

DR-4506 Hazard Mitigation Grant Program (HMGP) Grant Application Guidance and Instructions Federal Fiscal Year (FFY) 2021

I. PURPOSE

This document provides guidance and instructions on submission of the FFY 2021 Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) applications. This is a statewide competitive program and there is \$70,000,000.00 available funding dedicated to this funding stream's allocation (75% Federal/25% State funded). More information on this federal grant can be found at: [Hazard Mitigation Grant Program \(HMGP\) | FEMA.gov](#)

II. OVERVIEW

The FEMA HMGP program is a statewide competitive grant program that provides funding to eligible local municipalities, counties, state agencies, and non-profit organizations to assist via activities that reduce, or mitigate, future disaster losses in their communities. This grant funding is available after a presidentially declared disaster. In this program, homeowners and businesses cannot apply for a grant; however, a local community may apply for funding on their behalf. Additionally, funds can be used for projects that reduce or eliminate the risk of repetitive flood damage to buildings insured by the National Flood Insurance Program. The Commonwealth, working with FEMA and the State Hazard Mitigation Grant Program Application Team, selects recipients based on the applicant's ranking of the project and the eligibility and cost-effectiveness of the project. FEMA and the Pennsylvania Emergency Management Agency (PEMA) require counties, municipalities, and FEMA identified Special Districts, to participate in the development of county Hazard Mitigation Plans (HMP) and then adopt the HMPs,- as a condition for receiving certain types of disaster assistance, including funding for hazard mitigation assistance projects.

III. GENERAL

The subrecipient sub-application submittal period in the Commonwealth for DR-4605 HMGP is **Monday, October 18, 2021** through **Friday, January 7, 2022** for **Phase 1**. Should funds still be available, the Phase 2 application submittal period will be open Monday, **January 10, 2022** and close **Monday, February 28, 2022**. All applications must be submitted by the Commonwealth's established deadlines. To start the grant application process potentially eligible sub-applicants **MUST** submit the required PEMA Phase 1 Letter of Interest (LOI), which must be received by PEMA MIRC by **Friday, October 15, 2021**; this non-contractual but required form can be found on the PEMA website at: <https://www.pema.pa.gov/Grants/HMGP/Forms/Documents/00-HMGP-Letter-of-Intent.pdf> . Phase 2 LOIs must be received by **Friday, December 3, 2021**.

IV. APPLICATION

- A. Sub-applications for the FFY 2021 HMGP must be submitted via hard copy and thumb drive to PEMA's MIRC Office. PEMA is working with the Pennsylvania Department of Community and Economic Development (DCED) to make the application available for electronic input, but eligible applicants should NOT delay application development and submission, should this option not come to fruition. The following browsers are supported by DCED's e-grants system: Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, Microsoft Edge.
- B. The identified items (1-10) sub-application required components below must be completed in the PEMA Hazard Mitigation Grant Program (HMGP) Application. It is highly recommended that, prior to filling out the HMGP application, the sub-applicant should download the following instructions at: <https://www.pema.pa.gov/Grants/HMGP/Forms/Documents/06a-HMGP-General-Application-Instructions.pdf>
- Sub-applicant Required Items:
1. Sub-applicant
 2. Project Scope of Work
 3. Project Schedule
 4. Budget Spreadsheet
 5. Cost Effectiveness
 6. Environmental/Historic Preservation (EHP) Review Information
 7. Assurances
 8. Maintenance requirements, and if applicable, training requirements
 9. Commitment Letter for Cost Share
 10. Federal Assistance, Assurances and Certifications Forms
- C. The FFY 2021 HMGP application is to be completed detailing the long-term mitigation solutions.

V. ELIGIBLE REQUIREMENTS

- A. Project must be cost-effective.
- B. Reduce/eliminate risk and damage from future natural hazards.
- C. Applicable project types must comply with the consensus codes (i.e., 2015, 2018 or 2021 International Building Code).
- D. Align with County and State FEMA approved HMPs. Mitigation activity must be identified in those plans prior to submittal to PEMA and FEMA. If a planning amendment is needed, it must be cleared by Friday, **November 19, 2021** by FEMA Region III for Phase 1 and **Friday, February 11, 2022**.
- E. Meet all Federal/State Environmental and Historic Preservation Requirements.

VI. COST SHARE

- A. There is a 75% federal/25% non-federal share for eligible jurisdictions and a 90% Federal/10% non-federal share for identified Small and Impoverished Communities (SIC). Impoverished Communities must meet the following definition criteria: 3,000 or fewer individuals identified by the Commonwealth as disadvantaged and the average per capita annual income not exceeding 80% of the national per capita income.
- B. The non-federal cost share is to be provided by the Commonwealth of Pennsylvania.

VII. CATEGORIES/ELIGIBLE ACTIVITIES

Eligible HMGP Mitigation Project Types (Not all inclusive)

Application Funding Categories:

- Advance Assistance (Project Scoping Activities)
- County Hazard Mitigation Planning Activities
- Home Acquisitions/Demolitions
- Home Elevations
- Home Mitigation/Reconstruction (Demolition/Rebuild)
- Primary Dwelling/Historic Structure Relocation
- Dry/Wet Flood Proofing
- Structural Retrofits
- Slope/Streambank Stabilization
- Drainage Improvement Projects (Flood Risk Reduction Projects)
- Technical Assistance
- Post-Disaster Code Enforcement
- Generators (Fixed/Mobile)
- State Initiative Projects

VIII. FEMA PERFORMANCE METRICS

Benefit Cost Analysis (BCA) and Benefit Cost Ratio (BCR)

BCA is the method by which the future benefits of a hazard mitigation project are determined and compared to its costs. The result is a Benefit Cost Ratio (BCR), which is calculated by a project's total benefits divided by its total costs. The BCR is a numerical expression of the "cost-effectiveness" of a project. A project is considered to be cost effective when the BCR is 1.0 or greater, indicating FEMA expects the benefits of a prospective hazard mitigation project are sufficient to justify the costs.

IX. SUBMISSION/APPLICATION EXECUTION

A. The DR-4506 HMGP application is available for submission as follows:

1. The Phase 1 and Phase 2 availability periods will run from **October 15, 2021** through **Monday, February 28, 2022**. Phase 1 Letters of Interest (LOIs) will be accepted **Friday, October 15** through **Friday, November 19, 2021**. Phase 2 Letters of Interest (LOIs) will be accepted through **Friday, December 3, 2021**. Eligible applicants MAY NOT bypass this state required administrative step.
2. Phase 1 HMGP complete applications can be received by PEMA on Monday, **October 18, 2021 through January 7, 2022**.
3. Phase 2 HMGP complete applications can be received by PEMA on Monday, **January 10, 2022 through February 28, 2022**. Phase 1 applications may be moved from Phase 1 to Phase 2 at the state's request with concurrence of the submitting entity (Example: -An eligible applicant's HMGP application may not meet completion requirements for submission in Phase 1 and therefore, the eligible applicant needs more time to meet those requirements).
4. PEMA Hazard Mitigation Staff will review the completed Phase 1 applications and will have work to have completed electronic documents ready for the Commonwealth review team from Saturday, **January 8, 2022 through– Sunday, January 23, 2022 for Phase 1**.
5. Pennsylvania State Hazard Mitigation Application Team will meet Monday, **January 24 through Friday, February 4, 2022** to conduct Phase 1 application review, scoring, prioritization, and submittal recommendations to PEMA Director based on State and Federal Priorities and scoring criteria.
6. PEMA Hazard Mitigation Staff will review the completed Phase 2 applications and will have work to have completed electronic documents ready for the Commonwealth review team from Tuesday, **March 1, 2022 through– Sunday, March 13, 2022 for Phase 2**.
7. Pennsylvania State Hazard Mitigation Application Team will meet **Monday, March 14 through Friday, March 25, 2022** to conduct Phase 2 application review, scoring, prioritization, and submittal recommendations to PEMA Director based on State and Federal Priorities and scoring criteria.

B. PEMA's goal will be to submit eligible Phase 1 applications according to the state rankings into the NEMIS system NLT **Friday, February 25, 2022**. PEMA's goal will be to submit eligible Phase 2 applications according to the state rankings into the NEMIS system NLT **Friday, April 8, 2022**.

C. PEMA will not accept Phase 1 applications after 5:00 p.m. on Friday, **January 7, 2021**, and Phase 2 applications after 5:00 p.m. on **Monday, February 28, 2022**.

X. GRANT AWARD

- A. Official notice of grant award will be made by PEMA to eligible applicants.
- B. Upon receipt of the FEMA 2021 HMGP award, PEMA will provide a grant agreement to the designated signatory(ies) for review and wet signature.

XI. REPORTS

- A. Subrecipient quarterly reports are due to PEMA Mitigation, Insurance, and Resilient Communities Program Offices as follows:
 1. 1st Quarter (October 1 to December 31) – **January 10**
 2. 2nd Quarter (January 1 to March 31) – **April 10**
 3. 3rd Quarter (April 1 to June 30) – **July 10**
 4. 4th Quarter (July 1 to September 30) – **October 10**
- B. Subrecipient quarterly reports are to include the following:
 1. Actual eligible activities completed in the reporting period
 2. Planned activities for the next quarter
 3. Explanation of any delays that may be encountered
 4. All drawdowns incurred during the reported period
- C. Subrecipient quarterly reports that are incomplete or lacking supporting documentation will be returned with a checklist identifying the issues to be resolved and a due date by which the documentation must be returned to PEMA.

XII. FEMA RESOURCES/JOB AIDS

- [Property Owners and the Hazard Mitigation Grant Program | FEMA.gov](https://www.fema.gov/sites/default/files/documents/fema_homeowners_guide_hazard_mitigation_grant_program_11-04-16.pdf)
- https://www.fema.gov/sites/default/files/documents/fema_homeowners_guide_hazard_mitigation_grant_program_11-04-16.pdf
- [FEMA P-312 Homeowner Retrofitting Guide](#)
- [Building Community Resilience with Nature-Based Solutions: A Guide for Local Officials \(fema.gov\)](#)
- [Property Elevation and Acquisition Job Aids:](#)
- [Elevation Job Aid](#)
- [Acquisition & Demolition Job Aid](#)
- [Acquisition & Relocation](#)
- [HMA Cost Share Guide](#)
- [Hazard Mitigation Grant Program Administrative Plan Checklist \(fema.gov\)](#)

XIII. DISTRIBUTION

American Planners Association – PA Chapter
American Rivers Association
Association of Pennsylvania Municipal Management

County Commissioners of Pennsylvania
Commonwealth Building Officials
Delaware River Basin Commission
Federal Emergency Management Agency, Region III
House of Representatives of Pennsylvania
Keystone Emergency Management Association
Pennsylvania Association of Boroughs
Pennsylvania Association of Building Code Officials
Pennsylvania Association of Floodplain Managers
Pennsylvania Construction Code Academy
Pennsylvania Congressional Delegation
Pennsylvania Conservation Districts
Pennsylvania County Emergency Management Coordinators
Pennsylvania County Planning Commissions
Pennsylvania Department of Agriculture
Pennsylvania Department of Community and Economic Development
Pennsylvania Department of Conservation and Natural Resources
Pennsylvania Department of Environmental Protection
Pennsylvania Insurance Department
Pennsylvania Department of Human Services
Pennsylvania Department of Transportation
Pennsylvania Insurance Agents and Brokers
Pennsylvania Municipal League
Pennsylvania Municipal Authorities Association
Pennsylvania Public Utility Commission
Pennsylvania Regional Planning Commissions
Pennsylvania Silver Jackets Representatives
Pennsylvania State Association of Township Supervisors & Zoning Association
Pennsylvania State System of Higher Education
Senate of Pennsylvania
Susquehanna River Basin Commission
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