



# THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY  
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DEPARTMENT OF CONSERVATION AND RECREATION  
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To Potential Hazard Mitigation Grant Applicants:

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are pleased to announce the availability of all three Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance Programs. These programs include the **2018 Pre-Disaster Mitigation Grant (PDM) Program**, the **2018 Flood Mitigation Assistance (FMA) Program**, and the **Hazard Mitigation Grant Program (HMGP)** as a result of the recent federal disaster declarations (FEMA-4372-DR & FEMA-4379-DR). An official Notice of Funding Opportunity (NOFO) will be issued later in August on the MEMA Website and on COMMBUYS.

These federally-funded Hazard Mitigation Assistance (HMA) programs provide significant opportunities to reduce, minimize, or eliminate potential damages to property and infrastructure from natural hazard events, while also reducing the reliance on taxpayer-funded federal assistance for disaster recovery.

- *How do I learn more?* HMA **grant information sessions** and/or grant briefings are available around the state later this month; all potential applicants are invited and strongly encouraged to attend. These sessions will provide an overview of ALL of the HMA programs, available funding, relevant application process and deadlines. The schedule of these sessions can be found on the last page of this letter. Please check our website [www.Mass.gov/MEMA](http://www.Mass.gov/MEMA) as we may schedule additional dates/locations.
- *Who's eligible to apply?* State agencies, Tribal organizations, local governments with an approved Local Hazard Mitigation Plan and certain private non-profits are eligible to apply. Local governments may apply on behalf of the community, homeowners, and private colleges and universities.
- *What type of work is eligible?* Projects that result in a reduction to natural hazard damage, such as: stormwater drainage and culvert improvements; floodplain and stream restoration; flood control; property acquisition; slope stabilization; infrastructure protection; aquifer storage; seismic and wind retrofits; structure elevations; emergency power generators for critical facilities; etc. For PDM and FMA this year, FEMA is prioritizing all-hazard Resilient Infrastructure projects.
- *How do I apply?* If you are interested in applying, the first step is to submit a **Statement of Interest via the MEMA website**. You will be providing us with general information on your project, so that we can better understand your project and guide you towards the appropriate grant program, and other considerations that you may need as you develop your full application package. The Statement of Interest is not a requirement for a full application submission, however, it is strongly recommended. A statement of interest is not a substitute for a full application package as required by the grant programs. The statement of interest can be found at: <https://www.mass.gov/hazard-mitigation-assistance-grant-programs>.

Full application packages are the second step of the application process. Applications for mitigation projects for HMGP are required to be submitted electronically (Adobe .pdf files) via email, file sharing website, or via a thumb-drive sent to MEMA Headquarters in Framingham.

**Paper or hardcopy full applications will not be accepted.** The PDM or FMA full Applications must be submitted via FEMA's eGrants, an electronic grants system.

- *How do I apply for a Mitigation Planning Grant?* To be considered for this year's Local Planning Grant, your municipality must submit a Letter of Intent/Funding Commitment to MEMA by either of the two application deadlines. More information about planning funds and sample letters of intent/funding commitment will be available on our grants web page.
- *What is the grant application deadline?* This program has several important dates and deadlines depending on your project type, complexity and which specific grant program it will be submitted to. For this reason, the Statement of Interest is an important screening tool. Before starting or submitting a full application, please schedule a Technical Assistance Meeting OR contact a Mitigation Grants Coordinator. Contact Information can be found at the end of this notice.
  - **Statement of Interest DUE: October 1, 2018**
  - Application development period: October 2018 to January 2019
  - **Early deadline for full HMGP applications/Final Deadline for PDM/FMA: January 4, 2019**
  - For HMGP only, an additional application development period, and limited technical assistance is available: January 2019-April 2019
  - **Second (final) deadline for HMGP full applications: April 4, 2019, at 3:00PM.**
- *Are there other conditions?* All proposed full applications for projects (not planning) must include a formal Benefit-Cost Analysis (BCA), using FEMA BCA v5.3 software, to document the project's cost-effectiveness. Community participation in the National Flood Insurance Program (NFIP) may also be a requirement for sub-applicants and project eligibility.

Sub-applicants must commit to the non-Federal cost share; this is generally a minimum of 25% of the total estimated project cost. In-kind services are allowable as part of the non-Federal share. To be eligible for project grants, sub-applicants 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.

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 on our website for a complete list of eligible and ineligible activities.

## **Hazard Mitigation Assistance Information Sessions**

### **Information Session**

Sub-applicants are strongly encouraged to attend one of these briefings to assist in applying for FEMA HMGP, PDM or FMA funding, as requirements regarding the grant programs will be described and discussed in detail. The briefings will be an overview of the HMA programs, the HMA guidance, and the application procedures.

<b>Tuesday, August 21, 2018</b> 10:15AM – 12:15PM (Library opens at 10AM) <b>Carver Public Library</b> , large meeting room 2 Meadowbrook Way, Carver, MA	<b>Thursday, August 23, 2018</b> 10:00AM – Noon <b>MA Department of Fire Services – Springfield Campus</b> , Classroom 118 100 Grochmal Avenue, Springfield, MA
<b>Tuesday, August 28, 2018</b> 1:00PM – 3:00PM <b>Holden Fire Department HQ</b> , large training room 1370 Main Street, Holden, MA	<b>Wednesday, August 29, 2018</b> 10:00AM – Noon <b>Lynnfield – Al Merritt Media and Cultural Center</b> , 600 Market Street, Lynnfield, MA second floor (above the FuGaKy restaurant)
<u>Webinar:</u> <b>Monday, September 10, 2018</b> 10:00AM – Noon <b>Webinar</b> (log-in information will be distributed at a later date)	

**To attend a grant briefing or for webinar log-in information, please RSVP to:**  
[mitigation@mass.gov](mailto:mitigation@mass.gov)

### **Technical Assistance (TA)**

All sub-applicants who submit a Statement of Interest will be contacted for technical assistance. This could be a visit at the project site/office or conducted via phone or web meeting depending on the needs of the application. TA meetings will be scheduled tentatively through 11/30/2018.

During your technical assistance meeting MEMA/DCR staff will cover the following:

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

*For specific inquiries:*

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