I. PURPOSE

The purpose of this circular is to provide information and guidance on submission of applications for funding under the Federal Emergency Management Agency (FEMA) Federal Fiscal Year (FFY) 2018 Hazard Mitigation (HM) non-disaster grant program.

II. AUTHORITY

A. Code of Federal Regulations – Titles 26, 40, and 44

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


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 (NFIP), Technical Bulletin 3-93, Non-Residential Flood Proofing Requirements and Certifications; Flood Mitigation Assistance [42 U.S.C. §4104(c)]
G. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act) Hazard Mitigation Grant Program (HMGP) (Title 42 U.S.C. §5170c) Section 404 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. FEMA Mitigation Planning Memorandum (MT-PL) #2 Guidance for FEMA Regional Directors regarding “Extraordinary Circumstances,” October 28, 2005

I. Executive Order (EO) 11988 – Floodplain Management

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

K. Executive Order (EO) 12898 – Environmental Justice

L. CFR Title 2 Part 225 - Cost Principles for State, Local and Indian Tribal governments

M. Stafford Act, 42 U.S.C. §5152 – Section 308 Non Discrimination Compliance

N. The 2015 Hazard Mitigation Assistance Guidance

O. The 2015 Hazard Mitigation Assistance Addendum

P. DHS-18-MT-047-00-99 - DHS Notice of Funding Opportunity (NOFO) for Pre-Disaster Mitigation (PDM) August 3, 2018

Q. DHS-18-MT-029-00-99 - DHS Notice of Funding Opportunity (NOFO) for FMA, August 3, 2018

R. FEMA FY 2018 Pre-Disaster Mitigation (PDM) Grant Program Fact Sheet

S. FEMA FY 2018 Flood Mitigation Assistance (FMA) Grant Program Fact Sheet


III. GENERAL

A. The FFY 2018 HM non-disaster grant application period will open from 8 a.m. on Monday, October 1, 2018, to 4:00 p.m. on Friday, December 14, 2018. Grant applications submitted after 4:00 p.m. on Friday, December 14, 2018, will be held until the FFY 2019 Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grant application period opens.
B. The FFY 2018 HM non-disaster grant programs include the following:

1. FMA: For FFY 2018, $145,000,000 in FMA funding is available to assist states, tribal, territorial, and local governments in reducing or eliminating claims under the NFIP. Of this amount, $70,000,000 has been prioritized for community flood mitigation proposals.

2. PDM: For FFY 2018, $235,200,000 is available to assist state, tribal territorial, and local governments in reducing overall risk to the population and structures from future hazard events, while also reducing reliance on federal funding from future disasters.

C. The FFY 2018 FMA and PDM NOFOs are available for download at: https://www.grants.gov. Each NOFO provides guidance on the application process, project selection, and program administration. Potential applicants are encouraged to review each NOFO in its entirety before submitting an application. An overview of both NOFOs is provided in Attachments 2 and 3 of this circular.

D. To be eligible for the FEMA HM grant funding, a municipality and county must have adopted their county hazard mitigation plan. In addition, projects submitted for FEMA HM grant funding must be consistent with the goals and objectives identified in the current FEMA-approved state and local plans.

E. The State Hazard Mitigation Application Review Team (SHMART), to be assembled by the Commonwealth, will meet between December 19, 2018, and December 31, 2018, to rank and prioritize projects in line with the objectives identified in the state’s Standard Hazard Mitigation Plan and the applicable FFY 2018 FMA and PDM NOFOs. Both the FMA and PDM grant programs have distinct federal priorities and FEMA may choose to select a sub-application out of priority based upon one or more of the following factors: availability of funding, balance/distribution of funds geographically, type of recipient, duplication of sub-applications, program priorities and policy factors, and other pertinent information. The SHMART and FEMA selection committee will review the applicant’s:

1. Financial stability;
2. Quality of management systems and ability to meet management standards;
3. History of performance in managing federal award(s);
4. Reports and findings from audits; and,
5. Ability to effectively implement statutory, regulatory, or other requirements from the potential applicant agent.

F. Applications are to be completed and submitted via FEMA’s eGrants system. The eGrants system can be accessed via FEMA’s website at: https://portal.fema.gov/famsVuWeb/home. Instructions for registering as a new user may be found in Attachment 1 of this circular. Once registered 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 eGrants website, please contact the eGrants Technical Help Desk at 855-228-3362 or via email at MTeGrants@fema.dhs.gov.

IMPORTANT NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/applicants/organization-registration.html. Detailed information regarding DUNS and SAM is also provided in Section D of the 2016 FMA NOFO, subsection, Content and Form of Application Submission.

<table>
<thead>
<tr>
<th>Event</th>
<th>Suggested Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtaining Dun and Bradstreet Universal Numbering System (DUNS) Number</td>
<td>Four weeks before actual PEMA submission deadline</td>
</tr>
<tr>
<td>Obtaining a valid Employer Identification Number (EIN)</td>
<td>Four weeks before actual PEMA submission deadline</td>
</tr>
<tr>
<td>Register with the System for Award Management (SAM)</td>
<td>Four weeks before actual submission deadline</td>
</tr>
<tr>
<td>Register for access to the FEMA Grants Portal and request access to</td>
<td>Six weeks before actual PEMA submission deadline</td>
</tr>
<tr>
<td>the Mitigation eGrants system</td>
<td></td>
</tr>
</tbody>
</table>

G. Each HMGP requires a different cost share percentage. The total cost to implement approved mitigation activities under the HMGP is generally funded by a combination of federal and non-federal sources. Both the federal and non-federal cost shares must be for eligible expenses 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 § 13.24 and 2 CFR § 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 sub-application, 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 sub-applications, 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); and,
3. Reasonableness of the cost estimate.

The cost share percentages for FEMA's Hazard Mitigation disaster and non-disaster grant programs for FFY 2018 are as follows:

<table>
<thead>
<tr>
<th>Programs</th>
<th>Mitigation Activity Grant (Percentage of Federal/Non-Federal Share)</th>
<th>Management Costs (Percent of Federal/Non-Federal Share)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDM</td>
<td>75/25</td>
<td>75/25/25</td>
</tr>
<tr>
<td>PDM – Sub-grantee is Small Impoverished Community</td>
<td>90/10</td>
<td>75/25/90/10</td>
</tr>
<tr>
<td>PDM – Tribal Grantee is Small Impoverished Community</td>
<td>90/10</td>
<td>90/10/90/10</td>
</tr>
<tr>
<td>FMA – insured properties and planning grants</td>
<td>75/25</td>
<td>75/25/75/25</td>
</tr>
<tr>
<td>FMA – repetitive loss property (I)</td>
<td>90/10</td>
<td>90/10/90/10</td>
</tr>
<tr>
<td>FMA – severe repetitive loss property (I)</td>
<td>100/0</td>
<td>100/0/100/0</td>
</tr>
</tbody>
</table>

(I) 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, 2015 HMA Unified Guidance, Page 27 (published February 27, 2015)*

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

I. 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. Funding for the FMA grant program is provided by the NFIP. Furthermore, availability of the FMA and PDM programs is subject to anticipated reauthorization of the programs beyond January 31, 2019. More information on each program may be found at: https://www.grants.gov.

J. 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 the 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 eGrants system. This form is located on PEMA's website at: http://www.pema.pa.gov/responseandrecovery.

Note: Sub-applicants will need to take the FEMA Independent Study course IS-30a available online before obtaining a password for access to the FEMA eGrants system. The IS-30B course can be found via the following link: https://training.fema.gov/is/courseoverview.aspx?code=IS-30.b.

IV. DEFINITIONS

A. APPLICANT

A state agency, local government, or eligible private nonprofit organization, Native American tribe, or authorized tribal organization submitting an application to the Governor's Authorized Representative (GAR) for assistance under the HMGP.

B. APPLICATION

1. The FFY 2018 FMA Grant Program, as appropriated by the Consolidated Appropriations Act, 2018 (Pub. L. No. 90-448), provides resources to assist states, tribal governments, territories, and local communities in their efforts to reduce or eliminate the risk of repetitive flood damage to buildings and structures insurable under the NFIP as authorized by the National Flood Insurance Act of 1968, as amended.

2. The FFY 2018 PDM Grant Program, as appropriated by the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141), provides resources to assist states, tribal governments, territories, and local communities in their efforts to implement a sustained pre-disaster natural hazard mitigation program, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. No. 93-288), as amended (42 U.S.C. 5133).

C. CATEGORICAL EXCLUSIONS (CATEX)

The level of review under National Environmental Policy Act (NEPA) (Pub. L. No. 91-190), including actions that through experience an agency has found will not typically result in significant impacts upon the environment. CATEXs are defined in Council on Environmental Quality (CEQ) regulations. FEMA and the Commonwealth of Pennsylvania are responsible for developing their own lists of specific exclusion categories.
D. COUNTY HAZARD MITIGATION OFFICER (CHMO)

The individual designated by the county to be the primary point of contact with FEMA, other federal agencies, PEMA, and local government in the planning and implementation of post-disaster mitigation programs and activities required under this administrative plan and subsequent county HMGP applications/grants.

E. DUPLICATION OF BENEFITS

The use of federal disaster-related funds when assistance from another source has been or will be received, or is reasonably available for the same purpose resulting in an amount that exceeds the total need for that purpose. (Section 312, Robert T. Stafford Disaster Assistance and Emergency Relief Act) (44 CFR Subpart N, Parts 79 & 80).

F. ELEVATION

One of the most common mitigation methods is to elevate a flood-prone structure so that the first floor elevation is above a desired Design Flood Elevation (DFE). When the property falls within a FEMA-designated Special Flood Hazard Area, the DFE is commonly established by the Base Flood Elevation (BFE), which is determined from the FEMA Flood Insurance Study. The goal of these projects is to elevate all living or occupied space above the level of all but the most severe flood events. This can be accomplished by a number of methods, including elevating the entire structure on the existing foundation, constructing a new structural foundation, or abandoning living space below the DFE and replacing it with new construction at a higher elevation. Although many of these methods can vary significantly in approach, the general information required for a complete grant application is fairly similar.

G. FACILITY

Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

H. FEDERAL HAZARD MITIGATION OFFICER (FHMO)

The individual appointed by FEMA, Region III to be the primary point of contact with FEMA, other federal agencies, PEMA, and local government in the planning and implementation of post-disaster mitigation programs and activities for the PDM and FMA grants.

I. FORCE ACCOUNT

An applicant’s own labor forces and equipment.
J. GRANT

An award of PDM and FMA financial assistance.

K. RECIPIENT

The government to which a grant is awarded and accountable for use of the funds provided. The recipient is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For purposes of this circular, and the PDM and FMA grants, the Commonwealth of Pennsylvania is the recipient.

L. HAZARD MITIGATION (HM)

Any action taken to reduce or eliminate the long-term risk to human life, property and significant place (historic preservation) from natural or technological hazards.

M. HM FIELD TEAM

HM staff specialists who assist jurisdictions in the field to develop and send applications via FEMA eGrants system during the open grant application process.

N. HM PLAN UPDATE

An update to the existing HM plan, which may be accomplished by updating the status of mitigation actions within the existing plan or by expanding the existing plan to address additional hazards or mitigation issues.

O. PDM/FMA - LOCAL, STATE, AND FEDERAL JOINT PROJECT APPLICATION FORM (Application Form)

A form used to request grant aid under HMGP. (PDM/FMA-2)

P. IMPROVED PROPERTY

A structure, facility, or item of equipment which was built, constructed, or manufactured. Land used for agricultural purposes is not improved property.

Q. INCREASED COST OF COMPLIANCE (ICC)

ICC coverage provides payment to help cover the cost of mitigation activities that will reduce the risk of future flood damage to a building. When a building covered by a Standard Flood Insurance Policy suffers a flood loss and is declared to be substantially or repetitively damaged, ICC will pay up to $30,000 to bring the building into compliance with state or community floodplain management laws or ordinances. Usually this means elevating or relocating the building so that it is above the FEMA identified Base Flood Elevation (BFE).
Non-residential structures may also be flood-proofed. ICC coverage applies solely to buildings and only covers the cost of the compliance measures undertaken.

R. LOI PRE-APPLICATION

A standard form, combining the statement (FORM 19) of an applicant’s interest in participating in the PDM and FMA grant(s) which provides basic details about the applicant, proposed project, and estimated cost. The form is used to initially screen potential projects for eligibility under these non-disaster programs.

S. LOCAL GOVERNMENT

Any county, city, borough, town, township, or other political subdivision within the Commonwealth of Pennsylvania. The Commonwealth of Pennsylvania does not have any federally recognized tribes that would be eligible for PDM or FMA grants.

T. LOCAL HAZARD MITIGATION OFFICER (LHMO)

The local government employee assigned by a county or municipality to coordinate activities of the local HM team relative to Presidential Disaster Declarations and the Commonwealth of Pennsylvania or local emergencies and whom would be the point of contact to develop the non-disaster grant.

U. LOCAL HAZARD MITIGATION TEAM (LHMT)

The team of individuals selected by an impacted county/municipal government to assist the State Hazard Mitigation Team (SHMT) with HM activities in its area.

V. MEASURE

Any mitigation measure, project, or action proposed to reduce the risk of future damage, hardship, loss, or suffering from disasters. The term “measure” is used interchangeably with the term “project” in this plan.

W. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) (Pub. L. No. 91-190)

NEPA was passed by Congress in 1970 and established a national policy for the protection and maintenance of the environment by providing a process which all federal agencies must follow. Congress recognized the profound impact that federal actions of the preceding decades were having, and saw the need to declare a federal policy through this act to allow the federal government to maintain and create conditions under which man and nature could exist in productive harmony.

X. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

The program of flood insurance coverage and floodplain management administered under the National Flood Insurance Act of 1968 as amended to
include Biggert-Waters Flood Insurance Reform Act of 2012 and applicable federal regulations promulgated in Title 44 of the Code of Federal Regulations, Subchapter B.

Y. NATURAL DISASTER

Any natural catastrophe including: hurricane, tornado, storm high water, wind-driven water, tidal wave, tsunami, seiche, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, or drought.

Z. OPEN SPACE REQUIREMENT

Property acquired for demolition or from which a structure is relocated, must be dedicated to and maintained as open space in perpetuity consistent with 44 § CFR 80.

AA. PRIVATE NONPROFIT (PNP) FACILITY

Any private nonprofit educational, utility, emergency, medical/custodial care facility, including a facility for the aged or disabled, any other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. [Further specifics are found in 44 § CFR 206.221(1) through (6).]

BB. PNP ORGANIZATION

Any non-governmental agency or entity that currently has:

a. An effective ruling letter from the United States Internal Revenue Service, granting tax exemption under section 501(c), (d) or (e) of the Internal Revenue Code of 1954; or,

b. Satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit organization doing business under state law.

CC. PROJECT

The same as "measure" for the purposes of this plan and used interchangeably with it.

DD. PROJECT STATUS DATABASE

A consolidated electronic database containing key information regarding HMGPG applications.
EE. PUBLIC FACILITY

Any of the following facilities owned or operated by the Commonwealth or local government: any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, watershed development, or airport facility; any non-federal street, road, or highway; any other public building, structure, or system, including those used for educational, recreational, or cultural purposes; and any park.

FF. STATE HAZARD MITIGATION OFFICER (SHMO)

The individual designated by the GAR to be the primary point of contact with FEMA, other federal agencies, and local government in the planning and implementation of post-disaster mitigation programs and activities required under The Act.

GG. STANDARDS

Codes, specifications, or standards for the construction of facilities, to include legal requirements for additional features. Such standards may be different for new construction and repair work.

HH. STANDARD STATE ALL-HAZARD MITIGATION PLAN (SSAHMP)

The results of a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society, and includes the actions needed to minimize future vulnerability to hazards, as required under Section 322 of The Act. The HM plan required under Section 322 of The Act as a condition of receiving federal assistance under Section 404. The 322 Plan is the basis for the identification of measures to be funded under the HMGP.

II. STATE HAZARD MITIGATION REVIEW TEAM (SHMRT)

The team of individuals requested by the PEMA Director from state agencies with HM responsibilities. Team members are designated by Cabinet Secretaries, Commissioners, or Directors to assist with HM activities related to Sections 322 of the Stafford Act and PDM/FMA requirements.

JJ. SUB-GRANT

An award of financial assistance under a grant by a recipient to an eligible subrecipient.

KK. SUBRECIPIENT

The government or other legal entity to which a sub-grant is awarded and which is accountable to the recipient for the use of the funds provided. Subrecipients can
be a state agency, local government, private nonprofit organization, or Native American Tribe as outlined in 44 § CFR 206.434. An applicant becomes a subrecipient upon receipt of financial assistance.

LL. TITLE SEARCH

To be eligible, the sub-applicant must acquire or retain fee title (full surface and sub-surface property interest), except for encumbrances FEMA determines are compatible with open space uses, as part of the project implementation.

V. RESPONSIBILITIES

A. FEMA approved a State Standard HM (Section 322) Plan for the Commonwealth of Pennsylvania on October 18, 2013; there will be a revised plan in affect after this date as it will approved during this grant period. This Standard HM Plan is also incorporated into the Commonwealth Emergency Operations Plan. FEMA regional staff will provide technical assistance to PEMA, review eligibility determinations, and monitor program implementation for project approvals. As of the date of this circular, PEMA is pursuing the Enhanced All-Hazard Mitigation Plan but this will have no impact on addition non-disaster grant funds; only for future disaster mitigation funds. The following sections clarify responsibilities related to eligibility, cost effectiveness, environmental, and grants management procedures.

1. PEMA Director

   a. Designate a SHMO to administer the FMA and PDM programs.

   b. Designate the SHMO to coordinate activities of the SHMT and serve as the responsible individual for HMGP project management and fund administration. The SHMO in turn designates a member of the mitigation staff to serve as non-disaster project coordinator (NDPC). The NDPC assists the SHMO in the execution of his/her responsibilities relative to HMGP project management.

   c. Designate the SHMT as the group to work with the federal HM team on tasks requiring special expertise to accomplish Section 322 objectives and other Commonwealth HM needs, such as HMGP project application evaluation. Designation of SHMT members will be accomplished by request from the PEMA Director to those state agencies with HM responsibilities. The SHMT may include representatives from:

      i. Department Environmental Protection
      ii. Department of Community and Economic Development
      iii. Department of Conservation and Natural Resources
      iv. Department of Human Services
      v. Insurance Department
      vi. Department of Transportation (PennDOT)
      vii. Department of Agriculture
viii. Historic and Museum Commission
IX. Human Relations Commission
X. Any other agencies as may be appropriate to these funding streams

d. Provide the SHMO staff support, as necessary. Staffing requirements will be determined following the FEMA’s award of non-disaster project funding for FFY 2018.
e. Provide appropriate Commonwealth staff to assist the SHMO in periodic tasks requiring specific expertise in HM. This tasking may be accomplished by the agency’s SHMT representative if he/she possesses the required authority. In situations where expertise is beyond that available within the SHMT, the SHMO will request assistance through the Bureau of Recovery and Mitigation (BORM) Director, who will coordinate with the appropriate agencies.
f. Provide specialized expertise not available in Commonwealth government by procuring contractor services to support the SHMO’s activities which exceed the capacity of the staff. This will be detailed in the work plan communicated to FEMA, Region III.
g. Administer the PDM/FMA grants consistent with federal, state, and local law and regulations, Executive Orders, and 2 CFR Part 200, and 2015 Hazard Mitigation Assistance program policy guidance.
h. Maintain the technical capability necessary to meet its responsibilities to the best of its ability. If at any time PEMA determines it needs additional technical capability, it will notify FEMA, Region III to request technical assistance.

2. FEMA, Region III will:

a. Monitor all pre-and post-disaster HM programs and activities.
b. Appoint an FHMO for each disaster to manage and monitor PDM/FMA grant programs and activities.
c. Provide technical assistance as necessary to assist the Commonwealth in fulfilling its mitigation responsibilities and conduct periodic review of the state’s HM activities and programs.
d. Assist the Commonwealth in identifying appropriate mitigation measures.
e. Follow up with state government after a presidential declaration to ensure that mitigation commitments are fulfilled.

3. County Government

If the county is the sub-applicant for the PDM/FMA grant, the county will designate a County Hazard Mitigation Officer (CHMO) to serve as the county government contact for FEMA/State approved FMA and PDM
grant and project activities. The CHMO will be responsible for coordinating planning, grant application, project implementation, communicating with county/municipal government lead agencies, and providing progress reports as required to the SHMO. (The CHMO may also be the HMGP Project Manager.) If the county is not the applicant agent, the designated local applicant agent will monitor 2018 FMA/PDM project progress, as required.

4. Municipal Government

If the municipality is the sub-applicant for the FMA/PDM grant, the municipality will designate a Municipal Hazard Mitigation Officer (MHMO) to serve as the applicant agent for FEMA/State approved FMA/PDM grant and project activities. The MHMO will be responsible for coordinating planning, grant application, project implementation, communicating with county/municipal government lead agencies, and providing progress reports as required to the SHMO. (The MHMO may also be the HMGP Project Manager.) If the county applies on the municipality’s behalf, the MHMO will monitor 2018 FMA/PDM project progress, as needed.

5. Applicant(s)/Subrecipient(s)

Designate an individual to serve as Applicant’s Agent and manager for the HMGP project.

i. Compile, maintain, and make available to the SHMO, state or federal auditors, or other persons as necessary, the following:

1. Daily Activity Reports completed using the applicable form with supporting invoices and proof of payment for labor, equipment, and materials.
2. Time sheets completed using the applicable form and proof of payment to the employee for labor (cancelled checks for the period when the work was completed or bank statement with electronic funds transfer.)
3. Itemized invoices for purchased materials, contracted work, demolition, and any other eligible expenses.
4. ICC checks paid to the applicant by FEMA or the insurance company.
5. Project contract file, to include all documents relating to each project: copies of appraisals, real estate transactions, HUD-1 with proof of payment for eligible expenses listed on the HUD-1, deeds, easement agreements, title company, and attorney invoices all financial records supporting eligible expenses, etc.
ii. Submit Quarterly Project Progress Reports (PEMA-FMA/PDM-5) to the SHMO, indicating the status and completion date for each measure funded, reflecting any problems or circumstances affecting completion date(s), scope of work, or project costs which are expected to result in non-compliance with the approved grant conditions. (The standardized form will be provided to applicants during the required fiscal briefing.)

iii. Submit Monthly Project Progress Reports (PEMA-FMA/PDM-5) to the SHMO indicating the status and completion date for each measure funded reflecting any problems or circumstances affecting completion date(s), scope of work, or project costs which are expected to result in non-compliance with the approved grant conditions. (The standardized form will be provided to applicants during the fiscal briefing.)

VI. EMERGENCY MANAGEMENT PROGRAM PRIORITIES

A. PEMA/FEMA-approved All-Hazard Mitigation Plan, per requirement of Title 44 CFR, Federal Disaster Assistance, Part 201.4, 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 201.6, 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.

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

A. Eligible sub-applicants must apply through eGrants 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 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 NFIP, applicant rank, or property status (e.g. repetitive loss property, severe repetitive loss property).
VIII. DISTRIBUTION

Attachment (1) eGrants Online Registration Instructions
Attachment (2) Flood Mitigation Assistance Highlights – From 2018 NOFO
Attachment (3) Pre-Disaster Mitigation Highlights – From 2018 NOFO

Carbon Copy:

a. Office of the Director
b. Office of the State Fire Commissioner
c. Deputy Director for Administration
d. Deputy Director for Response
e. Deputy Director for Preparedness
f. Deputy Director for 9-1-1
g. External Affairs Office
h. Communications Office
i. Chief Counsel’s Office
j. Legislative Affairs and Policy Office
k. Bureau of Grants Management
l. Bureau of Planning, Training, and Exercise
m. Bureau of Recovery and Mitigation
n. Central Area Office Director
p. Eastern Area Office Director
q. Western Area Office Director
Distribution:
Federal Emergency Management Agency, Region III
American Planners Association – PA Chapter
American Rivers Association
County Commissioners of Pennsylvania
Delaware River Basin Commission
Keystone Emergency Management Association
Pennsylvania Association of Floodplain Managers
Pennsylvania Boroughs Association
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 League of Municipalities
Pennsylvania Congressional Delegation
Pennsylvania Municipal Authorities
Pennsylvania Public Utility Commission
Pennsylvania Regional Planning Commissions
Pennsylvania Silver Jackets Representatives
Pennsylvania State Association of Township Supervisors
House of Representatives of Pennsylvania
Senate of Pennsylvania
Pennsylvania State System of Higher Education
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
Attachment 1

eGrants Online Registration Instructions

The deadline for all Non-Disaster Hazard Mitigation grant applications within the Commonwealth [e.g., the Pre-Disaster Mitigation (PDM) and the Flood Mitigation Assistance (FMA) Programs] must be submitted by Friday, December 14, 2018, at 4:00 p.m. No incomplete applications will be accepted.

1. Grant applications should be submitted through the FEMA eGrants 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

2. The FEMA portal will bring up another page:
   - Click button entitled “Click here to request new privileges”.
   - Click button entitled “Mitigation eGrants”.
   - 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.

3. Assistance in completing the application is available by logging into the eGrants system and clicking on “Help” at the lower right-hand corner of the home page.

4. 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 confirm receipt of your certificate.

* PEMA will not issue access to FEMA’s eGrants system until we receive a Certificate of Successful Completion of FEMA’s Independent Study Course, IS-30.a Mitigation eGrants for the Sub-grant Applicants from the requestor. The IS-30.a course can be found on the following link: https://training.fema.gov/is/courseoverview.aspx?code=IS-30.b
Attachment 2

Flood Mitigation Assistance Highlights – From 2016 Notice of Funding Opportunities

Available Funding Nationally: $160,000,000

Funding Breakdown by Category:
1) Community Flood Mitigation Advance Assistance – Up to $100,000; up to $10,000 for projects
2) Community Flood Mitigation Projects
3) Technical Assistance
4) Flood Mitigation Planning – up to $50,000 for State; up to $25,000 (2)
5) Severe Repetitive Loss (SRL) & Repetitive Loss (RL) Priorities = $90,000,000

Key:
+ 1) and 2) = $70 million
# 3), 4), and 5) = $90 million

Project Period of Performance: August 14, 2017 through January 30, 2021
Anticipated Selection Date: January 30, 2018
Anticipated FEMA Award Date: December 30, 2018

Cost Share: Reference the Table on Page 4 of this Circular
- FEMA may contribute up to 100 percent Federal Cost Share for SRL properties
- FEMA may contribute up to 90 percent cost share for FEMA identified RL properties

Other Key Dates:

<table>
<thead>
<tr>
<th>Event</th>
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<td>Register for access to the FEMA Grants Portal and request access to the Mitigation eGrants system</td>
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</table>

IMPORTANT NOTE: If you are going to apply for this funding opportunity and have not obtained a DUNS number and/or are not currently registered in SAM, please take immediate action to obtain a DUNS Number, if applicable, and register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, and an additional 24 hours for www.Grants.gov to then recognize your information. Information on obtaining a DUNS number and registering in SAM is available at: http://www.grants.gov/web/grants/applicants/organization-registration.html. Detailed information regarding DUNS and SAM is also provided in Section D of the 2018 FMA Notice of Funding Opportunities (NOFO), subsection, Content and Form of Application Submission.
Allowable Activities for Locals:
1. Flood hazard mitigation planning consistent with 44 CFR Part 201
   - Cost-effective and sustainable hazard mitigation projects that conform to FEMA-approved state/tribal/local mitigation plans

2. Property Acquisition and Structure Demolition or Relocation
   - Structure Elevation
   - Mitigation Reconstruction
   - Dry Flood-Proofing
   - Non-structural Retrofitting of Existing Buildings
   - Infrastructure Retrofit
   - Minor Localized Flood Reduction
   - Applicant and Subapplicant Management Costs for administering and managing grant and subgrant activities

FEMA’s priorities for the FY 18 FMA program are:

Community flood mitigation advance assistance and projects up to $70,000,000.

Priority 1. **Advance Assistance** - sub-applications not to exceed $100,000 federal share for flood mitigation design up to $2,000,000; and,

Priority 2. **Community Flood Mitigation** - project subapplications not to exceed $10,000,000 federal share per subapplication up to the total remaining.

<table>
<thead>
<tr>
<th>Stratification</th>
<th>Description</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Partnership Costshare</td>
<td>Cost share taken on by private organizations/businesses emphasizing community participation, collaboration, and investment. Points will be assigned based on percentage of private cost share invested.</td>
<td>150</td>
</tr>
<tr>
<td>Building Code Effectiveness Grading Schedule (BCEGS) rating</td>
<td>Assesses effectiveness of enforcement and adequacy of building codes with emphasis on mitigation. Classes weighted based on national class grouping ratings. Highest weight will be assigned to class 1 and descending through lower classes.</td>
<td>100</td>
</tr>
<tr>
<td>Community Rating System (CRS) Participation</td>
<td>The Community Rating System (CRS) recognizes and encourages community floodplain management activities that exceed the minimum NFIP standards. Depending upon the level of participation, flood insurance premium rates for policyholders can be reduced up to 45 percent. Highest weight will be assigned to class 1 and descending through lower classes.</td>
<td>100</td>
</tr>
<tr>
<td>Cooperating Technical Partners Program (CTP)</td>
<td>Qualified partnership program where communities commit to collaborate in maintaining up-to-date flood hazard maps and other flood hazard information. Points are provided to CTP participating communities.</td>
<td>100</td>
</tr>
<tr>
<td>International Building Codes (IBC) Adopted</td>
<td>IBC adoption epitomizes community commitment to responsible building regulations. Points are provided to IBC participating communities.</td>
<td>50</td>
</tr>
</tbody>
</table>

**Total Points Available** 500*

*If the total of points results in a tie between two or more of these proposal types, FEMA will use the:
   - Highest Benefit Cost Ratio (BCR) for projects; and,
   - Total number of active policies in the local jurisdiction for advance assistance.
| Priority 3 | **Technical Assistance** - sub-applications up to $50,000 federal share for applicants who were awarded FMA Grant Program funds totaling at least $1,000,000 in FY 2016. |
| Priority 4 | **Flood Mitigation Planning** - sub-applications up to $10,000 federal share per applicant with a maximum of $50,000 for the flood portion of state mitigation plans and $25,000 for local flood mitigation planning; |
| Priority 5 | Competitive funding for property flood mitigation projects:  
  a. Projects that will mitigate at least 50 percent of structures included in the sub-application that meet definition part 42 U.S.C. 4104c(h)(3)(B)(ii) of a SRL property: at least two separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structure;  
  b. Projects that will mitigate at least 50 percent of structures included in the sub-application that meet the definition of a FMA RL property: have incurred flood-related damage on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each flood event; and,  
  c. Projects that will mitigate at least 50 percent of structures included in the sub-application that meet definition part 42 U.S.C. 4104c(h)(3)(B)(ii) of a SRL property: four or more separate NFIP claims payments have been made with the amount of each claim exceeding $5,000, and with the cumulative amount of claims payments exceeding $20,000. |
| Priority 6 | FEMA will further prioritize projects in priorities 4.a-4.c above as follows:  
  a. The highest percentage of structures included in the sub-application that meet the definition from 100 to 50 percent;  
  b. The largest number of structures included in the sub-application that meet the definition; and,  
  c. FEMA-validated Benefit-Cost Ratio (BCR). |
| Priority 7 | The balance of FEMA grant program funding will be distributed on a competitive basis to all eligible applicants for flood hazard mitigation projects. |
| Eligibility | All 50 states and territories are eligible to apply for the FY 2016 FMA grant program. Local governments are considered sub-applicants and must apply to their applicant state/territory. |

FEMA.gov  [https://www.fema.gov/flood-mitigation-assistanceGrants-program](https://www.fema.gov/flood-mitigation-assistanceGrants-program)

A SRL property is a structure that:

1. Is covered under a contract for flood insurance made available under the NFIP; and,

2. Has incurred flood related damage.  
   - For which four or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding $5,000, and with the cumulative amount of such claims payments exceeding $20,000; or,  
   - For which at least two separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.
A RL property is a structure covered by a contract for flood insurance made available under the NFIP that:

1. Has incurred flood-related damage on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the time of each such flood event; or,

2. At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

Important Application Content Items:

1. **Benefit Cost Analysis for Mitigation Projects.** Project sub-applications must include a FEMA-approved benefit-cost analysis (BCA) or other documentation to demonstrate cost-effectiveness. Planning and management costs sub-applications do not require a BCA. More detailed information is available in Part IV, I, Cost Effectiveness of the HMA Guidance available on the FEMA website at: http://www.fema.gov/media-library/assets/documents/103279.

2. **Statement of Assurances and Deed Restriction for Property Acquisition Projects.** Project sub-applications for property acquisition must include the FEMA Statement of Assurances signed by the Sub-applicant’s authorized agent to provide acknowledgement of, and agreement to, the requirements in the model Statement of Assurances. The model Statement of Assurances is available on the FEMA website at: https://www.fema.gov/media-library/assets/documents/28695.

   The sub-application must include a sample of the deed restriction (not including property-specific details) that the sub-applicant intends to record with each property deed. The sample must be consistent with the FEMA Model Deed Restriction, which is available on the FEMA website at: https://www.fema.gov/media-library/assets/documents/28496.

3. **Application for Federal Assistance and Assurances and Certifications Forms.** Applicants must complete the following forms and attach them to their FMA grant application in the Mitigation eGrants system:
   - Application for Assistance (SF-424), OMB #4040-0004
   - Assurances for Non-Construction Programs (SF-424B), OMB #4040-0009
   - Assurances for Construction Programs (SF-424D), OMB #4040-0007
   - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibilities Matters
   - Drug-Free Workplace Requirements (FF 20-16C), OMB #1660-0025
   - Disclosure of Lobbying Activities (SF-LLL), OMB #4040-0013 (if the Applicant has engaged in or intends)
The FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters;

- Drug-Free Workplace Requirements is available from the FEMA library online at: https://www.fema.gov/media-library/assets/documents/9754

- FEMA Forms 20-16A, Assurances – Non Construction Programs and 20-16B, Assurances - Construction Program may be used in lieu of the SF 424-B, Assurances for Non Construction Programs and SF 424-D, Assurances for Construction Programs, respectively. The FEMA Forms are available on the FEMA Forms webpage: https://www.fema.gov/forms

4. **FEMA Application Review Information (per U.S.C. 3321 & 2313):**

FEMA application evaluation criteria may include the following risk based considerations of the applicant:

- financial stability;
- quality of management systems and ability to meet management standards;
- history of performance in managing federal award;
- reports and findings from audits; and,
- ability to effectively implement statutory, regulatory, or other requirements.
Attachment 3
Pre-Disaster Mitigation Highlights – From 2016 Notice of Funding Opportunities

Available Funding Nationally: $235,000,000.00

Projected number of Awards: 250

State Allowable Applications:
- Nine Competitive Project Sub-applications
- One Multi-State
- One State
- Management Cost = 10 Applications Maximum

Project Period of Performance: October 1, 2018 through April 1, 2022 (42 Months)
Anticipated Selection Date: May 1, 2019
Anticipated FEMA Award Date: December 30, 2019

Cost Share: Reference Table on Page 4 in this Circular

Other Key Dates:

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### FEMA’s priorities for the FY 2017 Pre-Disaster Mitigation (PDM) program are:

<table>
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<tr>
<th>Funding</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority 1</strong></td>
<td><strong>Statutory Allocation</strong> - Mitigation planning and project sub-applications up to $575,000 federal share per states/territories/District of Columbia consistent with Section 203 (f)(1) of the Stafford Act;</td>
</tr>
<tr>
<td><strong>Priority 2</strong></td>
<td>Up to $15,000,000 for mitigation planning and project sub-applications; up to $575,000 Federal share per eligible tribal applicant; Pennsylvania does not have any federally or state recognized tribes that are eligible for this priority.</td>
</tr>
<tr>
<td><strong>Priority 3</strong></td>
<td><strong>Advance Assistance</strong> – PDM prevents loss of life and leads to significant savings by mitigating risks, reducing damage from future disasters, and lowering flood insurance premiums. Advanced Assistance can be used to develop mitigation strategies and obtain data to prioritize, select, and develop community mitigation projects for future funding. There is no guarantee for future HMA project funding if Advanced Assistance is awarded. FEMA will select the highest ranked eligible subapplication(s) for Advance Assistance from each Applicant (including territories and tribes) not to exceed $200,000 total federal cost share. Maximum funding for all Advance Assistance is $25 million. All subapplications must be designated as Advance Assistance within the title of the subapplication and use the correct code 904.2 - Advance Assistance within eGrants to be considered.</td>
</tr>
</tbody>
</table>
| **Priority 4**| Infrastructure resilience is the ability to reduce the magnitude and/or duration of disruptive events. The effectiveness of Resilient Infrastructure or enterprise depends upon its ability to anticipate, absorb, adapt to, and/or rapidly recover from a potentially disruptive event. This funding is an opportunity to advance capital projects on a community level, ready for investment that will reduce risks, prevent loss of life and lead to significant savings by reducing damage from future disasters and lowering flood insurance premiums. FEMA will select the highest ranked eligible Resilient Infrastructure mitigation subapplications up to $10 million Federal cost share based on final priority scoring criteria (see table below). The ranking will be based on the score correlating to the factors in the chart below. Maximum funding for all Resilient Infrastructure projects is $100 million. All subapplications must be designated as Resilient Infrastructure within the title of the subapplication and use the correct code 402.3 within eGrants to be considered. Resilient Infrastructure projects can be all-hazard, to include flood, seismic, wind, wildfire, and drought. Eligible activities include, but are not limited:  
  - Infrastructure protective measures (including hazard-specific retrofit projects)  
  - Utility protective measures (including hazard-specific retrofit projects)  
  - Water and sanitary sewer system protective measures  
  - Localized flood control to protect critical facilities  
  - Floodwater storage and diversion  
  - Floodplain and stream restoration  
  - Stormwater management  
  - Aquifer storage and recovery  
  - Wetland restoration/creation |
Priority 5

After meeting the statutory requirement for State/territory allocations and the tribal set-aside, FEMA will select from the remaining eligible planning and project subapplications from all Applicants on a competitive basis up to the available amount of funding.

If an Applicant submits projects in excess of the limit for competitive consideration (see Other Eligibility Criteria subsection under Section C of this NOFO), then FEMA will only review the highest ranked competitive project subapplications up to the limit.

FEMA will select subapplications for competitive funding in the following order:
Multi-state/tribal mitigation initiatives

FEMA will select one eligible multi-State/tribal mitigation planning or project subapplication per Applicant.

Planning subapplications from Applicants that have less than $400,000 HMGP planning funds available.

FEMA will select eligible planning subapplications from Applicants that have less than $400,000 HMGP planning funds available (see Hazard Mitigation Grant Program subsection in Section H of this NOFO).

Project subapplications from Applicants that have less than $4 million HMGP regular project funds available.

FEMA will select eligible project subapplications from Applicants that have less than $4 million in HMGP regular project funds in the following order:

- Mitigation projects that reduce risk to any natural hazard (e.g., seismic, wildfire, landslide, wind, flood, drought)
- Generators for critical facilities identified in a FEMA-approved mitigation plan and meet the standards set by local building codes

Planning subapplications from Applicants that have $400,000 or more HMGP planning funds available.

FEMA will select eligible planning subapplications from Applicants that have $400,000 or more HMGP planning funds available.

Project subapplications from Applicants that have $4 million or more HMGP regular project funds available.

FEMA will select eligible project subapplications from Applicants that have $4 million or more HMGP regular project funds available in the following order:

- Mitigation projects that reduce risk to any natural hazard (e.g., seismic, wildfire, landslide, wind, flood, drought)
- Generators for critical facilities identified in a FEMA-approved mitigation plan and meet the standards set by local building codes
FEMA will further prioritize planning and project subapplications in priority categories 2 and 5 above, as needed, in the following order:

1. Subapplicant’s small impoverished community status (see Cost Share or Match subsection under Section C of this NOFO);
2. Indication of public-private partnership (i.e., whether private-sector funding is included in the required non-Federal cost share);
3. Subapplicant’s FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating, as appropriate to the activity type, from a grade of 1 to 10;
4. FEMA-validated BCR for projects (see Benefit Cost Analysis for Mitigation Projects subsection under Section D of this NOFO); and
5. The Applicant’s rank of subapplications (see Content and Form of Application Submission subsection under Section D of this NOFO).

For more information on BCEGS, please visit the Insurance Services Office – Mitigation website at: https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.htm.

FEMA may select a subapplication out of priority order based on one or more of the following factors:
- Availability of funding
- Duplication of subapplications
- Program priorities and policy factors
- Other pertinent information

FEMA will ensure the majority of funding will be for selected mitigation projects, per the 2018 appropriations report language.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>All 50 states, territories and federally-recognized tribes are eligible to apply for the FY 2017 PDM Grant Program. Local governments are considered sub-applicants and must apply to their applicant state/territory.</th>
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</thead>
<tbody>
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