



# THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY  
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DEPARTMENT OF CONSERVATION & RECREATION  
251 CAUSEWAY STREET, SUITE 600-700, BOSTON, MA 02114-2104 617-626-1250 FAX 617-626-1449

dcr  
Massachusetts

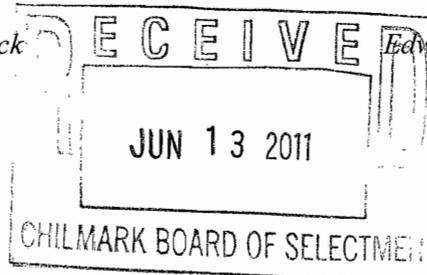


Kurt N. Schwartz  
DIRECTOR

Deval L. Patrick  
GOVERNOR

Edward M. Lambert, Jr.  
COMMISSIONER

June 2011



Dear Chief Elected/Administrative Official:

Enclosed you will find information related to the Federal Emergency Management Agency's (FEMA) **2012 Hazard Mitigation Assistance (HMA) Grant Program Guidance**. FEMA's pre-disaster mitigation grant programs provide funds to communities, states, territories, and Indian tribal governments for hazard mitigation planning and the implementation of hazard mitigation projects prior to a disaster event.

While the application deadline has been established as November 4<sup>th</sup> 2011, we hope that that you will take the time now to coordinate with the appropriate staff members in your community to determine if you may have potential natural hazard mitigation projects that may qualify for FEMA mitigation grant program assistance. The development of a competitive application, including conducting a formal FEMA Benefit-Cost Analysis (BCA) can take time and early coordination with the Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) is encouraged. The enclosed notice has also been sent directly to your local Emergency Management Director (EMD), conservation commission, building official, planning official, and public works director.

The enclosed announcement includes details regarding upcoming grant briefings and pertinent application deadlines. These grant program briefings will provide an overview of the programs, available funding and relevant application process/deadlines. Additional training and technical assistance will also be provided through this year's application cycle.

MEMA and 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.



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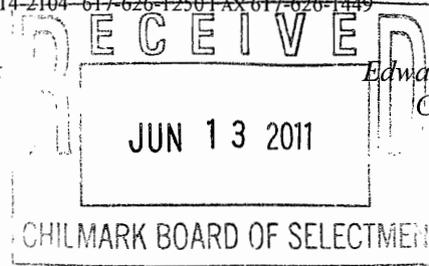
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## To Potential Hazard Mitigation Grant Applicants:

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are pleased to announce the opening of the Federal Emergency Management Agency's (FEMA) **2012 Hazard Mitigation Assistance (HMA) Program**. The FEMA grant application period is officially "open" with the announcement and publication of the FY2012 Hazard Mitigation Assistance (HMA) Unified Guidance.

Why should this information be important to you? These federally-funded hazard mitigation grant programs provide significant opportunities to reduce, minimize or eliminate potential damages to public and private 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?* Storm-water, 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 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) by the FEMA-established deadline.
- Detailed grant briefings & technical assistance opportunities are available prior to application deadline.
- The State-established deadline for complete, full grant applications is 3:00pm Friday November 4, 2011.

While the statutory origins and sources of the mitigation grant programs may differ, all share the common goal of reducing or eliminating the loss of life and property due to natural hazards. 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.

FEMA's pre-disaster mitigation grant programs provide funds to states, territories, Indian tribal governments, and communities for hazard mitigation planning and the implementation of hazard mitigation projects prior to a disaster event. 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.

In addition to the pre-disaster mitigation funding provided through FEMA's unified HMA, there is also additional post-disaster mitigation grant funding currently available (**Hazard Mitigation Grant Program [HMGP] – Section 404**) as a result of the federal disaster declaration for the January 2011 severe winter storm event. This HMGP funding is available to all communities in the Commonwealth that meet the sub-applicant and project eligibility requirements.

To assist potential sub-applicants considering applying for FEMA mitigation funding, MEMA/DCR will be hosting a series of future grant program briefing(s) and will also be offering application related training and workshops (Benefit-Cost Analysis [BCA] training, technical assistance meetings, etc.). The grant program briefings will provide an overview of the programs, available funding and relevant application process/deadlines. Interested sub-applicants are strongly encouraged to attend one of these briefings as details regarding the similarities and differences of the various grant programs will be described and discussed in detail. Details regarding the grant program briefings 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.

For the fiscal year 2012 funding cycle the FEMA program guidance for the multi-hazard, Pre-Disaster Mitigation (PDM) program, Flood Mitigation Assistance (FMA), Severe Repetitive Loss (SRL), Repetitive Flood Claims (RFC) and the post-disaster Hazard Mitigation Grant Program (HMGP) have been unified into a single program guidance document. FEMA's HMA Unified Guidance dated June 1, 2010 is available in the FEMA Library and applies to the FY12 HMA application cycle. The complete program guidance is available from the FEMA website at: <http://www.fema.gov/library/viewRecord.do?id=4225>

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. The State Hazard Mitigation Team will work with eligible sub-applicants to determine the most appropriate mitigation grant program(s) for their project proposal. 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 3:00pm Friday November 4, 2011.** Because HMA applications (for PDM, FMA, SRL grant programs) are due to FEMA by early December, 2011, applications must be submitted to MEMA (via FEMA's eGrants system) by November 4, 2011 deadline. The post-disaster HMGP program requires submission of paper/hardcopy applications to MEMA (not via FEMA's eGrants system) and shares the same November 4<sup>th</sup> application deadline. Hardcopy/paper HMGP applications must also be received by the **3:00pm Friday November 4, 2011 deadline.**

Submitting applications on or before the State deadline gives MEMA/DCR the opportunity to review each sub-application and suggest improvements and revisions that can be incorporated before it is officially submitted to FEMA. Generally, once MEMA submits the applications to FEMA there will be no opportunity to revise, amend or submit additional supporting project information. It is important that each applicant understand that these grant programs are competitive and FEMA will not be able to fund all project requests submitted for funding consideration.

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 HMA 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) by the FEMA-established deadline;
- **Non-Federal Cost Share Requirement:** Sub-applicants must commit to the non-federal share of the proposed application cost; depending on the grant program this can range between 10% to 25% (or more) of the total estimated project cost.
- The **Severe Repetitive Loss (SRL)** grant program is only available to specific property owners that meet the FEMA definition of an SRL property (see the SRL program guidance) and appear on the official list of FEMA-validated residential SRL property addresses. Communities that have SRL-validated properties will be provided with this information directly by MEMA/DCR.
- All proposed project applications must include a formal Benefit-Cost Analysis (using FEMA-approved methodology/software) to document the project's cost-effectiveness. Planning 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 2011 HMA Guidance for additional details).

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**Unified Hazard Mitigation Assistance (HMA) & Hazard Mitigation  
Grant Program (HMGP) Briefing Schedule**

**FY2012 FEMA-Funded Mitigation Grants**

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

**Grant Program Briefing & Overview**  
*Thursday July 21, 2011 (9:15am ~11:30am )  
Leominster Office of Emergency Management  
37 Carter Street  
Leominster, MA 01453*

**Grant Program Briefing & Overview**  
*Tuesday August 16, 2011 (10:00am ~ Noon)  
Tewksbury Public Library – Meeting Room  
300 Chandler Street  
Tewksbury, MA 01876*

**Grant Program Briefing & Overview**  
*Tuesday August 30, 2011 (9:15am ~11:30am )  
MEMA Region 3 & 4 Office  
Operation's Room  
1002 Suffield Street  
Agawam, MA 01001*

**Grant Program Briefing & Overview**  
*Wednesday September 7, 2011 (9:15am ~ 11:30am)  
Plymouth County Sheriff's Department HQ  
24 Long Pond Road  
Plymouth, MA 02360*

Please do not contact these facilities directly with questions about the briefings. Please RSVP your attendance to:

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

*RSVP's are required so that we can notify participants in the event that the briefing logistics (date/time/location) must be changed.*

*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.*