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PEMA Circular

Subject:

Unified Hazard Mitigation Grant Application Guidance

Scope:

All Commonwealth of Pennsylvania State Agencies, Counties and Municipalities

Distribution:

- See Distribution List
- www.pema.state.pa.us

By Direction of:



Glenn M. Cannon
Director, PA Emergency Management Agency
Pennsylvania Homeland Security Advisor

I. PURPOSE

This circular provides guidance for the development and submission of applications and the funding of all hazard mitigation grants to provide financial assistance to state agencies, counties, and municipalities for Federal Fiscal Year (FFY) 2012.

II. AUTHORITY

- A. Code of Federal Regulations (2, 26, 40, 44 CFR).
- B. Joint Memorandum, dated June 1, 2009, from Ms. Deborah S. Ingram, Acting Deputy Assistant Administrator for Mitigation; and Mr. W. Ross Ashley, Assistant Administrator Grants Program Directorate; Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS).
- C. Federal Acquisition Regulations, Subpart 170 (h)(3) and (4).
- D. Internal Revenue Code of 1954, Sections 170 (h) and 501 (c).
- E. National Flood Insurance Program, Technical Bulletin 3-93, Non-Residential Flood Proofing Requirements and Certifications; Flood Mitigation Assistance 42 U.S.C. 4104(c), Repetitive Flood Claims, 42 U.S.C. 4030, Severe Repetitive Loss, 42 U.S.C. 4102(a).
- F. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Hazard Mitigation Grant Program Title 42, U.S.C. Section 2170c and PDM Section 5133.

Comments and Questions Regarding this Circular Should be Directed to:

Mr. Thomas Hughes, Bureau of Recovery and Mitigation, 717-651-2726

III. GENERAL

- A. The FFY 2012 application period for all hazard mitigation grants (Pre-Disaster Mitigation [PDM], Flood Mitigation Assistance [FMA], Repetitive Flood Claims [RFC], and Severe Repetitive Loss [SRL]), with the exception of the Hazard Mitigation Grant Program (HMGP), will begin immediately and close on Friday, November 4, 2011. Grant applications submitted after November 4, 2011, will be held until the FFY 2013 grant application period. (The HMGP only applies after a federally-declared disaster).
- B. Guidance for the project selection, application, and administration of the FFY 2012 hazard mitigation grants is available for download at: <http://www.fema.gov/library/viewRecord.do?id=4225>.
- C. Applications are to be completed and submitted via FEMA's eGrant application system, which can be found on FEMA's website at: <https://portal.fema.gov/famsVuWeb/home>. Instructions for registering as a new user may be found in Attachment (1). Once you register as a new user, you may login the site and locate the "HELP" icon for instructions and assistance in submitting an application. For technical assistance with FEMA's website, please contact the eGrants Technical Help Desk at 866-476-0544 or via email at MTeGrants@dhs.gov.
- E. Each grant is funded at a different percentage. Those percentages are:

Programs	Mitigation Activity Grant (Percentage of Federal/ Non-Federal Share)	Management Costs (Percent of Federal/ Non-Federal Share)	
		Grantee	Sub-grantee
HMGP	75/25	100/0	-/-*
PDM	75/25	75/25	75/25
PDM - Sub-grantee is Small Impoverished Community	90/10	75/25	90/10
PDM - Tribal Grantee is Small Impoverished Community	90/10	90/10	90/10
FMA	75/25	75/25	75/25
FMA - Severe Repetitive Loss Property with Repetitive Loss Strategy	90/10	90/10	90/10
RFC	100/0	100/0	100/0
SRL**	75/25	75/25	75/25
SRL** – with Repetitive Loss Strategy	90/10	90/10	90/10
*Sub-applicants should consult their State Hazard Mitigation Officer (SHMO) for the amount or percentage of HMGP sub-grantee management cost funding their state has determined to be passed through to sub-grantees.			
**SRL Structures MUST BE ON THE NFIP LISTING to be eligible			
<i>Modified from Table 3: Cost Share Requirements from Part III Eligibility Information, 2012 HMA Unified Guidance, Page 9 (published June 1, 2010)</i>			

- F. Grant applicants found ineligible for one grant program may be re-scoped to fit eligibility requirements in one or more of the other programs.
- G. The National Flood Insurance Fund provides the funding for FMA, RFC, and SRL programs. The PDM, FMA, RFC, and SRL programs are subject to the availability of appropriation funding, as well as any program directive or restriction made with respect to such funds. Furthermore, availability of the PDM and SRL programs is subject to anticipated re-authorization of the program beyond September 30, 2011. More information on each program may be found at www.fema.gov/government/grant/hma.

IV. EMERGENCY MANAGEMENT PROGRAM PRIORITIES

- A. A Pennsylvania Emergency Management Agency (PEMA)/FEMA-approved All-Hazard Mitigation Plan, per requirement 44 CFR, Part 206, Subpart N.
- B. Projects included in the local All-Hazard Mitigation Plan, pre-requirement 44 CFR, Part 206, Subpart N, should be reviewed and submitted as appropriate.
- C. A PEMA/FEMA-approved FMA plan (44 CFR, Sections 78.4 and 78.5) shall be approved prior to submission of an application under the FMA program or a FEMA-approved local All-Hazard Mitigation Plan approved by FEMA after October 1, 2009.

V. ELIGIBILITY

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 can be found in the 2012 Hazard Mitigation Assistance Unified Guidance, Part VIII, A.1; eligible activities by programs can be found in Part III, D.1, D.2, and D.3.

PEMA Circular: C2011-03
Effective Date: July 5, 2011
Page Number: 4

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Carbon Copy:

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eGrant Online Registration Instructions

The application date for all Disaster Grants (i.e. Hazardous Mitigation Grant Program [HMGP], Severe Repetitive Loss [SRL] Program; Repetitive Flood Claims [RFC]; Pre-Disaster Mitigation [PDM] Program; and Flood Mitigation Assistance [FMA] Program) is:

Friday, November 4, 2011.

All applications shall be submitted through the eGrant online system*. Applicable agencies wishing to apply may log on to <https://portal.fema.gov/famsVuWeb/home>. Click the "New User?" button, and when completed, click the "submit" button.

The next page is very important!

Click on the button entitled "Click here to request new privileges".

Click on the 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.

Assistance in completing the application is available by logging into the eGrant system and clicking on "help" at the lower right-hand corner of the home page.

***Note:** PEMA will not issue access to the FEMA e-grants system until we receive a Certificate of Successful Completion of FEMA's Independent Study Course IS-30, *IS-30 Mitigation eGrants for the Subgrant Applicants*. This course can be found by clicking on the following link: <http://training.fema.gov/EMIWeb/IS/is30.asp>.

Once the course has been completed, please fax your certificate to 717-651-2150 or send via email to shazmitoff@state.pa.us .

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