrawski@mass.gov](mailto:beth.dubrawski@mass.gov) |
| Simon van Leeuwen  MEMA  Asst. Director for Recovery & Mitigation  Phone: 508-820-1445  [simon.vanleeuwen@mass.gov](mailto:simon.vanleeuwen@mass.gov) |  | Mike Enko  MEMA  Civil Engineer  Phone: 508-820-1440  [michael.enko@mass.gov](mailto:michael.enko@mass.gov) |

# HMGP Project Evaluation Criteria

The proposals will be evaluated and prioritized by the State Hazard Mitigation Interagency Committee and the State Hazard Mitigation Team according to the following criteria:

|  |  |
| --- | --- |
| **Mitigation Project Review Criteria** | Max Points |
| *Project Scope, Budget, and Timeline.*The project adequately mitigates current hazards by providing a well-defined scope of work and level of protection above what currently exists. The project budget/cost estimate is detailed. 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. | (Up to 20 points) |
| *Environmental Permitting Ability.*The project application includes a detailed plan for obtaining all required state and local environmental permits. | (Up to 10 points) |
| *Benefit Cost Analysis.* A well-defined ‘Benefit-Cost Analysis’ (BCA) using FEMA BCA v6.0 software and provided with relevant supporting documentation. | (Up to 10 points) |
| *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. | (Up to 10 points) |
| *Consistency with Planning.*The application provides reference to the FEMA-approved hazard mitigation plan (HMP) where this activity is listed or referenced. | (Up to 10 points) |
| *Co-Benefits and Partners.*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 has established partnerships, collaborations, etc. and offers opportunities for other municipalities to learn from the techniques deployed. | (Up to 10 points) |
| *Nature-Based Approaches.*The project promotes utilization of nature-based approaches and provides environmental benefits. | (Up to 10 points) |
| *Focuses on Critical Infrastructure.*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. | (Up to 10 points) |
| *Vulnerable Populations.*The application demonstrates positive impacts to Environmental Justice (EJ) and/or Climate Vulnerable (CV) populations.  EJ populations can be identified with the Environmental Justice Viewer:  https://mass-eoeea.maps.arcgis.com/apps/MapSeries/index.html?appid=535e4419dc0545be980545a0eeaf9b53 | (Up to 10 points) |

# Exhibit A: SUB-APPLICATION COVER SHEET

**Sub-Application Information**

Sub-Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Congressional District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fed Tax ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIPS Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unique ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DUNS Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community in good standing with the National Flood Insurance Program? \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Authorized Applicant Agent[[1]](#footnote-1)** |  | **Point of Contact[[2]](#footnote-2)** |
|  | Name |  |
|  | Title |  |
|  | Telephone # |  |
|  | Address 1 |  |
|  | Address 2 |  |
|  | City, State, Zip |  |
|  | Email |  |

Are all of the Exhibits complete and attached to the application as required? \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No

Project Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(From 2015 HMA Guidance, Part III, Table 3.)

**Introductory Statement** (Brief Summary of Project):

**Physical Address of Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if multiple, list all addresses)

Latitude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Longitude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Benefit Cost Ratio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Period in Months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this project been submitted to or approved by any other Federal or State agency for funding?

\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No \_\_\_\_\_\_\_\_Unknown

If Yes, provide the following information:

Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mitigation Plan Status**

Please indicate the status of the Multi-Hazard Mitigation Plan (plan must meet requirements of 44 CFR Part 201):

\_\_\_\_\_\_No Plan

\_\_\_\_\_\_Expired Plan

\_\_\_\_\_\_FEMA-Approved. FEMA approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Other. Please Explain:

**Public Notice/Official Newspaper Information**

Community’s official newspaper

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub-Application Prepared by:**

Signature Date

Printed Name

Title

# EXHIBIT C: MITIGATION PROJECT WORK SCHEDULE

##### 

Applicant: **XXXXXXXXXXXX** Grant: **XXXXXXXX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task[[3]](#endnote-1)** | Estimated Task Start Month 2 | Task Duration (in months) | Estimated Task End Month 3 |
| Grant Award/State Contracting | Month 1 | 2 | Month X |
| Procurement | Month X | X | Month X |
| Engineering | Month X | X | Month X |
| Permitting | Month X | X | Month X |
| Bidding | Month X | X | Month X |
| Mobilization | Month X | X | Month X |
| Construction | Month X | X | Month X |
| Final Inspection | Month X | X | Month X |
| Final Reimbursement | Month X | X | Month X |
| Final Grant Reporting/Closeout | Month X | 2 | Month X |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Estimated Time for Project Completion: |  | XX months |  |

1. Enter tasks in the first column. Tasks listed are examples and should be edited based on actual proposed scope of work. These tasks should be major milestones as detail does not have to be budgeted at the micro level. Tasks could include planning, engineering/design, construction, project management, etc. Tasks for hazard mitigation plans are standard tasks based on FEMA planning requirements. Add “(concurrent)” following those tasks that may happen concurrently with other tasks.

2. Estimated task start month is from time of grant award, which may be unknown at the time of subapplication submission. Schedule can be adjusted post-award based on specific project needs such as time of year restrictions, supply chain issues, etc.

3. The estimated task end month is the month in which that task is complete, not necessarily the month when the following task begins.

NOTE: The task names listed are examples of typical tasks in a grant/project and should be edited as needed to tailor the tasks to a specific project.

# Exhibit D: Project Cost Estimate Worksheet

Please attach additional documentation or your own cost sheets for more detail.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Sub-Recipient | | | | | | | | Grant Program | | | | | | |
|  | | | | | | | | **HMGP-4496** | | | | | | |
| CFDA # | | | Federal Identification Number | | Budget (Check One) | | Budget Period | | | | Strategic Funds Management | | | |
| 97.039 | | |  | | New \_\_\_ | Revised \_\_\_ | From: |  | To: |  | Yes \_\_\_\_\_\_ | | No \_\_\_\_\_\_ |  |
| FEMA Ob# | Task | Activity/Cost Classification | | | A. Eligible and Approved Total Cost | | | B. Local Share\* | | | C. Federal Share\* | | | |
|  | 1 |  | | |  | | |  | | |  | | | |
|  | 2 |  | | |  | | |  | | |  | | | |
|  | 3 |  | | |  | | |  | | |  | | | |
|  | 4 |  | | |  | | |  | | |  | | | |
|  | 5 |  | | |  | | |  | | |  | | | |
|  | 6 |  | | |  | | |  | | |  | | | |
|  | 7 |  | | |  | | |  | | |  | | | |
|  | 8 |  | | |  | | |  | | |  | | | |
|  | 9 |  | | |  | | |  | | |  | | | |
| Subtotal | | | | | $0.00 | | | $0.00 | | | $0.00 | | | |
| Project (Program ) income | | | | |  | | |  | | |  | | | |
| Total | | | | | $0.00 | | | $0.00 | | | $0.00 | | | |
|  | | | | | | | | | | | | | | |
| \* Local & Federal Share percentages vary depending on grant program. Refer to 2015 HMA Guidance and Notice of Funding Opportunities for additional information. | | | | | | | | | | | | | | |
| *(The percentages included in this subapplication reflect modified percentages in the passage FY22 Omnibus Appropriations Bill, H.R. 2471, “Consolidated Appropriations Act, 2022.)* | | | | | | | | | | | | | | |
| **Please provide a dollar amount that you anticipate spending in each fiscal year listed below for the federal funds only** | | | | | | | | | | | | | | |
|  |  | FY 23 |  | | FY 24 |  | | FY 25 |  | | FY26 |  | | |
|  |  |  |  | |  |  | |  |  | |  |  | | |
| **For Strategic Funds Management, the Federal Funds obligations will be broken down by tasks and duration of the tasks.** | | | | | | | | | | | | | | |
| Mitigation Project Milestone Work Schedule | | | | | | | | | | | | | | |
| Ob# | FEMA Amendment # | | | Duration (Months) | Federal Share Amount | | Date of obligation | | Contract end | |  | | | |

# Exhibit D1: Sub-Recipient Management Costs

**Hazard Mitigation Grant Program**

**Sub-Recipient Management Cost Application**

**SECTION 1:**

**Sub-Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sub-Recipient management costs are available at no more than 5% of the final project cost to sub-recipients

who apply and can meet all federal grant requirements. Sub-recipients will provide a detailed budget of the

management cost request per 2 CFR 403, 2 CFR 404, 2 CFR 405 which will be subject to MEMA/FEMA

approval. Sub-recipients may decline management costs at their request.

*Please check ONE:*

**I DO NOT wish to receive Sub-Recipient management costs for this project: \_\_\_\_\_\_**

**I wish to receive Sub-Recipient management costs for this project: \_\_\_\_\_\_**

**(If checked, please complete Section 2)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory Name – Please Print Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**SECTION 2:**

**Total Project Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Management Cost Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Limited to a maximum of 5% total project cost)**

**Sub-Recipient Management Cost Budget**

|  |  |
| --- | --- |
| Personnel |  |
| Fringe Benefits |  |
| Travel |  |
| Equipment |  |
| Supplies |  |
| Other |  |
| Subtotal: |  |
|  |  |
| Total Direct Charges: |  |
| Total Indirect Charges: |  |
| TOTAL: |  |

# Exhibit E: Environmental Compliance Information

“Yes” indicates that the environmental regulation or statute may apply to your project. Write the word “yes” or “no” in the Yes/No column. If unknown, write “unknown” in comments section. Please provide relevant information and/or documentation to support your answers. Resources for this documentation can be found in our MEMA mitigation guidance page at: <https://www.mass.gov/service-details/hma-program-guidance>. This list is not all-inclusive.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Environmental Regulation or Statute** | | **Yes** | **No** | **Comments** |
| **National Historic Preservation Act (NHPA)** | | | | |
| 1.A | Would the proposed project affect, or is the proposed project in close proximity to, any buildings or structures 50 years or more in age? |  |  |  |
| 1.B | Will the proposed project involve disturbance of ground? If yes, provide approximate SF/LF and approximate depth, and provide past use. |  |  |  |
| 1.C | Will the proposed project affect or involve removal of any vegetation? |  |  |  |
|  |  |  |  |  |
| **Endangered Species Act (ESA)** | | | | |
| 2.A | Are federally listed or endangered species, or their critical habitat, present in or near the project area and, if so, which species are present? |  |  |  |
| 2.B | Will the proposed project remove or affect vegetation? |  |  |  |
| 2.C | Is the proposed project in or near (within 200 feet), or likely to affect, any type of waterbody or body of water? |  |  |  |
|  |  |  |  |  |
| **Clean Water Act (CWA) and Rivers and Harbors Act** | | | | |
| 3.A | Will the proposed project involve dredging or disposal of dredged material, excavation, the addition of fill material, or result in any modification to water bodies or wetlands designated as “waters of the United States” as identified by the U.S. Army Corps of Engineers or on the National Wetland Inventory? |  |  |  |
|  |  |  |  |  |
| **Executive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection of Wetlands)** | | | | |
| ***(note: see additional floodplain/FIRM questions immediately following this chart)*** | | | | |
| 4.A | Does a Flood Insurance Rate Map, Flood Hazard Boundary Map, hydrological study, or some other source indicate that the project is located in, or will affect, a 100-year floodplain, a 500-year floodplain (if a critical action), an identified regulatory floodway, or an area prone to flooding? |  |  |  |
| 4.B | Is the proposed project located in, or will it affect, a wetland as listed in the National Wetland Inventory? |  |  |  |
| 4.C | Will the proposed project alter a watercourse, waterway, body of water, water flow patterns, or a drainage way, regardless of its floodplain designation? |  |  |  |
| **Environmental Regulation or Statute** | | **Yes** | **No** | **Comments** |
| 4.D | Is the proposed project located in, or will it affect, a floodplain or wetland? If yes, the 8-step process summarized in HMA Job Aids must be completed. |  |  |  |
| 4.E | Is the Community participating in the NFIP? If “Yes” provide the NFIP Community ID # (FEMA-CID code) and Date |  |  |  |
|  | Is there a Flood Insurance Study (FIS) available for your community? |  |  |  |
|  | Is the project located in a Special Flood Hazard Area (SFHA)? |  |  |  |
|  |  |  |  |  |
| **Coastal Zone Management Act (CZMA) and Coastal Barrier Resources Act (CBRA)** | | | | |
| 5.A | Is the proposed project located in the State’s designated coastal zone? |  |  |  |
| 5.B | Is the proposed project located in a Coastal Barrier Resources System Unit or Otherwise Protected Area? |  |  |  |
|  |  |  |  |  |
| **Farmland Protection Policy Act (FPPA)** | | | | |
| 6.A | Will the proposed project convert more than 5 acres of “prime or unique” farmland outside city limits to a non-agricultural use? |  |  |  |
|  |  |  |  |  |
| **Resource Conservation Recovery Act (RCRA) and Comprehensive Environmental Response, Compensation, and Liability Act** | | | | |
| 7.A | Is there reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? |  |  |  |
| 7.B | Are there are any studies, investigations, or enforcement actions related to the property associated with the proposed project? |  |  |  |
| 7.C | Will any project construction or operation activities involve the use of hazardous or toxic materials? |  |  |  |
| 7.D | Are any of the current or past land uses of the property associated with the proposed project or are any of the adjacent properties associated with hazardous or toxic materials? |  |  |  |
|  |  |  |  |  |
| **EO 12898/EO 14008/Justice 40 (Environmental Justice for Low Income and Minority Populations)** | | | | |
| 8.A | Are there any low-income or minority populations in the project’s area of effect or adjacent to the project area? |  |  |  |
|  |  |  |  |  |
| **Massachusetts Environmental Policy Act (MEPA)** | | | | |
| 9.A | Does your proposed project meet or exceed any Massachusetts Environmental Policy Act (MEPA) thresholds for preparation of an Environmental Notification Form (ENF), or mandatory Environmental Impact Report (EIR)? |  |  |  |
|  |  |  |  |  |
| **Other Environmental/Historic Preservation Laws (including applicable State laws) or Issues** | | | | |
| 10.A | Are other environmental/historic preservation requirements associated with this project? |  |  |  |
| **Environmental Regulation or Statute** | | **Yes** | **No** | **Comments** |
| 10.B | Are any controversial issues associated with this project? |  |  |  |
| 10.C | Have any public meetings been conducted, public notices been circulated, or public comments been solicited on the proposed project? |  |  |  |
| 10.D | Is the waterway designated under the National Wild and Scenic Rivers Act? |  |  |  |
| 10.E | Is the project located in (or adjacent to) an Area of Critical Environmental Concern (ACEC)? |  |  |  |
|  |  |  |  |  |
| **Miscellaneous** | | | | |
| 11.A | Please identify the environmental permits anticipated for project implementation (local Conservation Commission approval, Army Corps of Engineers, Chapter 91, etc.) |  |  |  |

**Additional Floodplain/FIRM Information:**

Based on the FIRM, indicate the flood zone(s) of the project site(s) (e.g., A10, C, AE, V): \_\_\_\_\_\_\_\_\_\_\_\_\_

100-Year (base) flood elevation at the site is \_\_\_\_\_\_\_\_\_\_ Ft.

NGVD 29 (MSL) NAVD 88 Other (i.e. local)

Source of 100-year (base) flood elevation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Floodplain Administrator consulted? Yes No Unknown

Floodplain Consultation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Floodplain Administrator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floodplain Consultation Comments:

# Exhibit K

## 

## General Conditions

The undersigned submits this Sub-Application under the Federal Emergency Management Agency’s **Hazard Mitigation Grant Program (HMGP)** and does hereby certify that the Sub-Applicant will fulfill all requirements of the program.

The undersigned acknowledges that actions initiated and or completed without fulfilling the specific documentation and procedural requirements of the National Environmental Policy Act (NEPA) may not be considered for FEMA funding. Only in rare situations, where actions were initiated in an emergency to prevent or reduce an immediate threat to life, health, property or severe economic losses can exceptions be considered, if otherwise eligible. However, no project Sub-Application can be considered for FEMA funding if the project was initiated prior to the receipt of this Sub-Application from the Massachusetts Emergency Management Agency (MEMA).

The undersigned acknowledges that to retain eligibility for funding, the Sub-Applicant may not initiate work on this project prior to FEMA approval. Furthermore, that as a condition of any project approval, the Sub-Applicant acknowledges that they are responsible for obtaining all required permits and approvals (federal, state & local) prior to project initiation, including but not limited to obtaining easements, right-of-way access, etc. necessary for project implementation and long-term maintenance of the proposed mitigation activity. Copies of all permits are to be forwarded to MEMA prior to project construction. Any modifications to the approved scope of work must be submitted to MEMA and FEMA for approval. All site inspections and maintenance should be documented and maintained by the Sub-Applicant, since this would be essential in determining the eligibility of federal funding for future damages arising at the sites.

The undersigned acknowledges that other types of federal assistance that have been received for this project have been identified within this Sub-Application. In addition, all requests or anticipated requests for funding made to other federal agencies or sources are also identified within this Sub-Application.

Signature Date

Printed Name

Title

# Exhibit L

# 

## Funding Commitment

FEMA administers cost-sharing requirements consistent with 2 CFR Sections 200.29, 200.306, and 200.434. To meet cost-sharing requirements, the non-Federal contributions must be verifiable from the sub-recipient’s records, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations (2015 HMA Guidance, Part II, Section C. Cost Sharing).

I hereby certify that the 10% local share of this project:

Is available

The individual homeowner/property owner(s) will provide the local match in its entirety. (Please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.)

Will be available within 3 months of submitting this project Sub-Application

Will be available within \_\_\_\_\_\_\_ months of submitting this project Sub-Application and will require the

following action by the Sub-Applicant:

Describe the source of local share:

I certify that local match funding will be committed and available from the *City/Town/Sub-applicant*

, Commonwealth of Massachusetts.

Signature Date

Printed Name

Title

# Exhibit M

## Maintenance Agreement

The *City/Town/Sub-applicant* , Commonwealth of Massachusetts, hereby agrees that if it receives any Federal aid as a result of the attached project Sub-Application, it will accept responsibility, at its own expense, if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient’s maintenance responsibilities following project award and to show the Sub- recipient’s acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by any Federal law or regulation and which are in force on the date of project award.

Annual inspections should be documented and maintained by the Sub- recipient, since this would be essential in determining the eligibility of Federal funding for future damages arising at the project site.

To the best of my knowledge and belief, all information that is submitted within this Sub-Application is true and correct. I represent this Sub-Applicant and am authorized by the governing body of this jurisdiction to commit the local matching share.

Signature Date

Printed Name

Title

(end of grant sub-application)

1. Individual authorized to sign certification (i.e. Contractor Authorized Signatory Listing) [↑](#footnote-ref-1)
2. Individual that the sub-applicant wishes the State (MEMA/DCR) to contact/email for additional information/questions regarding the sub-application (i.e. primary point of contact) [↑](#footnote-ref-2)
3. [↑](#endnote-ref-1)