



# THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY  
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DEPARTMENT OF CONSERVATION & RECREATION  
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DEC 26

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## To Potential Hazard Mitigation Grant Applicants:

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are announcing an **opening of the application period** for the Federal Emergency Management Agency (FEMA) **Hazard Mitigation Grant Program (HMGP)**. This post-disaster mitigation grant funding is available as a result of the federal disaster declaration for the October 29-30, 2011 Snow Storm event. This HMGP funding is available to all communities in the Commonwealth that meet the sub-applicant and project eligibility requirements.

Why should this information be important to you? The federally-funded hazard mitigation grant program provides significant opportunities to reduce, minimize or eliminate potential damages to public and private non-profit infrastructure from natural hazard events. Funding for hazard mitigation plans and projects can reduce overall risks to the population and structures, while also reducing the reliance on taxpayer-funded federal disaster assistance for disaster recovery.

- *Who's eligible to apply?* State & local governments, tribal organizations and certain private non-profits.
- *What type of work is eligible?* Drainage and culvert improvements, property acquisition, slope stabilization, infrastructure protection, seismic and wind retrofits, structure elevations, etc.
- *What is the grant cost share?* Funding reimbursement is typically 75% federal share, 25% non-federal match of eligible project costs (in most cases); 'in-kind' services are allowable as part of the non-federal match.
- To be eligible for FEMA HMGP hazard mitigation project grants, applicants must have a locally-adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) at the time of official FEMA grant award.
- Formal grant briefings & technical assistance opportunities are available prior to application deadline.
- The State-established deadline for complete, full HMGP grant applications is: **Friday March 15, 2013 by 3:00 PM**

FEMA's hazard mitigation grant programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist sub-applicants to develop long-term, cost-effective improvements that will reduce or eliminate risk/damage to people and property from the effects of natural hazards. Projects that address operation, deferred or future maintenance, repairs or replacement (without a change in the level of protection provided) of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges and facility repair/rehabilitation) are not eligible mitigation grant activities.

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) co-administer these grant programs on behalf of FEMA in the Commonwealth and encourage you to consider applying for grant funding to mitigate natural hazards that may impact your jurisdiction. For your information, this grant notice has been sent to the local chief elected and/or administrative official, conservation commission, building official, planning official, public works director and emergency manager in your community. Communities are encouraged to coordinate local project applications with other local officials.

To assist potential sub-applicants considering applying for FEMA HMGP mitigation funding, MEMA/DCR will be hosting a series of future grant program briefing(s) and technical assistance meetings. The grant program briefings will provide an overview of the HMGP program, available funding and relevant application process/deadlines. Interested sub-applicants are strongly encouraged to attend one of these briefings as details regarding the grant program will be described and discussed in detail. Technical assistance meetings will be a chance for you to meet one on one with representatives from MEMA/DCR to discuss any questions you may have about your community's application. Details regarding the grant program briefings and technical assistance meetings are located below and will also be published on the 'Disaster Recovery & Mitigation' section of the MEMA website ([www.mass.gov/mema](http://www.mass.gov/mema)) in the near future.

Interested applicants are encouraged to coordinate with MEMA/DCR early in the application development process to ensure that proposed mitigation projects are FEMA-eligible activities. Communities can submit multiple grant applications but each project must demonstrate cost-effective hazard mitigation benefits independent of other applications (no phased projects).

MEMA is the conduit for all applications and FEMA funding, and is required to review and rank all the individual local sub-applications that are ultimately submitted to FEMA for funding consideration. To allow sufficient time for this review and evaluation process the **State has established a deadline for complete, full grant applications for Friday March 15, 2013 by 3:00 PM.**

Some grant program requirements to be aware of (please attend the grant briefing and refer to the HMA Program Guidance for more specific sub-applicant and project eligibility requirements):

- **Multi-Hazard Mitigation Plan Requirement:** To be eligible for HMGP project grants, applicants must have a locally adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) at the time of FEMA grant award;
- **Non-Federal Cost Share Requirement:** Sub-applicants must commit to the non-federal share of the proposed application cost; for HMGP this is 25% (or more) of the total estimated project cost.
- All proposed project applications must include a formal Benefit-Cost Analysis (using FEMA-approved methodology/software) to document the project's cost-effectiveness. Planning and HMGP '5% Initiative' applications do not have a BCA requirement.
- Community participation in the **National Flood Insurance Program (NFIP)**, may also be a requirement for sub-applicant and project eligibility (see Part III, Section D.7 of the FEMA Guidance for additional details).

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**Hazard Mitigation Grant Program (HMGP) Briefing Schedule**

Please do not contact these facilities directly with questions about the briefings.

**Grant Program Briefing & Overview**  
**Wednesday January 9, 2013 (9:30 am ~ 11:30 am)**  
UMASS Amherst Campus Police Station  
Conference Room  
585 East Pleasant Street  
Amherst, MA 01002

**Grant Program Briefing & Overview**  
**Friday January 11, 2013 (9:30 am ~ 11:30 am)**  
Northern Middlesex Council of Governments  
Conference Room  
40 Church Street, Suite 200  
Lowell, MA 01852

**Grant Program Briefing & Overview**  
**Tuesday January 15, 2013 (9:30am ~ 11:30am)**  
The Harwich Community Center  
100 Oak Street  
Harwich, MA 02645

**Grant Program Briefing & Overview**  
**Wednesday January 16, 2013 (9:30am ~ 11:30am)**  
Massachusetts Emergency Management Agency  
Training Room  
400 Worcester Road  
Framingham, MA 01702

Please RSVP your attendance to: Kathryn Fatherley, MEMA Hazard Mitigation Contract Specialist  
(508) 820-1425, or via email at: Kathryn.Fatherley@state.ma.us

Please do not contact these facilities directly with questions about the briefings.

**RSVP's are required so that we can notify participants in the event that the briefing logistics (date/time/location) must be changed or postponed due to weather or other events.**

*Note: Please monitor the Disaster Recovery & Mitigation section of the MEMA website ([www.mass.gov/mema](http://www.mass.gov/mema)) for additional training opportunities and updated and/or revised mitigation grant related information.*

## Technical Assistance Meetings for Hazard Mitigation Grant Program (HMGP)

These technical assistance meetings are targeted to those who have previously attended a formal mitigation grant program briefing. The technical assistance meetings are available to sub-applicants considering submission of a FEMA Hazard Mitigation Grant Program application. These individual 1-hour meetings are an opportunity to meet with members of the State Hazard Mitigation Team (MEMA & DCR staff) to:

- ✓ Discuss proposed project applications (including eligibility of proposed activities);
- ✓ Answer specific questions regarding grant application procedures and/or requirements;
- ✓ Discuss which FEMA mitigation grant program(s) may be most appropriate based on the type of activity/project proposed;
- ✓ Benefit-Cost Analysis (BCA), environmental/historic or other technical issues associated with project proposals; and,
- ✓ Other questions or issues sub-applicants may have regarding FEMA-funded mitigation grant programs.

These technical assistance meetings do not prohibit or prevent interested sub-applicants from contacting members of the State Hazard Mitigation Team to discuss questions or issues related to their proposed project activity. One (1) hour blocks of time (1:00-2:00pm, 2:00-3:00pm, 3:00-4:00pm) for each of the dates below will be available for prospective sub-applicants.

**Technical Assistance Meeting(s)**  
**Wednesday January 9, 2013 (1:00 pm – 3:00 pm)**  
UMASS Amherst Campus Police Station  
Conference Room  
585 East Pleasant Street

**Technical Assistance Meeting(s)**  
**Friday January 11, 2013 (1:00 pm – 3:00 pm)**  
Northern Middlesex Council of Governments  
Conference Room  
40 Church Street, Suite 200  
Lowell, MA 01852

**Technical Assistance Meeting(s)**  
**Tuesday January 15, 2013 (1:00 pm – 3:00 pm)**  
The Harwich Community Center  
100 Oak Street  
Harwich, MA 02645

**Technical Assistance Meeting(s)**  
**Wednesday January 16, 2013 (1:00 pm – 3:00 pm)**  
Massachusetts Emergency Management Agency  
Training Room  
400 Worcester Road

**Technical Assistance Meeting(s)**  
**Friday January 18, 2013 (1:00 pm – 3:00 pm)**  
MEMA Region II, Bridgewater  
Emergency Operations Room  
12-1 Rear Administrative Road  
Bridgewater, MA 02324

**Technical Assistance Meeting(s)**  
**Wednesday January 23, 2013 (1:00 pm – 3:00 pm)**  
MEMA Region III/IV  
Training Room  
1002 Suffield Street  
Agawam, MA 01001

**Technical Assistance Meeting(s)**  
**Friday January 25, 2013 (1:00 pm – 3:00 pm)**  
MEMA Region I  
Emergency Operations Center  
365 East Street  
Tewksbury, MA 01876

**Technical Assistance Meeting(s)**  
**Monday January 28, 2013 (1:00 pm – 3:00 pm)**  
Department of Conservation and Recreation  
Flood Hazard Management Program  
8<sup>th</sup> Floor Water Supply Protection Conference Room  
251 Causeway Street, 8<sup>th</sup> Floor  
Boston, MA 02114

Please direct your requested date/time/location to:

Kathryn Fatherley, MEMA Hazard Mitigation Contract Specialist  
(508) 820-1425, or via email at: [Kathryn.Fatherley@state.ma.us](mailto:Kathryn.Fatherley@state.ma.us)

Interested sub-applicants are required to pre-register so that we can contact you in the event that the meeting logistics (date/time/location) must be changed. We will do our best to accommodate as many sub-applicants as possible but the 1-hour meetings will be booked on a first come – first serve basis.