



pennsylvania
EMERGENCY MANAGEMENT AGENCY

GENERAL INSTRUCTIONS

Submit 2 complete paper copies of your application, the original and a backup copy, and a digital copy.

This “Official” application is intended to collect information required by F E M A for its Hazard Mitigation Grant program, which is described in Title 44 (Emergency Management and Assistance) of the Code of Federal Regulations (CFR), subpart N (Hazard Mitigation Grant Program).

IT WILL BE RETURNED TO YOU if you omit any of the information requested or we determine the application incomplete. Any required information not supplied will delay the processing of your application and may even cause it to be judged **ineligible**. Information not available say “not available” or if question is not applicable use “n/a”. **DO NOT leave anything blank!**

Items specifically required by a particular section of Subpart N will be identified as such by the section number §.

When using additional sheets:

- attach it directly after that sheet it applies to,
- identify the sheet with a heading showing the item to which it applies,
- use corresponding page number(s) and add the corresponding letters/ numbers of the section and question (a, b, c, etc.)

Instructions- some questions are self explanatory

-but if you have questions call PEMA immediately!

Page 1 Grey Area –PEMA will fill out

I. OVERALL PROJECT INFORMATION

- **Title-** Pick a title that will identify your community and the project
(*EXAMPLE---* “Oak County, Holly Twp Ash Street Acquisition”)
- **Project Type-** please circle the type project you want to do.
- Find and use addendums corresponding to that type project for additional information
- Give the total of properties NOT owners as some may own more than one property.
Count separate deeded properties (i.e., 1 owner has a lot with a structure and an adjoining vacant lot)-- are counted as 2 properties--- **IF they are on separate deeds they must be counted as separate properties.**
- List all names and addresses that are included in your project in your submittal cover letter.
- **Community CID #-** Copy your community’s number from the panel on your FIRM (Flood Insurance Rate map) if you are using the county map-recheck and copy down the community number listed NOT the county number
- **NEW-CRS community-** important to identify
- **Total** project cost – copy from your budget page- You **MUST** have this information.

II. APPLICANT’S INFORMATION- Fill out all information-if you do not have a FAX or an E-mail write “do not have”

- **Directions to the municipal office-** Be specific from our door to yours - (may attach map quest etc) be sure to verify that the directions are correct. Our office’s address is **1310 Elmerton Avenue, Harrisburg, Pa 17110**
- **Alternate contact-** someone preferably at the municipal office who will be familiar with the project in case the applicant agent is not available add all their contact information, again if no FAX or E-mail write “do not have”
- **Applicant Agent-** This will be the designated person who will be responsible for the project, (have community fill out and attach PEMA-Dap-2) again if there is not a FAX or E-mail address please write “do not have.”

DO NOT LEAVE ANY BLANK SPACES.

Instructions Continued

Newspaper Information - FEMA is required to publish a public notice of your project using the information you provide.

IV. DETAILED PROJECT DESCRIPTION

Your application must be reviewed by PEMA and FEMA project officers, **before** it can be approved. Describe the problem in enough detail that a PEMA or FEMA reviewer who has not seen your project and/or is not familiar with your community can understand what you are dealing with and what you intend to do about the problem. Be as clear and detailed as possible to strengthen your application.

A. Describe the problem. Describe fully the entire scope of the problem.

Questions 1-8: Answer each question fully! Yes or No answers alone will not be accepted.

6/7. NOTE: The stronger a rainfall's intensity (usually measured in inches per hour), the less frequently it is likely to occur. Similarly, a larger flood is expected to occur less often than a smaller one. Federal Flood-plain Management Regulations (44CFR§9.4) defines a "Base Flood" as one "which has a one percent chance of being equaled or exceeded in any given year." It continues: "This term is used in the National Flood Insurance Program (NFIP) to indicate the minimum level of flooding to be used by a community in its floodplain management regulations."

Hydrology- the volume of water moving down a channel-Include this information if at all possible, if available.

Stream Flow Data-Can be obtained from the Flood Insurance Study (FIS) Check the table's listed Peak Discharges for 50 yr, 100 yr, & 500 yr flooding events, also add this information to spreadsheet (Acquisition)

B. Give specifics on how you plan to do the project, include plan copies, drawings, design criteria etc.

C. The project must "solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible." §206.434 (b) Minimum Project Criteria (4). If other solutions are related, state when and how the remainder of the project will be completed.

REMINDER- Phased Projects need Addendum 1 filled out.

D. Be as specific as possible with your estimates of future damages and dollars, hardships or loss that would be prevented or reduced by the proposed project. Explain exactly what hardships or losses there might be.

E. For the CURRENT disaster present a detailed description of the dollar amounts of all damages. (Acquisition-Elevations if more than one structure was damaged, show damages and \$'s for each structure and then also the total \$ amount of damages.

F. For PREVIOUS disasters/events, go back as far as there are reliable records or newspaper stories to obtain information on damage caused to the project area by earlier disasters/events, and show this information for each occurrence. It does not need to be a federally declared disaster as long as reliable information is presented to show that it resulted in significant damages. The "Magnitude of the Event" can be expressed as the amount (inches) of rain that fell in a stated number of hours, or as a 100 year (or example) flood, or "75 mile per hour winds."

Describe both direct and indirect damages:

For example, if a culvert washes out, the "Direct" damages are all the costs of replacing the culvert and roadway. The "Indirect" damages occur because the culvert washed out, such as flooding of structures, the costs of detouring traffic to alternate routes because of the "Direct" damages.

G. Details are needed to tell how many people and the number of various structures that will be protected by the proposed hazard mitigation project. Please circle what kind of bridge, if applicable.

H. If this application is being submitted at the direction of a county, state or Federal agency, a full detailed explanation is needed.

I. Indicate all hazards addressed in this project. A check off list is provided.

J. Please indicate if there has been a public meeting on this project.

V. PROJECT LOCATION

Clearly mark complete project location on all maps.

- A. *Be as detailed as possible*
 - B. **Flood Zone**-check on your FIRM (Flood Insurance Rate Map*).
 - C. *Must attach a copy of the FIRM panel, this affirms your community's CID #.Add D-FIRM information if available.*
 - D. *Attach a copy of each map (FYI a United States Geological Survey-USGS "quad" sheet shows the project area and includes major features such as buildings, roads, land use, floodplain boundaries, wetlands, and the like. Use additional sheets if necessary, label and-number pages.*
 - E. **Latitudes & Longitudes**- *Need to be in digital form- (example- 41.234512, -70.234533 NOT minutes & seconds) If you have minutes & seconds, to change them go to site: <https://www.fcc.gov/media/radio/dms-decimal> You can use a GPS unit (Global Position Survey) like GARMIN or an Internet website like <https://www.latlong.net/> or computer programs like Google Earth to obtain Lats & Longs*
 - F. **Photographs**-digital if possible- (*see Photograph Section in Guide*)
 - Structural/Earthquake**- *at least 2 copies of each, include relevant waterway, drainage, and damaged area*
 - Acquisition/Elevation -4 photos per structure (1 per side)** *photos must be full side showing all outside architecture details including foundation. Plus overview streetscape photos.*
 - **Also photos of all "out buildings"**
- * *Clearly mark each photo with address and which side of structure or relevant information (structural project) If structures are close together and more than 1 is on the photo-use arrows to mark the pertinent one.*

NOTE- *In the case of structures 50 years & older, if photos are not as requested, application will be deemed incomplete and will be returned, due to historical review needs.*

- G. **Substantially Damaged Properties**- *Structures damaged 50% or more need a "substantially damaged form" fill out and submit one for each structure using pre-flood market value.*

- H. **Directions**- *Provide directions from your municipal office to each project site.*

***NOTE:** (FIRMS are typically available from your local floodplain administrator who may be located in the planning, zoning or engineering office of your community. Maps may also be ordered from the Map Service Center at 1-877-FEMA MAP. For more information about FIRMS, contact your local agencies or visit the FIRM site at FEMA's Master Service Center

"This information is vital to your application"

- VI. **COST ESTIMATES** *An application lacking adequate cost information will be returned and/or judged ineligible for funding under the Hazard Mitigation Grant program.*

Acquisitions-*For a true cost estimate on properties, an appraisal should be completed by a state certified Appraiser on "Pre-flood Market Value" (going by tax information usually is too low and you may not have enough money to buy all properties. Any questions call PEMA.*

Closing costs-*Don't forget to add these costs as part of your acquisition costs. These include any cost generated by settlement including pro-rated taxes, it does not include any daily expenses, ie. sewer, water, etc.*

- A. *"All mitigation measures approved under [the Commonwealth's] grant will be subject to the cost sharing provisions established in the FEMA-State Agreement.*

FEMA share- *may contribute up to 75 percent of the cost of Mitigation approved for funding under the Hazard Mitigation Grant Program for major disasters declared on or after June 10, 1993." §206.432 (c) Cost Sharing.*

PEMA share- *percentages changes, PEMA will fill this out- please call for information*

Applicant share – *% changes, as PEMA % changes, information will be available from PEMA*

VI. COST ESTIMATE

TOTAL COST- Your application **MUST HAVE** the complete cost of the entire project.

NOTE: Don't forget to copy this total to the front page of your application.

B. Cost breakdown: (See Addendum for your project type) Use those categories which apply to your project.

This listing of cost elements may not provide a category for all the costs of your project.

If this is the case, use the "other" category and state what the new category includes.

~~NEW Line Item Project Management MUST list all project management costs here. There are no sub-grantee funds.~~

B. 1. Describe what EACH category entails, be as detailed as possible, especially project management costs)

NOTE: for Acquisition projects, additional information may be required.

For acquisition projects, categories such as "cost of certified appraisals," would be in the "other" category (See Addendum 2).

AUDITS: The cost of the required audit should be listed under project management costs.

D. Continuing Maintenance Costs: Do not add into Breakdown of cost above. Please show what cost you will incur in maintaining this property for ONE year following the completion of your project. (List schedule and cost of each job) Continuing maintenance costs are important to specify, and will be used in comparing the costs and benefits of any proposed hazard mitigation measure but are NOT reimbursable. Provide enough information so that the reviewer will understand what you intend to do to maintain the property .

D. NEW- A signed Maintenance Agreement Certification Letter must be enclosed in the application.

VII. COST and BENEFIT ANALYSIS- The actual analysis will be completed by PEMA.

- You will need to provide all information needed in Section IV. Detailed Project Description parts E & F.
Acquisition Projects- In addition to E & F , check Addendum A.
Please give all estimates of damage as clear and detailed as possible to strengthen the application.

VIII. DISCUSSION of ALTERNATIVES

A. Alternatives- Must have three!

1st Alternative- Your proposed project- add reasoning (example text) because it the most cost effective, permanent solution of the considered alternatives," or reasoning to a similar effect.

2nd Alternative- another option your community has considered thoroughly. Explain in detail, remember reviewer may not be familiar with your project and will need to understand what your community's project is going to accomplish.

3rd Alternative may be "no action" if you have no other options.

C. The more carefully the alternatives are analyzed and discussed, the stronger the application will be.

D. For Acquisitions Only- How will the land be used after project completion?

Instructions Continued

IX. PROJECT WORKSHEET- see corresponding project type's addendum for sample work list.
Sample may not include all steps you need- adjust it to your specific project.

A. List all steps you will use to complete the project.

IF you are unsure or have questions, please see the cover letter for information on who to contact at PEMA.

NOTE- If your project is approved; refer to these steps when submitting the quarterly report to determine what % of the project has been completed.

X. ENVIRONMENTAL and HISTORICAL REVIEW & INFORMATION

- A. **Environmental Issues-** Please check ALL that apply, this helps determine how the environmental review should be carried out and how detailed it needs to be. Projects MUST meet compliance issues and if you do not give all or incorrect information at this point your application may be deemed **ineligible**.
- B. **Wetlands-** Projects which affect wetlands may require additional environmental review.
- C. **Hazardous Materials-** If any are located on the project site or any properties please describe the hazardous material. Attach a "Materials Safety Data Sheet" (MSDS).
Acquisition Properties- each property owner must complete one for each property owned and attach to your application.

2. Historical Issues

- A. Check ALL that describe your site. Read each carefully.
- B. If site is on the National registry or in a district give the official name and the agency which designated it.
- C. If a survey has been carried out answer all questions.
NOTE- Historical properties include, but are not limited to, graveyards, archeological sites, buildings, bridges, and canals, etc.

3. Environmental Justice

- A. Are there Adverse effects on any minority population
- B. Are there Adverse effects on Low to moderate income population
NOTE: Also attach a letter on your letterhead stating the answers to the two adverse effects questions.
- C. **Public Meetings**, if one was held explain all public participation and include the public opinion of the mitigation options. Add news articles, minutes, etc.

XI. PROJECT COMPLIANCE ASSURANCES

- A. Please answer questions on local codes. Use additional sheets if necessary.
State the local building codes in effect in the project area.

C. National Flood Insurance. (NFIP)

- 1. **Community Status-** Municipalities applying for Hazard Mitigation Grants must be participants in good standing in the National Flood Insurance Program. Also include this answer on the front page.
- 4. FEMA Flood Insurance Rate map (FIRM) information is needed if a Flood Rate Map has been prepared and is available for you community.
- 5. **NEW D-FIRM info**
- 6. **NEW Participation in CRS**
- D. **Voluntary Participation (VPA's) – Acquisition Only—** Are all homeowners voluntary? **MUST be voluntary.** Completed Forms signed by each property owner and all co-owners per deeded property **must be attached** to your application in order to be included in the project.

E. Mitigation 322 Plan

1. **Your municipality MUST have adopted a local Hazard Mitigation plan in order for your project to be “funded”**
2. **NEW Project must be tied to a goal/objective/action item in plan**
3. **NEW Proposed project should have been identified as a hazard, but it can be added as an amendment to your plan if it was not as in it was developed AFTER the plan was approved. Notify PEMA, see Cover sheet for contact information as soon as possible.**

Your application needs the SIGNATURE of the Applicant’s Agent certifying all information is true, correct and complete.

If you do not understand any part of this application, or have any questions, Contact PEMA immediately. For contacts, check the attached cover letter.

Waiting may cause your application to be untimely and therefore ineligible. Check your deadline!!!

End of Instructions