

Massachusetts Emergency Management Agency (MEMA)

Notice of Funding Opportunity (NOFO) FY 2023 Flood Mitigation Assistance (FMA) Swift Current

(Posted: 7/15/2024)

1. Program Overview

The FMA Swift Current grant program makes federal funds available to states, U.S. territories, federally recognized tribal governments, and local governments to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP). It does so with a recognition of the growing flood hazards associated with climate change, and of the need for flood hazard risk mitigation activities that promote climate adaptation, equity, and resilience with respect to flooding. These include both acute extreme weather events and chronic stressors which have been observed and are expected to increase in intensity and frequency in the future.

2. Funding Availability

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

FY2023 Flood Mitigation Assistance (FMA) Swift Current Program

(Federal Award ID/Funding Opportunity # DHS23-MT-029-000-99);

Assistance Listings Title Number (formally Catalogue of Federal Domestic Assistance Number):

97.029 Amount of funding available: \$300,000,000 available nationwide.

- Activity Caps for FY2023 FMA Swift Current (Massachusetts):
 - Based on the applicant eligibility criteria in the FY 2023 Swift Current Notice of Funding Opportunity, FEMA has determined as a result of the DR-4780-MA disaster declaration that the Commonwealth of Massachusetts is eligible for Swift Current activation with an allocation up to \$20,000,000.

3. Authorities and References

Section 1366 of *The National Flood Insurance Act* of 1968, as amended (Pub. L. No. 90-448) (42 U.S.C. 4104c)

Division J, Title V of the Infrastructure Investment and Jobs Act, Pub. L. No. 117-58 135 Stat. 1387-1388 (2021).

Hazard Mitigation Assistance Program and Policy Guide (2023)

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200

4. Priorities

The State priorities for the FMA Swift Current grant aligns with FEMA priorities. Those include: Individual Flood Mitigation Projects for Repetitive Loss (RL), Severe Repetitive Loss (SRL), or properties deemed Substantially Damaged after the applicant's disaster declaration date. (Definitions for these terms can be found in Section C Eligibility Information, Cost Share and Match of this funding opportunity).

In addition, FMA Swift Current aims to incentivize flood mitigation projects that will advance equity (see Executive Order 14091: Further Advancing Racial Equity and Support for Underserved Communities Through the Federal Government) and that will benefit disadvantaged communities as discussed in Executive Order (EO) 14008: Tackling the Climate Crisis at Home and Abroad. In implementing the Administration’s Justice40 Initiative, established in EO 14008 and discussed in subsequent guidance, FMA Swift Current will be identifying a disadvantaged community, also referred to as a Justice40 community, using the Climate and Economic Justice Screening Tool (CEJST). Communities are considered disadvantaged communities if they are in census tracts that meet the thresholds for at least one of the tool’s categories of burden, or if they are on lands within the boundaries of a federally recognized Tribal government. Further, all eligible Federally Recognized Tribes or Tribal entities are Justice40 communities (whether or not they have land). In addition, census tracts that are completely surrounded by disadvantaged communities, as described above, are also considered disadvantaged if they meet an adjusted low- income threshold (at or above the 50th percentile). Justice40 communities have been marginalized by society, overburdened by pollution, and/or underserved by infrastructure and other basic services. More information about the CEJST methodology, datasets, and downloadable files can be found on the CEJST website at: <https://screeningtool.geoplatform.gov>

5. **Subapplicant Eligibility**

Eligible subapplicants: State agencies, federally recognized Tribal organizations and local governments (including cities, townships, counties, and special district governments). **For projects that benefit individual home or business owners, the local government must be the subapplicant on behalf of the individuals and businesses.** For municipalities, the Subapplicant must be the “City/Town of,” not a specific municipal department. The organization must have a current Unique Entity Identifier (UEI) issued with the same name and legal address as the subapplicant.

To be eligible for project grants, subapplicants (except state agencies which are covered under the Standard State Plan) must have a current, non-expired and FEMA-approved Local or Tribal Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations, Part 201) by the application deadline and at the time of obligation of grant funds for project (award). All applicants and subapplicants must be participating in the NFIP, and not be withdrawn, on probation, or suspended. NFIP community status can be verified at <https://www.fema.gov/national-flood-insurance-program-community-status-book>. Structures eligible for Individual Flood Mitigation Projects must have an NFIP policy (including a Group Flood Insurance Policy [GFIP]) in effect prior to the opening of the application period and the policy must be maintained throughout the life of the structure. The requirement of maintaining flood insurance shall apply during the life of the property, regardless of transfer of ownership of such property. If the subapplicant does not comply with this requirement, FEMA may take one or more actions as remedies for noncompliance, as appropriate. This could include disallowing all or part of the cost of the activity or action not in compliance. For additional details on NFIP requirements, see Title 44 of the Code of Federal Regulations (C.F.R.) § 77.6.

6. **Grant Deadlines**

APPLICATIONS MUST BE RECEIVED BY THE STATE-ESTABLISHED DEADLINES IN ORDER TO BE CONSIDERED FOR FUNDING.

Important Dates:

- FMA Swift Current grant availability announcement date: 5/29/2024

- State Notice of Funding Opportunity (NOFO) posting date: 7/15/2024
- State Grant Briefing: 07/25/2024 – 1:00PM (Recording posted on MEMA Website)
- **Statement of Interest deadline for FY23 FMA Swift Current: 8/26/2024 - REQUIRED**
- **Submission of BCA for FY23 FMA Swift Current (if applicable): 9/02/2024**
- **Subapplication final STATE deadline for FMA Swift Current: 9/16/2024**
- Anticipated FEMA Funding Selection Date (FMA): 09/01/2025 (Anticipated)
- Anticipated FEMA Award Date: Rolling

Please note that state deadlines differ from published FEMA deadlines to allow the State time for working with subapplicants on revisions, and time for review and ranking of the subapplications.

7. Cost Share

Cost share varies depending on the activity type, Centers for Disease Control and Prevention (CDC) Social Vulnerability Index (SVI) score, and individual property's repetitive loss status. Available cost shares include: 75% federal/25% non-federal, 90%/10%, and 100%/0%. MEMA will help determine the applicable cost share for each project.

The non-federal cost share may consist of cash (including local, state, or private cash payments such as (e.g., general funds, MassWorks or MVP grants, etc.), donated or third-party in-kind services, materials, or any combination thereof. In-kind or force account labor may be from staff salary and fringe. Applicants cannot apply other federal award funds toward the FMA non-federal cost share unless the other federal statutory authority allows the funds to be used to meet cost-share requirements. In general, the non-federal cost-share requirement may not be met with funds from other federal agencies or federal grant programs. The Mitigation Unit can provide clarification on exemptions.

Individual Flood Mitigation Projects federal cost share options and definitions:

- Up to 100% federal cost share funding for FMA defined Severe Repetitive Loss (SRL) (B)(i) or (B)(ii) properties in 42 U.S.C. § 4104c(h)(3), is a structure that:
 - Is covered under a contract for flood insurance made available under the NFIP; and
 - Has incurred flood-related damage
 - For which four 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 claim payments exceeding \$20,000, **or**
 - For which at least two 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
 - To receive an increased federal cost share under these provisions, properties must meet the FMA SRL definition. Applicants and subapplicants that are requesting an increased federal cost share must submit documentation with their application or subapplication demonstrating that properties meet the definition.
- Up to 90% federal cost share funding for FMA defined Repetitive Loss (RL) properties in 42 U.S.C. § 4121(a)(7) is a structure covered by a contract for flood insurance made available under the NFIP that:
 - Has incurred flood-related damage on two 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**

- At the time of the second incidence of flood-related damage, the contract for flood insurance contains Increased Cost of Compliance (ICC) coverage.
- To receive an increased federal cost share under these provisions, properties must meet the FMA RL definition. Applicants and subapplicants that are requesting an increased federal cost share must submit documentation with their application or subapplication demonstrating that properties meet this definition.
- Up to 90% federal cost share funding for each NFIP-insured property located within a census tract with a CDC SVI score that is not less than 0.5001, and for which the mitigation activity is funded by the Bipartisan Infrastructure Law (BIL). FEMA will determine the CDC SVI score using the following three SVI themes: Socioeconomic Status, Household Characteristics, and Housing Type and Transportation, **or**
- Up to 75% federal cost share funding if a higher federal cost share is not available. To note, the Individual Flood Mitigation Project's Repetitive Loss (RL) 90% federal cost share and the Severe Repetitive Loss (SRL) 100% federal cost share options are only eligible for those NFIP properties meeting FMA definitions under 42 U.S.C. § 4104c(h)(3) and 42 U.S.C. § 4121(a)(7). These federal cost shares are not available for NFIP defined SRL and RL properties.

8. **Overview of Program**

Statement of Interest (SOI)

Interested subapplicants must fill out and submit a completed Statement of Interest. The Statement of Interest will include information on the potential project and allow determination of basic eligibility, and for BRIC/FMA to initiate access to MT eGrants's Application Portal.

The SOI form is available online at: <https://www.mass.gov/forms/mitigation-statement-of-interest-for-construction-projects-as-of-july-2024>

Application Development and Application Submission

Subapplicants who have SOIs that are recommended by the Mitigation Unit to continue on in the process, will be asked to create and submit a full subapplication. Full subapplications must be submitted in the FEMA MT eGrants system.

Grant Award

Following the State submission of HMA subapplications, FEMA will review subapplications submitted by each applicant to ensure compliance with the HMA Guidance, including eligibility of the applicant and subapplicant, eligibility of proposed activities and costs, completeness of the subapplication, cost-effectiveness, engineering feasibility (mitigation projects), and eligibility and availability of the non-federal cost share. Projects identified for further review for FMA transfer from the FEMA Headquarters level to the FEMA Region 1 office in order to conduct EHP compliance and additional technical reviews. Upon receipt of an award for a specific grant, MEMA will notify the subapplicant and hold a kickoff meeting. All subapplicants are required to submit quarterly reports on both the performance and financial aspects of the grant to MEMA.

9. **Eligible Project Types**

Mitigation Projects are cost-effective projects designed to increase resilience and public safety; reduce injuries and loss of life; and reduce damage and destruction to property, critical services, facilities, and infrastructure. Projects are eligible if they result in a reduction to future natural hazard damage. FEMA's

Hazard Mitigation Assistance (HMA) Programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist subapplicants 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 an increase 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.

- Eligible activities in FMA Swift Current are Individual Flood Mitigation Projects, for example, structure elevation, property acquisition and structure demolition/relocation, dry floodproofing, and mitigation reconstruction. FMA Swift Current aims to streamline funding through disaster declaration and flood insurance claims-based eligibility criteria, minimized application periods, and narrowed project type eligibility to Individual Flood Mitigation Projects that are Severe Repetitive Loss, Repetitive Loss and Substantially Damaged. A complete list and details on individual mitigation projects can be found below and in the 2023 FEMA Hazard Mitigation Assistance Program and Policy Guide.
- All mitigation project applications must include a FEMA Benefit-Cost Analysis (BCA), using FEMA BCA v6.0, or streamlined cost-effectiveness narrative if total cost of less than \$1,000,000, or pre-calculated benefits documentation to document the project's cost-effectiveness. BCA's must include the required back-up documentation.
- Applicants are required to submit a FEMA Benefit Cost Analysis to MEMA by September 2, 2024 to ensure the project meets this fundamental eligibility requirement. MEMA will review and provide feedback on BCAs on a first come-first served basis. If BCA assistance will be requested, please submit the BCA as early as possible.
 - For projects with a total cost of less than \$1,000,000, the subapplicant may provide a narrative that includes qualitative and quantitative data demonstrating the benefits and cost-effectiveness of the project. Total project costs include all project costs, not just the federal share. Instructions for completing a cost-effectiveness narrative may be found on the FEMA BCA website. FEMA will validate the cost effectiveness and estimate a benefit cost ratio of the proposed project during its review.
 - Structure acquisitions and elevations located in the Special Flood Hazard Area (SFHA) may use pre-calculated benefits to determine cost effectiveness. The updated values for use of pre-calculated benefits to determine cost effectiveness of elevations and acquisitions in the SFHA are: \$360,000 per structure for acquisitions and \$228,000 per structure for Elevations (and Mitigation Reconstruction).
- Sub-recipient management costs can be included in your project subapplication. This is financial assistance to reimburse the recipient for eligible and reasonable indirect costs, direct administrative costs, and other administrative expenses associated with a specific mitigation measure or project up to 5 percent of the total amount of the grant award.
- Pre-award costs directly related to developing the application that are incurred are allowed subject to FEMA's written approval. Refer to Section 12 of this document for details on pre-award cost timelines. Pre-award costs, if included, must be listed separately in the budget as a clearly defined line item, and also included in the BCA project cost. Applicants who are not awarded grants will not receive reimbursement for the corresponding pre-award costs.
- In order to safeguard Personally Identifiable Information (PII) associated with NFIP properties, an Information Sharing Access Agreement (ISAA) is required by FEMA to gain access to NFIP

datasets needed to produce a benefitting area map. Please contact the MEMA Mitigation team for information on the ISAA. Please note that the approval process can take up to two weeks.

Applications Specific to Flood Mitigation Assistance (FMA) Swift Current include:

- **Individual Flood Mitigation Projects:** Projects that mitigate the risk of flooding to individual NFIP insured structures, such as elevations and acquisitions.

10. Application Elements

- Applicant information
- Local Hazard Mitigation Plan information
- Scope of Work
- Project Schedule– Project must identify a series of milestones throughout the work schedule that FEMA will review and approve. Maximum of 36 months is allowed. The applicant may submit a request for a longer POP in the application for FEMA to review and approve. A longer POP must be requested, documented, reasonable, and justified.
- Detailed Budget
- Source of local cost share
- Benefit-cost analysis (BCA),streamlined cost-effectiveness narrative if total cost of less than \$1,000,000, or pre-calculated benefits documentation
- Environmental & Historic Preservation Considerations – Detailed information must be provided describing the potential impacts to environmental resources or historic properties and any consultations or permitting that has already occurred.
- FEMA Assurances
- Additional documentation may be required depending on the specific project type. Please refer to the FEMA NOFO for more information.

11. Sub-Grant Submission

FMA Swift Current

Recommended subapplications for FMA Swift Current will submit complete applications in MT eGrants for potential award and funding. MEMA will support application development as needed. **Full applications for mitigation projects are required to be submitted via MT eGrants by September 16, 2024, at 5:00PM EST (State deadline).**

FEMA MT eGrants is the application portal for this grant. In order to register for MT eGrants, applicants must first be registered in www.sam.gov. The registration process in www.sam.gov and MT eGrants can take up to sixteen business days. Please be sure to register by August 26, 2024, to avoid any delays. Once registered in MT eGrants, MEMA will be responsible for authorizing access to your organization in order to complete the FMA Swift Current application in the system.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with login.gov;

- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Register in MT eGrants
- i. Submit an initial application in Grants.gov;
- j. Submit the final application in MT eGrants, including electronically signing applicable forms; and
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

12. Pre-Award Costs

Pre-award costs directly related to developing the subapplication 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 subapplications. 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). Pre-award costs must be identified as separate line items in the cost estimate of the subapplication. All pre-award costs must also be included in the BCA calculation.

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

13. 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 Period of Performance starts with the acceptance of the award and ends no later than 36 months; subapplicants may submit a request for a longer POP in the application for FEMA to review and approve. 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.

14. Briefing Webinar – July 25 – 1:00PM

To assist potential subapplicants who are considering applying for HMA funding, MEMA will be hosting a grant program briefing webinar on July 25, 2024 at 1:00PM. This webinar will be recorded and made available on the MEMA Website. Topics covered include the 2023 HMA Program and Policy Guide, Statement of Interest and MT eGrants application process, 2 CFR Part 200 procurement requirements, potential Environmental Assessment (EA) requirements, BCA requirements, and much more. [Please visit](#)

[the MEMA Mitigation Website for more information](#). Interested subapplicants are strongly encouraged to attend the briefing as requirements regarding the grant programs will be described and discussed in detail.

15. Project Evaluation Criteria

The State Hazard Mitigation Team (SHMT) will evaluate all eligible and complete proposals on a competitive basis. The SHMT 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.

Each project will be reviewed and ranked against the ranking criteria listed in the [FEMA Notice of Funding Opportunity](#).

16. Requirements and Conditions for Federal Award

- All FEMA HMA grant project applications require a local FEMA-approved ‘Multi-Hazard Mitigation Plan’ at the time of the application and at the time of obligation of grant funds (project award).
- A Statement of Interest (SOI) is required to allow the State to review and prioritize projects and provide application development technical assistance.
- Projects must be able to be permitted under Federal, State & local permit procedures including, 44CFR Parts 9 & 10 (Floodplain Management & Wetland Protection).
- All non-critical structure elevation, dry floodproofing, and mitigation reconstruction projects in a Special Flood Hazard Area must apply, at a minimum, the flood elevations of the Federal Flood Risk Management Standard’s Climate Informed Science (CISA), Freeboard Value Approach (FVA), or the 0.2% annual chance flood elevation, unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard’s Freeboard Value Approach.
- For critical actions in the Special Flood Hazard Area, the elevation requirements from 44 CFR Section 9.11 continue to apply. For any new construction or substantial improvement of structures, the lowest floor of the structure (including the basement) must be at or above the level of the 0.2% annual chance flood elevation or an additional 3 feet above the BFE, whichever is higher.
- Mitigation projects must, at a minimum, be in conformance with the latest published editions (meaning either of the two most recently published editions) of relevant consensus-based codes, specifications, and standards that incorporate the latest hazard-resistant designs.
- Mitigation projects must be technically feasible and effective in increasing the level of protection.
- All spending must comply with the federal procurement standards described in [2 CFR 200.317 through 2 CFR 200.327](#). If your project is awarded, you must expend funds (even pre-award costs) under your official, documented procurement procedures, and ensure you comply with applicable federal, state, and local laws & regulations. Federal procurement standards must also be followed for [using contract support](#) for the development of HMA grant subapplications.
 - Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the

development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees

- Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- Section 70914 of the Build America, Buy America Act (BABAA), Pub. L. No. 117-58, §§ 70901- 52, requires all federal agencies, including FEMA, to ensure that no federal financial assistance for “infrastructure” projects is provided “unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.” On April 18, 2022, the Office of Management and Budget (OMB) issued OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure (OMB Memo M-22-11). This memo provides implementation guidance for federal agencies on the application of a domestic preference to federal financial assistance programs for infrastructure and a transparent process to waive such preference, when necessary.
- Applicants must demonstrate that mitigation projects are cost effective. This is demonstrated utilizing the FEMA approved BCA software (v6.0), streamlined cost-effectiveness narrative if total cost of less than \$1,000,000, or pre-calculated benefits documentation.
- Mitigation projects must solve a problem independently or constitute a functional portion of a long-term solution for which there is assurance that the project as a whole will be completed, or there is a reasonable plan and available funding for completion.
- **Special Flood Hazard Area** - If the mitigation project is located in a Special Flood Hazard Area, it must meet both of the following conditions:
 - The project is in a jurisdiction participating in the National Flood Insurance Program that is not on probation, suspended, or withdrawn.
 - The property owner obtains and maintains flood insurance for the life of the structure, regardless of transfer of ownership, in an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the mitigated property, whichever is less.
- **Contract Terms & Conditions** – The terms and conditions of the State Contract include, but are not limited to the following items:
 - *Grant Modifications* - The Scope of Work, Budget and Work Schedule, approved by FEMA and included in the application and/or FEMA Award, is the only work that is eligible for reimbursement. Scope of work and budget modification requests must be submitted and approved in advance of any changes; time extension requests must be requested a minimum of 90 days prior to the contract end date. Failure to comply with these requirements may result in full forfeiture of the federal funding award.
 - *Designation of Project Manager* - At the time of award, the grant recipient must name a Project Manager who will be responsible for the duties of carrying out the federal award.
 - *Quarterly Reports* - All recipients are required to submit a quarterly report on the form provided by MEMA, as evidence of project progress and any project issues that materialize. The report is due on October 1st, January 1st, April 1st and July 1st of each year. The information on these reports is expected to be accurate. Quarterly reports do not substitute a grant modification request as outlined above. Reports are submitted to FEMA. Progress towards meeting the Go/No-Go milestones must be reported in the quarterly progress reports. Failure to submit quarterly reports in a timely manner may jeopardize federal reimbursement.

- *Requests for Funds* - Only the costs delineated in the approved budget in your state contract and defined as allowable costs in 2 CFR Part 200 are eligible for reimbursement. Only those costs incurred during the time periods specified in the State Contract are eligible for reimbursement. Funds shall be released by MEMA to the recipient on a reimbursement basis or in special instances, on a short-term advance basis as authorized by Federal law and negotiated with the Agency, consistent with Federal and State regulations. Funds shall be requested on the Request for Funds form provided by MEMA. The grant represents the federal share of the project. The federal share is typically up to 75% of the total eligible project costs. Should project costs increase, the local share must increase as the federal share is fixed once it is awarded. Final requests for funds must be submitted no later than 30 (thirty) days after the state contract end date.
- *Documentation Required for Release of Funds* - The Sub-Recipient shall provide the following documentation to MEMA concurrent with each Request for Funds form:
 - Documentation which demonstrates that the work for which funding is requested is completed to all applicable Federal, State, and local codes and standards. This includes permits, inspection reports, photos, description of the work performed in sufficient detail, etc.
 - Documentation which demonstrates that the goods and/or services for which reimbursement is requested were procured in a manner consistent with local and state policies and in accordance with Federal procurement regulations in 2 CFR Part 200. This includes bids, notifications, contracts, etc.
 - Vendor/supplier invoices that provide detail for date(s) of service, tasks completed, and detail by line item. For construction projects, Certified Payroll is required.
 - Documentation that demonstrates that payment was made by the Sub-Recipient to vendors/suppliers (“Proof of Payment”). This may include, but is not limited to, cancelled checks, signed payroll warrants, certified municipal payment records.
 - Documentation which demonstrates the expenditure of the required local cost- share. Where “in-kind” services are provided by the Sub-Recipient, timecards, payroll reports and appropriate reports that show detail of the work completed will be required.
 - For elevation and retrofit (i.e. utility) projects, a Homeowner Elevation Summary Sheet must be completed for each property.
- *Cost Overrun* - Sub-Recipients will notify the Agency when/if they anticipate a cost overrun. The Sub-Recipient must cover the cost overrun with local funds.
- *Permits, Bid Specifications, Design Drawings and Plans* - The Sub-Recipient shall provide electronic copies of all permits and approvals required in support of the project prior to construction. Failure to obtain all appropriate federal, state, and local environmental permits may jeopardize federal funding. Please note that any changes made in the review, consultation or permitting process must be reviewed by MEMA and may need FEMA approval before construction proceeds. The Sub-Recipient shall provide an electronic set of final “as-built” drawings/plans. Final payment will be made after receipt of final deliverables. For Acquisition and Structure Elevation projects, refer to the 2023 Hazard Mitigation Program and Policy Guide Part 12 Sections B.1 and B.2 for additional close-out documentation requirements such as, but not limited to, recorded deed, statement of voluntary participation, FEMA Form 086-0-35C (formally AW-501), Certificate of Occupancy, certification of compliance, and final elevation certificate.
- *Record Keeping and Retention, Inspection of Records* - The Sub-Recipient shall maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit, or other inquiry involving a Contract. The

Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

- *Project Sign* - For physical construction projects with total costs over \$500,000 and located within a contiguous site, the Sub-Recipient shall erect a sign, at a suitable location near the project site. This sign shall be at least eight (8) feet long by four (4) feet high and meet the specifications delineated by MEMA. Please confer with the mitigation staff on this requirement.
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17. Contact Information

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

For specific inquiries:

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For more information visit the ‘Hazard Mitigation Assistance Grant Programs’ section of the MEMA website at www.mass.gov/hazard-mitigation-assistance-hma-grant-programs.

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