pennsylvania
EMERGENCY MANAGEMENT AGENCY

PEMA Circular

Number:	**C2015-02**
Effective Date:	June 8, 2015
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Rescinds Circular Number:	C2014-06

Subject:
Hazard Mitigation Grant Application Guidance for FEMA Non-Disaster Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grant programs

Scope:
All Commonwealth of Pennsylvania State Agencies, Counties, and Municipalities

Distribution:
- See Distribution List
- www.pema.pa.gov

By Direction of:

Richard D. Flinn, Jr.
Director, PA Emergency Management Agency

I. PURPOSE

To provide notification and guidance to potential sub-grantees on the process of submitting the Federal Emergency Management Agency (FEMA) Hazard Mitigation non-disaster grant applications to the Pennsylvania Emergency Management Agency (PEMA) **by August 7, 2015.**

II. AUTHORITY

A. Titles 26, 40, 44 of the Code of Federal Regulations

B. Catalog of Federal Domestic Assistance (CFDA) numbers: 97.047 Pre-Disaster Mitigation (PDM Program) and 97.029 Flood Mitigation Assistance (FMA)

C. Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) Joint Memorandum, dated June 1, 2009, from Ms. Deborah S. Ingram, Acting Deputy Assistant Administrator for Mitigation and Mr. W. Ross Ashley, Assistant Administrator Grants Program Directorate

D. Federal Acquisition Regulations, Subpart 170 (h)(3) and (4)

E. Internal Revenue Code of 1954, Sections 170 (h) and 501 (c)

F. National Flood Insurance Program, Technical Bulletin 3-93, Non-Residential Flood Proofing Requirements and Certifications; Flood Mitigation Assistance [42 U.S.C. 4104(c)]

G. Section 404 Hazard Mitigation Grant Program (Title 42 U.S.C. 5170c) and Section 203 PDM (42 U.S.C. 5133) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act)

H. Sandy Recovery Improvement Act of 2013 (SRIA)

I. FEMA Mitigation Planning Memorandum (MT-PL) #2 Guidance for FEMA Regional Directors regarding "Extraordinary Circumstances," October 28, 2005

J. Executive Order (EO) 11988 – Floodplain Management

K. Executive Order (EO) 11990 – Protection of Wetlands

L. Executive Order (EO) 12898 – Environmental Justice

M. Executive Order (EO) 13690 – Climate Action Plan (Pending)

N. Office of Management and Budget (OMB) Circular A-87 and Title 2 of the Code of Federal Regulations 2 CFR 200 Part 225 Cost Principles for State, Local and Indian Tribal governments

O. Section 308 Non Discrimination Compliance, 42 U.S.C. 5152 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act)

P. The 2015 Hazard Mitigation Assistance Guidance

Q. The 2015 Hazard Mitigation Assistance Addendum

R. DHS-15-MT-047-000-99 - DHS Notice of Funding Opportunity (NOFO) for Pre-Disaster Mitigaiton (PDM) May 29, 2015

S. DHS- 15-MT-029-000-99 - DHS Notice of Funding Opportunity (NOFO) for FM, May 29, 2015

T. FEMA FY 2015 PDM Grant Fact Sheet

U. FEMA FY 2015 Flood Mitigation Assistanec (FMA) Grant Program Fact Sheet

III. GENERAL

A. The Federal Fiscal Year 2015 application period for all FEMA hazard mitigation grants is now open. The PDM and Flood Mitigation Assistance (FMA) will begin immediately and close in the Commonwealth of Pennsylvania on Friday, August 7, 2015. Grant applications submitted after August 7, 2015, will be held until the FFY 2016 grant application period opens. The Hazard Mitigation Grant Program (HMGP) application period only opens after a federally-declared disaster

is received for federal Public Assistance and/or Individual Assistance by the Commonwealth.

B. Federal guidance for the project selection, application, and administration of the FEMA HM grant funds for FFY 2015 hazard mitigation grants is available for download at:http://www.fema.gov/media-library/assets/documents/

C. Projects submitted for FEMA Hazard Mitigation grant funding must be consistent with the goals and objectives in the identified in the current FEMA-approved State and local plans. To be eligible for the FEMA Hazard Mitigation grant funding, a municipality and county must have adopted their county hazard mitigation plan.

D. Applications are to be completed and submitted via FEMA's e-Grants application system, which can be found on FEMA's website at: https://portal.fema.gov/famsVuWeb/home. Instructions for registering as a new user may be found in Attachment (1). Once you register as a new user, you may log into the site and locate the "HELP" icon for instructions and assistance in submitting an application. For technical assistance with FEMA's login on FEMA's e-Grants website, please contact the e-Grants Technical Help Desk at 877-611-4700 or via email at HLPFEMAFEMA-Enterprise-Service-Desk@fema.dhs.gov.

E. There are different cost share percentages for each FEMA HMGP. Under FEMA's HMGP, the total cost to implement approved mitigation activities is generally funded by a combination of federal and non-federal sources. Both the Federal and the non-federal cost shares must be for eligible costs used in direct support of the approved activities under this guidance and the grant award. Contributions of cash, third-party in-kind services, materials, or any combination thereof, may be accepted as part of the non-Federal cost share. FEMA administers cost-sharing requirements consistent with 44 CFR Section 13.24 and 2 CFR Section 215.23. To meet cost-sharing requirements, the non-Federal contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. FEMA will use the information provided in the subapplication, including the scope of work and project cost estimate sections, as well as any supporting documentation to determine the feasibility and effectiveness of the mitigation activity. For project subapplications, FEMA will consider the following criteria in reviewing feasibility and effectiveness:

1. Conformance to accepted engineering practices, established codes, standards, modeling techniques or best practices, as well as work schedule.
2. Effectiveness in mitigating the risks of the hazard(s).
3. Reasonableness of the cost estimate.

The cost share percentages for FEMA's Hazard Mitigation disaster and non-disaster grant programs for FFY 2015 are as follows:

Programs	**Mitigation Activity Grant** (Percentage of Federal/ Non-Federal Share)	**Management Costs** (Percent of Federal/ Non-Federal Share)	
		Grantee	**Sub-grantee**
HMGP	75/25	100/0	-/-* [1]
PDM	75/25	75/25	75/25
PDM - Sub-grantee is Small Impoverished Community	90/10	75/25	90/10
PDM - Tribal Grantee is Small Impoverished Community	90/10	90/10	90/10
FMA– insured properties and planning grants	75/25	75/25	75/25
FMA – repetitive loss property (2)	90/10	90/10	90/10
FMA – severe repetitive loss property [2]	100/0	100/0	100/0

[1] Sub-applicants should consult their State Hazard Mitigation Officer (SHMO) for the amount or percentage of HMGP sub-grantee management cost funding their state has determined to be passed through to sub-grantees.
[2] To be eligible for an increased Federal cost share, a FEMA-approved State Standard/Enhanced Mitigation Plan that addresses repetitive loss properties must be in effect at the time of the grant award, and the property that is being submitted for consideration must be a repetitive loss property.

Modified from Table 2: Cost Share Requirements from Part III Eligibility Information, 2015HMA Unified Guidance, Page 27 (published February 27, 2015)

F. Grant applicants found ineligible for one grant program may be re-scoped by PEMA and FEMA to fit eligibility requirements in one or more of the other programs.

G. The National Flood Insurance Fund (NFIF) provides the funding for the FMA program. The FMA and PDM grant programs are subject to the availability of appropriation funding, as well as any program directive or restriction made with respect to such funds. Furthermore, availability of the FMA and PDM programs is subject to anticipated re-authorization of the program beyond August 28, 2015. More information on each program may be found at: www.fema.gov/hazard-mitigation-assistance.

H. Interested and eligible sub-applicants should submit a PEMA Non-Disaster Letter of Interest (LOI) pre-application form #19 to PEMA's Hazard Mitigation Division to determine if the intended plan or project would be eligible under FEMA's FMA or PDM grant programs. Once the pre-application has been reviewed, and determined to be an eligible plan or project, PEMA Hazard Mitigation staff will work with the sub-applicant to develop a project through FEMA's on-line e-Grants system. This form can be found on PEMA's website at: http://www.pema.pa.gov/responseandrecovery/Disaster-Assistance/Pages/Unified-Hazard-Mitigation-Grant-Program.aspx.
(Note: *Sub-applicants will need to take a FEMA Independent Study course IS-30a online course before obtaining a password for access to the FEMA e-grants system. The IS-30a course can be found on the following link:* http://www.training.fema.gov/is/courseoverview.aspx?code=IS-30.a

IV. EMERGENCY MANAGEMENT PROGRAM PRIORITIES

A. PEMA/FEMA-approved All-Hazard Mitigation Plan, per requirement of Title 44 CFR, Federal Disaster Assisatnce, Part 206, Subpart N of the Code of Federal Regulations established the state priorities.

B. Projects included in the local (County) All-Hazard Mitigation Plan, per requirement of Title 44 CFR, Federal Disaster Assistance, Part 206, Subpart N of the Code of Federal Regulations, should be reviewed and eligible hazard mitigation projects that are listed in the FEMA approved plan may be submitted as appropriate.

V. FEMA MINIMUM ELIGIBILITY, COMPLETENESS CRITERIA, AND SELECTION PROCESS

A. Eligible sub-applicants must apply through e-Grants to the applicant (PEMA), who will review and submit to FEMA, Region III. In general, sub-applicants are state agencies, tribal governments, local governments/communities, and non-profit organizations. Individuals and businesses are not eligible to apply for Hazard Mitigation Assistance (HMA) funds; however, an eligible applicant or sub-applicant may apply for funding to mitigate private sector structures. Eligibility information can be found in the 2015 Hazard Mitigation Assistance Unified Guidance, Part III, eligible activities by programs can be found in Part III E. General Program Requirements.

B. FEMA will no longer accept incomplete and placeholder project applications. Incomplete applications or sub-applications delay project approval because they do not contain sufficient information for FEMA to make program eligibility determinations (Part V, A, Review Criteria).

C. FEMA will identify sub-applications for further review based on a number of criteria but not limited to: savings to the NFIF, applicant rank, or property status (e.g. repetitive loss property, severe repetitive loss property).

Attachment: e-Grant Online Registration Instructions

Distribution: Federal Emergency Management Agency, Mitigation Division, Region III
American Planners Association – PA Chapter (APA)
American Rivers Association (ARA)
County Commissioners of Pennsylvania (CCAP)
Delaware River Basin Commission (DRBC)
Keystone Emergency Management Association (KEMA)
Pennsylvania Association of Floodplain Managers (PAFPM)
Pennsylvania Boroughs Association (PBA)
Pennsylvania Conservation Districts
Pennsylvania County Emergency Management Coordinators
Pennsylvania County Planning Commissions
Pennsylvania Department of Agriculture, State Conservation Commission

Pennsylvania Department of Community and Economic Development
Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation/Conservation and Engineering Services
Pennsylvania Department of Environmental Protection, Office of the Secretary
Pennsylvania Department of Insurance, Consumer Services
Pennsylvania Department of Transportation, Highway Administration, Bureau of Design
Pennsylvania League of Cities and Municipalities (PLCM)
Pennsylvania Municipal Authorities
Pennsylvania Public Utility Commission, Bureau of Fixed Utility Services
Pennsylvania Regional Planning Commissions
Pennsylvania Silver Jackets Representatives
Pennsylvania State Association of Township Supervisors (PSATS)
Pennsylvania State Representatives
Pennsylvania State Senators
Pennsylvania State System of Higher Education
Susquehanna River Basin Commission (SRBC)
United States Representatives for Pennsylvania
United States Senators for Pennsylvania
U.S. Army Corps of Engineers, Baltimore District – Outreach Office
U.S. Army Corps of Engineers, Buffalo District – Outreach Office
U.S. Army Corps of Engineers, Philadelphia District – Outreach Office
U.S. Army Corps of Engineers, Pittsburgh District – Outreach Office

carbon copy: Office of the Director
Deputy Director for Administration
Legislative Affairs Office
Press Office
Director, Bureau of Financial Management
Bureau of Recovery and Mitigation
Policy Office
Central Area Office Director
Easters Area Office Director
Western Area Office Director

Attachment

eGrant Online Registration Instructions

The deadline for all Non-Disaster Hazard Mitigation grant applications within the Commonwealth (e.g., Pre-Disaster Mitigation (PDM) Program and Flood Mitigation Assistance (FMA) Program is August 7, 2015.

***Note:** Pennsylvania Emergency Mangement Agency will not issue access to the Federal Emergency Management Agency e-Grants system until we receive a Certificate of Successful Completion of FEMA's Independent Study Course, *IS-30.a Mitigation e-Grants for the Sub-grant Applicants* from the requestor. The IS-30.a course can be found on the following link: *http://training.fema.gov/is/courseoverview.aspx?code=IS-30*

Grant applications should be submitted through the FEMA e-Grant online system*:

- Applicable agencies wishing to apply may log on to:
  https://portal.fema.gov/famsVuWeb/home

- Click "New User?", when completed, click the "submit" button.

The FEMA portal will bring up another page:

- Click button entitled "Click here to request new privileges".

- Click button entitled "Mitigation e-Grants".

- On the next page you will see a space for an ID. Enter S42, and click the "submit" button.

- You will receive an email when permission to enter the page is granted.

Assistance in completing the application is available by logging into the e-Grant system and clicking on "help" at the lower right-hand corner of the home page.

Once the course has been completed, please fax your certificate to 717-651-2150 or send via email to RA-shazmitoff@pa.gov. It is recommended that the applicant contact PEMA's Bureau of Recovery and Mitigation office, at 717-651-2168 to verify receipt of your certificate.