

Massachusetts Emergency Management Agency (MEMA)

Notice of Funding Opportunity (NOFO) FY 2019 Pre-Disaster Mitigation FY 2019 Flood Mitigation Assistance Posted: September 6, 2019

Funding Availability

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

2019 Pre-Disaster Mitigation Grant (PDM) Program
(Federal Award ID# DHS-19-MT-047-000-99);
Assistance Listings Title (formally Catalogue of Federal Domestic Assistance Number): 97.047
Amount of funding available: \$250,000,000 available nationwide

2019 Flood Mitigation Assistance (FMA) Program
(Federal Award ID# DHS-19-MT-047-00-99);
Assistance Listings Title (formally Catalogue of Federal Domestic Assistance Number): 97.029
Amount of funding available: \$160,000,000 available nationwide

Authorities and References

Section 203 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act), as amended (Pub. L. No. 93-288) (42 U.S.C. 5133)
Section 1366 of *The National Flood Insurance Act* of 1968, as amended (Pub. L. No. 90-448) (42 U.S.C. 4104c)
Consolidated Appropriations Act, 2019 (Pub. L. No. 116-6)
Hazard Mitigation Assistance Guidance and Addendum (2015)
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200

Cost Share

PDM cost share is 75% federal / 25% non-Federal.
FMA cost share varies depending on the project. Available cost shares include: 75% federal/25% non-federal, 90%/10%, and 100%/0%
Non-Federal share may include: Cash, including local, state, private cash payments (e.g. general funds, MassWorks or MVP grants, etc.), Force account labor (e.g. DPW staff salary and fringe), equipment, materials, volunteer or donated labor (or any combination thereof). In general, the non-Federal cost-share requirement may not be met with funds from other Federal agencies or federal grant programs.

Timelines

FEMA grant availability announcement date: 8/26/2019
State grant availability announcement date: 9/6/2019
State notice of funding opportunity date: 9/6/2019
State Grant Briefings: 9/19/2019 to 10/8/2019
FEMA application opening date (first date that sub-applications may be submitted): 9/30/2019
Statement of Interest deadline (for potential mitigation projects): 10/11/2019 - REQUIRED
Application Development Assistance: Begins on 10/11/2019
Sub-application final State deadline for PDM/FMA: 12/9/2019
Anticipated FEMA Funding Selection Date: 6/1/2020
Anticipated FEMA Award Date: 12/30/2020

Sub-Applicant Eligibility

Eligible sub-applicants: 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 sub-applicant on behalf of the individuals and businesses.

To be eligible for project grants, sub-applicants (except State Agencies which are covered under the Standard State Plan) must have a locally adopted and FEMA-approved Local Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations, Part 201) by the application deadline.

OVERVIEW OF PROGRAM

Statement of Interest (SOI)

Interested sub-applicants must fill out and submit a completed Statement of Interest by 10/11/2019.

The Statement of Interest will include information on the potential project and allow the State to rank and select projects to invite to full sub-applications. More information on this new step in the grant process will be provided at the grant briefings and in later email correspondence. The SOI form is available online at <https://www.mass.gov/service-details/pdm-fma-grants>

Review & Ranking

After the SOI deadline, the Interagency Review Panel, comprised of representatives and subject matter experts from state's agencies, will convene to review and then rank the SOIs based upon PDM / FMA Project Evaluation Criteria.

Application Development and Application Submission

Sub-applicants which have SOIs that are 'recommended' by the Interagency Review Panel to continue on in the process, will be asked to create and submit a full sub-application. Applications include Hazard Mitigation Planning, Advance Assistance or Project, each described in more detail below. MEMA will provide direct technical assistance and application development guidance for the recommended sub-applications.

Sub-Grant Submission

Recommended sub-applications will submit complete applications in eGrants to FEMA for potential award and funding. MEMA will support application development as needed. Full applications for mitigation projects are required to be submitted via eGrants by December 9, 2019 at 3:00PM EST (State deadline). Sub-recipient access into eGrants is managed by the MEMA. A letter from the Chief Elected Official or Town Manager/Administrator (authorized signatory) must be submitted to MEMA before your account can be activated. A sample letter and instructions on how to register are available on our website at <https://www.mass.gov/service-details/pdm-fma-grants>

Grant Award

Following the State review, ranking and submission of HMA applications, FEMA Headquarters will review sub-applications submitted by each Applicant to ensure compliance with the HMA Guidance, including eligibility of the Applicant and sub-applicant, eligibility of proposed activities and costs, completeness of the sub-application, cost-effectiveness & engineering feasibility of mitigation projects, and eligibility and availability of the non-Federal cost share. Projects identified for further review transfer to the FEMA Regional offices for conducting EHP compliance and additional technical reviews. Upon receipt of an award for a specific grant, MEMA will notify the sub-applicant and hold a kick off meeting. All sub-applicants are

required to submit quarterly reports on both the performance and financial aspects of the grant to MEMA. Periodic site visits and meetings will occur.

APPLICATIONS

Hazard Mitigation Planning Applications

Communities participate in the ‘Commonwealth’s 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 under PDM, **your community must submit a Planning Statement of Interest by October 11, 2019.** Additionally, a supporting Letter of Intent and detailed budget will be required. Letters of Intent submissions for hazard mitigation planning funds must be submitted to MEMA via email by the sub-application final State deadline.

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

- Communities with expired LHMPs
- Communities with no approved LHMP
- Communities with approved LHMPs set to expire in 2020-2022
 - Will be ranked in order of latest to expire within that time period
- Communities who have/will be participating in the EEA Municipal Vulnerability Program (MVP)

Eligible sub-applicants (RPA’s and Communities) can apply as a sub-applicant for a local hazard mitigation planning grant separate from the ‘Commonwealth’s Local Hazard Mitigation Planning Grant’. This grant application would be for regional groups or communities who wish to develop their own expanded scope of work, who have a unique risk or vulnerability profile, or wish to request a large federal cost share. In order to be invited to submit a full planning application, **a detailed Statement of Interest is required to be filled out by October 11, 2019.**

Communities can utilize future funding through the Municipal Vulnerability Program (MVP) towards local share for a Hazard Mitigation Plan, as long as the MVP funding is used after a state contract between the community and the state has been fully executed. Anticipated funding for this grant is expected to open at the end of September 2019. Funding is expected in January 2020.

Advance Assistance (AA) Applications

Sub-applicants may use Advance Assistance to help design, scope, and develop eligible and complete applications. This includes development of feasible project budget, survey, design, EHP compliance documentation, etc. This design work will facilitate viable projects for future grant applications. Sub-applications for Advance Assistance funding may not exceed total of \$200,000 Federal share per state. In order to be invited to submit a full AA application, **a detailed Statement of Interest is required to be filled out by October 11, 2019.**

Project Applications

Projects are eligible if they result in a reduction to future natural hazard damage, such as: stormwater drainage and culvert improvements; floodplain and stream restoration; flood control, diversion, and storage; property acquisition; slope stabilization; infrastructure protection; aquifer storage; emergency generators for critical facilities; seismic and wind retrofits; structure elevations, Community Flood Mitigation and Resilient Infrastructure projects. FEMA’s Hazard Mitigation Assistance Programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist sub-applicants in implementing long-term, cost-effective improvements that will reduce, minimize or eliminate risk to

people and property from the effects of natural hazards. Projects that address operation, deferred or future maintenance, repairs or replacement (without a change in the level of protection provided) of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges and facility repair) are not eligible mitigation grant activities. Please review the 2015 HMA Guidance for a complete list of eligible and ineligible activities. In order to be invited to submit a full application, **a detailed Statement of Interest is required to be filled out by October 11, 2019.**

All proposed project applications must include a FEMA Benefit-Cost Analysis (BCA), using FEMA BCA v6.0 software (*new*), to document the project's cost-effectiveness. BCAs must include the appropriate acceptable back-up documentation, including damage history (or expected damage analyses), rainfall calculations, detour routes, etc. Applications must meet all HMA program requirements, with all appropriate attachments including available engineering studies/design, and display strong commitment to implementation at the time of award. Community participation in the National Flood Insurance Program (NFIP) may also be a requirement for sub-applicant and project eligibility. See Part III, Section E.1 of the FEMA 2015 HMA Guidance for additional details.

Pre-Award Costs

Pre-award costs directly related to developing the PDM grant application or sub-application that are incurred within 8 months of the application period has opened but prior to the date of the grant award are allowed subject to FEMA's written approval. Please note that this is a change from previous NOFOs. Pre-award costs for PDM and FMA FY 2019 can begin on January 30, 2019.

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

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

Grant Deadline

REQUIRED Statement of Interest due: October 11, 2019 (available online)

- See Statements of Interest section in this NOFO for details regarding project submissions. Emails should be sent to: mitigation@mass.gov.

Final eGrants Sub-application for projects and Advance Assistance State deadline for PDM/FMA: 12/9/2019
Note that this is a different date from the FEMA submission deadline, to allow the State time for working with sub-applicants on sub-application revisions, and time for review and ranking of the sub-applications.

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. Given the complexity of the Resilient Infrastructure and Community Flood Mitigation projects, the POP starts with the acceptance of the award and ends no later than 48 months from the Funding Selection Date. Please note that this is a change from previous NOFOs. 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.

Summary of Requirements

- All FEMA HMA grant project applications require a Local FEMA-approved ‘Multi-Hazard Mitigation Plan’ at the time of the FEMA application deadline and at the time of obligation.
- A Statement of Interest (SOI) is required to allow the state to review and prioritize projects, and provide application development technical assistance.
- The cost-effectiveness of proposed projects must be demonstrated using FEMA Benefit-Cost Ratio Software (V6.0, released in July 2019); BCR must be greater than 1.0, and must include appropriate acceptable back-up documentation.
- Must be able to be permitted under Federal, State & local permit procedures including, 44CFR Parts 9 & 10 (Floodplain Management & Wetland Protection).
- If awarded a grant, all FEMA HMA programs are managed on a ‘reimbursement’ basis. Partial reimbursements are allowable.
- Must be able to ensure and certify all costs will be spent in accordance with 2 CFR 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Supporting documentation is required to release funds. All costs must be paid, allowable, and in accordance with the approved Scope of Work.
- The final payment may be held and made after the project is 100% complete and a final inspection has been conducted by MEMA/FEMA.
- Quarterly performance and financial reporting is required.
- No additional funds are available for cost overruns; be conservative (but reasonable) in developing cost estimates.
- Standard State Contract Terms and Conditions apply.

Briefings

To assist potential sub-applicants who are considering applying for FEMA PDM or FMA funding, MEMA will be hosting a series of grant program briefings. Topics to be covered include the 2015 HMA Program Guidance, Statement of Interest and eGrants application process, 2 CFR Part 200 Super Circular, the 2015 addition of the eligibility of major flood control projects, FEMA/DHS CATEXes, potential Environmental Assessment (EA) requirements, the newly released BCA Version 6.0 software, and much more. Please see the grant briefing schedule below. Interested sub-applicants are strongly encouraged to attend one of these briefings as requirements regarding the grant programs will be described and discussed in detail. **To attend a grant briefing or for webinar log-in information, please RSVP by emailing: mitigation@mass.gov**

Briefing Schedule:

Thursday, September 19, 2019

1:00PM to 3:00PM

Webinar

(Webinar log-in information will be distributed at a later date)

Tuesday, September 24, 2019

10:30AM – 12:30PM (Library opens at 10AM)

Carver Public Library

2 Meadowbrook Way, Carver, MA

Wednesday, September 25, 2019

10:00AM – Noon

MA Department of Fire Services – Springfield Campus, Classroom 118
100 Grochmal Avenue, Springfield, MA

Thursday, September 26, 2019

1:00PM – 3:00PM

MA Department of Environmental Protection – Northeast Regional Office
205B Lowell Street, Wilmington, MA

Tuesday, October 8, 2019*

10:00AM – Noon

MEMA Headquarters –*Webinar also Available

400 Worcester Road, Framingham, MA

(*Webinar log-in information will be distributed at a later date)

Additional Trainings

L0276 Benefit-Cost Analysis (BCA): Entry Level

Dates: Tuesday & Wednesday, October 1 & 2, 2019, 8:30AM-5:00PM (2-day course)

Location: MEMA Headquarters, Training Room, 400 Worcester Road, Framingham, MA

Space is limited. Please register for this course through the [MEMA Training Registration System \(TRS\)](#).

On July 29, 2019, FEMA announced the release of the new version of the Benefit-Cost Analysis (BCA) Toolkit, Version 6.0, available to the public, and as of the release date may be used for project applications. This 2-day course is designed as an introduction to the fundamental concepts of benefit-cost analysis (BCA). Cost-effectiveness is a key criterion for determining whether or not a hazard mitigation project is eligible for funding. To assist in assessing cost-effectiveness, the Federal Emergency Management Agency (FEMA) has developed software modules and guidance for conducting BCA of proposed projects. This course applies to and is valid for all FEMA Hazard Mitigation Assistance grant programs.

Procurement under FEMA Awards: Requirements for Recipients and Sub-Recipients When Procuring Services, Equipment, and Supplies with Funding under FEMA Grant Programs

Date: Thursday, September 26, 2019, 9:00AM-12:00PM

Location: MA DEP – Northeast Regional Office, 205B Lowell St., Wilmington, MA

Date: Friday, September 27, 2019, 9:00AM-12:00PM

Location: Hopkinton Police Department, 74 Main Street, Hopkinton, MA

Please register for one of these sessions through the [MEMA Training Registration System \(TRS\)](#).

This half-day training focuses on the requirements set forth in the Uniform Rules so that participants can identify and avoid potential violations of the Federal procurement requirements. Topics include: overview and use of contracts; procurement by tribal, state, and local governments, hospitals, institutions of higher education, and other nonprofit organizations; competition; methods of procurement; cost or price analysis; contractor bonding requirements; and contract provisions.

PDM / FMA Project Evaluation Criteria

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

1. *Project Scope, 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. This includes a plan for obtaining all required state and local environmental permitting that may be required. (0-28 points)
 2. *Benefit Cost Analysis.* A well-defined ‘Benefit-Cost Analysis’ (BCA) is provided with relevant supporting documentation. (0-12 points)
 3. *Commitment.* The application demonstrates commitment to complete the project and is substantiated by providing documentation of the non-federal cost share, signed support by the chief administrative official, and a description of the decision making process. (0-12 points)
 4. *Consistency with Planning.* The application details how the proposed mitigation activity is consistent with the FEMA-approved hazard mitigation plan (HMP) for the local jurisdiction. (0-8 points)
- Resiliency: Up to 40 total points
5. *Co-Benefits and Transferability.* The project will improve resilience (or ability of the system to withstand current and future hazards and disturbances) at, adjacent to, and beyond the project site through key resilience factors. The project offers opportunities for other municipalities to learn from the techniques deployed and offers a replicable approach applicable in other locations across the state. (0-12 points)
 6. *Nature-based solutions.* The project promotes utilization of nature-based solutions and provides environmental benefits. (0-10 points)
 7. *National Priorities.* The project type is consistent with the FEMA national priorities listed in the FEMA Notice of Funding Opportunity. (0-4 points)
(PDM priorities are listed in the PDM FEMA NOFO on pages 17-19. FMA priorities are listed in the FMA FEMA NOFO on pages 18-20.)
 8. *Repeat damages.* If the project is not implemented there will likely be a detrimental impact, loss of essential services, damage to critical facilities, infrastructure, and/or economic hardship. (0-14 points)

Contact Information

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

For specific inquiries:

Shelly O’Toole, Hazard Mitigation Grants Coordinator, **MEMA Regions 1&3**, 508-820-1443,

Michelle.OTOole@mass.gov

Dave Woodbury, Hazard Mitigation Grants Coordinator, **MEMA Regions 2&4**, 508-820-2034,

David.Woodbury@mass.gov

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

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