



**pennsylvania**

EMERGENCY MANAGEMENT AGENCY

**Hazard Mitigation Grant Program  
Official Application**

To be filled out by PEMA

Declaration FEMA - \_\_\_\_\_ DR-PA \_\_\_\_\_ Received by State \_\_\_\_\_  
PEMA # \_\_\_\_\_ Reviewers Initials \_\_\_\_\_ Date: \_\_\_\_\_  
FIPS CODE (FEMA provides) \_\_\_\_\_ Application Complete \_\_\_\_\_ Incomplete \_\_\_\_\_ Return \_\_\_\_\_

If you need more space to answer any of the following questions, please feel free to use as much paper as you need, and simply attach these sheets to your application.

**I. OVERALL PROJECT INFORMATION:**

Project Title: \_\_\_\_\_  
(Enter a title that will allow reviewers to identify the project – i.e. County + Municipality + ST or Neighborhood & Pj Type)

**PROJECT TYPE: (Please check the appropriate box)**

Acquisition                  Elevation                  Structural                  Plans                  Education                  Earthquake

**See and use corresponding addendum to project type**

- Total number of Properties (Not owners): \_\_\_\_\_ (Include list of all possible addresses in cover letter)

Community NFIP Status: Participating: YES NO

Are you in good standing YES NO

Community CID # From Flood-map: \_\_\_\_\_

CRS Community: YES NO

Congressional District #: \_\_\_\_\_ Total Project Cost from part IV: A \$ \_\_\_\_\_

Congressional Representative's name (NOT Senator): \_\_\_\_\_

Are you a Firewise Community? YES NO

**II. APPLICANT'S INFORMATION:**

**A. Municipality/Agency Name and Street Address (Do not use a PO Box number):**

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**B. Attach Directions to Municipality:**

**II. APPLICANT'S INFORMATION Continued**

**C. Alternate Contact Name (Not Applicant Agent):** \_\_\_\_\_

**Phone Number if different from above:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**D. Applicant's agent as shown on "Designation of Agent" (PEMA-DAP-2) (Blank attached, fill out, reattach)**

**Name: PRINT**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Telephone Number: Area code** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**E. NEWSPAPER: Local largest newspaper covering the area of the project.**

**Name of Newspaper:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**III. For a "phased project", emergency work or completed work - please fill out Addendum 1.**

**IV. DETAILED PROJECT DESCRIPTION**

Explain the proposed project in very specific detail so that a reviewer who doesn't know your community can fully understand what you intend to do. This is the scope of your project.

Answer each question completely with who, what , where, why and how in detail.

(Answering only Yes or No may cause application to be ranked as ineligible for funding)

1. What is the problem this project will solve? HOW will you solve the problem?
2. Is it a repetitive problem? Give all specifics? How often?  
(Example: Flooding has occurred 10 times since 1972 since the construction of Park Mall upriver. (Ross River)
3. Does it pose a significant health or safety risk if left unsolved? What kind of risk?
4. What is/are the name(s) of the bodies of water (creek, river, stream, etc?) Contributing to this problem?
5. How often does this flooding or disaster occur?
6. What is the amount of rainfall for each event?
7. Give hydrology information. (See instructions for explanation)
8. Where did your information come from? (Official records, newspaper articles, etc-attach a copy)

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**B. Explain HOW you will do the project, include copies of plans, any appropriate shop drawings, equipment specifications and design criteria, etc.**

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**C. Will the proposed project independently solve the problem? YES NO**

**(If NO Explain)**

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**D. Will the proposed project reduce future damage, hardship, affect emergency personnel or loss of life resulting from a major disaster. NO YES (If yes - explain what will be affected and HOW, include \$'s)**

**What level of protection will this project provide? (What magnitude of a disaster?)**

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**IV. DETAILED PROJECT DESCRIPTION Continued**

**E. For the CURRENT disaster describe all damages caused, give as many details as possible, include \$ amounts. (Acquisitions/elevations –include damage and \$ specifics for each structure and grand total \$)**

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**Grand Total \$ \_\_\_\_\_**

**F. For PREVIOUS disasters/events describe the damages to the project area. Do this for each occurrence.**

**PAST Date(s)      Name of Disaster/Event      \$ Amount of Damages      Direct      Indirect costs**

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**G. How many people and/or the number of homes, businesses, bridges, etc., will be protected by the proposed project.**

\_\_\_\_\_ total # of people      \_\_\_\_\_ public buildings  
\_\_\_\_\_ residential properties      \_\_\_\_\_ schools/hospitals/houses of worship  
\_\_\_\_\_ businesses/commercial properties  
\_\_\_\_\_ bridges      PUBLIC      PRIVATE

**H. Are you submitting this application at the direction of any agency? NO      YES**

- If yes, is this application associated with one of the following:

**County      State      Federal**

**If yes, please give details: \_\_\_\_\_**

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**I. Indicate all hazards being mitigated in this project. Please place an "X" to the hazards that apply.**

\_\_\_\_\_ Flooding      \_\_\_\_\_ Severe Winter Storms      \_\_\_\_\_ Drought      \_\_\_\_\_ Earthquake      \_\_\_\_\_ Tropical Storm  
\_\_\_\_\_ Landslide      \_\_\_\_\_ Extreme Temperatures      \_\_\_\_\_ Sinkhole      \_\_\_\_\_ Tornado/Wind      \_\_\_\_\_ Environmental  
\_\_\_\_\_ Pandemic      \_\_\_\_\_ Transportation Accidents      \_\_\_\_\_ Wildfire      \_\_\_\_\_ Lightning Strike      \_\_\_\_\_ Urban Fire  
\_\_\_\_\_ Utility Interruption

**Other: \_\_\_\_\_**

**J. Have there been any Public Meetings on this project? YES      NO**

**If Yes, when: \_\_\_\_\_**

**V. PROJECT LOCATION**

**A. Describe in detail the location of your project, include its topography and attach maps. If you need more space, please feel free to submit additional pages (see below)**

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**B. In what Flood Zone(s) is your project located? Please place an “X” to the hazards that apply.**

- AE or A 1-30       A (No Base elevation given)       AO or AH
- B or X (Shaded)       No FIRM MAP (see maps below)
- Floodway       C or X (Un-shaded)

**C. Flood Insurance Rate Map (FIRM) showing project site**

- Attach a copy of the panel(s) from the FIRM, and if available, the Floodway Map.
- Clearly mark the project site and all properties and structures.  
(For information on getting FIRMS see instructions)
- If FIRM is unavailable- attach a Flood Hazard Boundary Map (FHBM) and mark project site/properties.
- Is a D-FIRM available?    YES                      NO

**D. MAPS--City, County, Topography and Parcel**

Attach a copy of the following & clearly mark the project site, and place the specific project structure(s) on map(s).

- City or county scale map large enough to include entire project site.
- USGS 1:24,000 Topo Map with project marked and showing all.
- “Quad Map” also marks project area.

For Acquisition and Elevation Projects, ADD a copy of:

- Parcel Map (also called Tax Map, Property Identification Map, etc).
- Map should include Tax ID numbers for each parcel.
- Mark each structure on the maps.

**E. LATITUDES and LONGITUDES - Digital**

- Please provide digital latitudes and longitudes for your project site. (Can also add to maps)  
Acquisition and Elevation Projects – digital latitudes and longitudes for each property (see Addendum 2-spreadsheet)

**F. PHOTOGRAPHS Please include: (Digital)**

- Structural/Earthquake Projects:
  - 2 Photos minimum streetscape views- should be representative of project area, include any relevant waterways and drainage area which affect the project. If any structures are included, do as below
- Acquisition and Elevation Projects: (4 total per structure- front, back, left side, right side) + streetscapes
  - One picture per side of structure-each clearly marked with address and which side of the house (i.e. 121 Ash St. Left side) If more than 1 structure is in the picture, using arrows, clearly mark the structure you wish to represent! Don't forget to mark streetscape photos.

**G. SUBSTANTIALLY DAMAGED PROPERTIES (SDP) - Acquisition Projects Only**

- Attach SDP Form for each substantially damaged structure. (damages 50% or more)
- Name of body of water that is flooding the properties. \_\_\_\_\_

**H. DIRECTIONS**

- Provide detailed directions to project
- Acquisition and elevation projects- Provide directions to each property.  
 --- Don't forget! Add a list of all names and addresses of all properties included in this project to your submittal cover letter. (Include substitution addresses as well.)

**VI. COST ESTIMATES- (Budget Page)**

**A. Specific cost breakdown of total funds required to complete the project:**

Federal share:	\$	_____	This will be 75% of the project cost
State share		_____	(This information will be provided by PEMA if applicable)
Applicant share		_____	Source: _____
Other non-Federal share		_____	Source: _____
<b>Total**</b>	<b>\$</b>	<b>_____</b>	

**\*\*This figure is to be entered in OVERALL PROJECT INFORMATION on the front page of this application.**

**B. Cost breakdown of Project costs:**

Engineering/Design	\$	_____	Date this estimate was prepared: _____
Site/Land Acquisition		_____	
Legal Costs		_____	
Project Management *		_____	
Labor		_____	
Materials/supplies		_____	
Certified Appraisals		_____	
Demolition & Disposal		_____	
Land restoration & Stabilization		_____	
Other (specify):		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
<b>Total**</b>	<b>\$</b>	<b>_____</b>	

**\* NEW All management costs must now be listed here**

**\*\*This figure must be the same as the "Total" above)**

**B. 1. NEW- Please add text explaining each of the line items. Additional space is provided on the next page of this application**

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**VIII. DISCUSSION OF ALTERNATIVES- (Must have Three)**

The Hazard Mitigation Grant Program regulations require that the project “Has been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options.”

- A. For each alternative be specific, be accurate, and give complete information and explain what would happen if this alternative is chosen.

(One of the alternatives may be the “do nothing” alternative, explain what will happen if this was chosen.)

**First Alternative: (Your proposed project)**

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**Second Alternative:**

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**Third Alternative:**

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- B. Why did you choose the proposed alternative over the others?

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- C. Acquisition Projects Only- How will the acquired land be used after the project is completed?

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- D. Acquisition Projects only--Who will maintain the acquired land in perpetuity?

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**X. ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION**

**1. ENVIRONMENTAL ISSUES**

**A. Please place an "X" by ALL that apply to your project:**

- 100 Year Floodplain \_\_\_\_\_
- Floodway \_\_\_\_\_
- Runoff \_\_\_\_\_
- Wetlands \_\_\_\_\_
- River \_\_\_\_\_
- Stream, creek \_\_\_\_\_
- Mudflats \_\_\_\_\_
- Intermittent Stream \_\_\_\_\_
- Lake, Pond \_\_\_\_\_
- Intermittent pond \_\_\_\_\_
- Other (Explain) \_\_\_\_\_

**B. Will the project impact (flood, drain, excavate, dredge, fill or otherwise affect) wetlands?**

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

**If yes, please explain:** \_\_\_\_\_  
\_\_\_\_\_

**C. Are you aware of any hazardous materials or substances located on the project site or properties?**

YES \_\_\_\_\_ NO \_\_\_\_\_ Unknown \_\_\_\_\_

(If yes, add a separate attachment describing the hazardous material – MSDS sheet, Community’s answer)

- Also attach a Hazardous Material Survey Form (MSDS) for each property, completed and signed by the property owner.

**2. HISTORICAL ISSUES**

**A. Please check all that describe your project site(s). (Read carefully.)**

**[If Acquisition or Elevation, in addition to below, - See Addendum 2 and Complete one “Historical Property Evaluation Form” per structure, 50 years and older]**

**Please indicate ALL, SOME, or NONE for the following:**

- 1. 50 years or older \_\_\_\_\_
- 2. Located IN Historic district \_\_\_\_\_
- 3. On the National Registry \_\_\_\_\_
- 4. Near a historical PROPERTY \_\_\_\_\_
- 5. Near a historic DISTRICT \_\_\_\_\_
- 6. Property/neighborhood reviewed for National Registry Listing \_\_\_\_\_

**B. If on Registry or IN a district, please give its official name and the agency which designated it.**

\_\_\_\_\_  
\_\_\_\_\_

**X. ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION Continued**

**C. Has a survey to locate archeological sites and/or historic structures been carried out on the property?**

Yes                      No                      If "yes" explain: \_\_\_\_\_

Date of survey: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Is a report on file with the State Historic and Museum Commission?      YES      NO

If YES, Was any historic property located?      YES      NO

**Note: historic properties include, but are not limited to, archeological sites, Civil War earthworks, graveyards, buildings, bridges, canals, etc.)**

**3. ENVIRONMENTAL JUSTICE**

**A. Will project have any adverse affects on the low to moderate income population?      YES      NO**

**B. Will the project have any adverse affect on a minority population?                      YES      NO**

- Be sure your Local Review & Compliance Letter is attached to document these answers.

**C. Was a public meeting held?                      YES                      NO**

- If yes, please attach a description of the public participation and include public review of the mitigation options. (Add copy of AD, news articles, minutes, etc)

**XI. PROJECT COMPLIANCE ASSURANCES**

**A. Code Compliance**

**1. Will the project meet all applicable codes and standards for the project location, such as building, plumbing & electrical codes, public notification, bidding and contracting, etc.      YES                      NO**

**a. If NO, what specifically does the project require and why does the project require it.  
(Example: Project requires a \_\_\_\_\_ variance due to .....)**

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**2. Have any permits been applied for or granted in relationship to this project?      YES                      NO**

**If yes list: \_\_\_\_\_**

