



# THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY  
400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

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



*Don R. Boyce*  
DIRECTOR

*Deval L. Patrick*  
GOVERNOR

*Richard K. Sullivan, Jr.*  
COMMISSIONER

**June 2009**

## **To Potential Hazard Mitigation Grant Applicants:**

Enclosed you will find information related to the Federal Emergency Management Agency's (FEMA) **2010 Hazard Mitigation Assistance (HMA) Program Guidance**. 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. Funding for these hazard mitigation plans and projects reduces overall risks to the population and structures, while also reducing the reliance on taxpayer-funded federal disaster assistance for disaster recovery. 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]**) as a result of the federal disaster declaration for the December 2008 Ice Storm. This HMGP funding is available to all communities in the Commonwealth that meet the sub-applicant and project eligibility requirements (described briefly below). 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 established FEMA application deadline.

To assist potential sub-applicants considering applying for FEMA mitigation funding, MEMA/DCR will be hosting 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 briefing will provide an overview of the programs, available funding and relevant application process/deadlines. Interested sub-applicants are strongly encouraged to attend this session as details regarding the similarities and differences of the various grant programs will be described/discussed in detail. Details regarding the grant program briefings are attached 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.

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 grant activities.

For the fiscal year 2010 funding cycle the FEMA program guidance for the multi-hazard, Pre-Disaster Mitigation (PDM) program, Flood Mitigation Assistance (FMA), Severe Repetitive Loss (SRL) and Repetitive Flood Claims (RFC) grant programs have been unified into a single guidance document. *Please note - for the first time, FEMA has also included revised/updated post-disaster Hazard Mitigation Grant Program (HMGP) guidance in the consolidated HMA guidance (dated June 1, 2009). Please be advised that this revised HMGP guidance is only applicable to federal disasters declared after June 1, 2009 and does not apply to the HMGP funds associated with the Commonwealth's December 2008 Ice Storm disaster declaration.*

The application period is now officially open and information related to FY2010 Unified HMA programs, including the complete program guidance is now available from the FEMA website library at: <http://www.fema.gov/government/grant/hma/index.shtm> We respectfully request that you please review the program guidance before contacting MEMA and/or DCR with specific questions. 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 Commonwealth is requesting that all interested applicants submit a proposed project 'pre-application' to assist in determining applicant eligibility and the eligibility of the proposed mitigation activity. This basic, 1-page form (see attached) will help the State Hazard Mitigation Team screen project proposals and offer more specific technical assistance to interested applicants. Please note that the pre-application is the first step of the process and proposals will be required to complete full grant applications to be considered for mitigation grant funding. Pre-Applications should be submitted to the MEMA Disaster Recovery Department, attention Scott MacLeod, Mitigation Grants Coordinator, MEMA, 400 Worcester Road, Framingham, MA 01702, **postmarked by July 27, 2009**. 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 & 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 October 30, 2009**. Because HMA applications (for PDM, FMA, SRL grant programs) are due to FEMA by Friday December 4, 2009, applications must be submitted to MEMA (via FEMA's eGrants system) by October 30, 2009 deadline. The post-disaster HMGP program requires submission of paper/hardcopy applications to MEMA (not via FEMA's eGrants system) and shares the same October 30<sup>th</sup> application deadline. Hardcopy/paper HMGP applications must also be received by the **3:00pm Friday October 30, 2009 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 briefings 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 application deadline (December 4, 2009);

- **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 contacted directly by MEMA/DCR with additional program information.
- 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 impact sub-applicant and project eligibility (see 2010 HMA Guidance section D.7).

Scott MacLeod,  
Hazard Mitigation Grants Coordinator  
MA Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702  
(508) 820-1445  
[Scott.MacLeod@state.ma.us](mailto:Scott.MacLeod@state.ma.us)

Richard Zingarelli,  
State Hazard Mitigation Officer, NFIP Coordinator  
Department of Conservation and Recreation  
251 Causeway Street  
Boston, MA 02114  
(617) 626-1406  
[Richard.Zingarelli@state.ma.us](mailto:Richard.Zingarelli@state.ma.us)

**Unified Hazard Mitigation Assistance (HMA) & Hazard Mitigation  
Grant Program (HMGP) Briefings  
FY2010 FEMA-Funded Mitigation Grants**

**Grant Program Briefing & Overview**

*Tuesday June 23, 2009 (10:00am ~ Noon)*

*MEMA Region 2 Office*

*12 Rear Administration Road*

*Bridgewater, MA 02324*

*MEMA Region 2 Phone (508)697-3600*

**Grant Program Briefing & Overview**

*Wednesday June 24, 2009 (1:30pm ~3:30pm )*

*South Deerfield Fire District*

*84 Greenfield Road*

*South Deerfield, MA 03173*

*Fire District Office Phone (413)665-2313*

**Grant Program Briefing & Overview**

*Tuesday July 7, 2009 (9:30am ~ 11:30am)*

*Tewksbury Public Library*

*300 Chandler Street*

*Tewksbury, MA 01876*

*Library Phone (978)640-4490*

**Grant Program Briefing & Overview**

*Tuesday July 7, 2009 (1:30pm ~ 3:30pm)*

*Leominster City Hall*

*25 West Street*

*Leominster, MA 01543*

**Grant Program Briefing & Overview**

*Tuesday July 14, 2009*

*10:00am ~ Noon*

*MEMA Headquarters (Operations Room)*

*400 Worcester Road*

*Framingham, MA 01702*

*POC is Scott MacLeod (508)820-1445*

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

Scott MacLeod, MEMA Mitigation Grants Coordinator

(508) 820-1445, or via email at: [Scott.MacLeod@state.ma.us](mailto:Scott.MacLeod@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 grant related information.



# THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY  
400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

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



*Don R. Boyce*  
DIRECTOR

*Deval L. Patrick*  
GOVERNOR

*Richard K. Sullivan, Jr.*  
COMMISSIONER

## Mitigation Pre-Application

(Please type or print clearly)

Date \_\_\_\_\_

Name of Applicant (Community): \_\_\_\_\_

Project Contact: (Name) \_\_\_\_\_

(Title) \_\_\_\_\_

(Agency) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

(Phone) \_\_\_\_\_

(Email) \_\_\_\_\_

Brief description of problem(s)  
to be solved by project: \_\_\_\_\_

\_\_\_\_\_

Description of project and how  
it will solve problem(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Project: \_\_\_\_\_

Brief description of alternatives  
Under consideration: \_\_\_\_\_

\_\_\_\_\_

Total estimated cost: \_\_\_\_\_

Source of Non-Federal Share: \_\_\_\_\_

Will this project protect NFIP-insured structures?     Yes             No             Unknown

Please return this form to: Scott MacLeod, Mitigation Grants Coordinator, 400 Worcester Rd, Framingham MA 01702 or via fax at (508)820-1404