



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Scott Legwold
Acting Administrator

Jim Doyle
Governor

DATE: June 4, 2010

TO: County Emergency Management Directors
Wisconsin Tribal Emergency Management Alliance
City of Baraboo Village of North Fond du Lac
City of Darlington City of Sheboygan
City of Eau Claire City of Shell Lake
Village of Elm Grove City of Sun Prairie
City of Milwaukee City of Superior
City of Crandon UW-River Falls

FROM: Roxanne K. Gray, State Hazard Mitigation Officer
Wisconsin Division of Emergency Management

SUBJECT: 2011 FEMA HAZARD MITIGATION ASSISTANCE PROGRAM GUIDANCE

- **Pre-Disaster Mitigation (PDM) Program**
- **Repetitive Flood Claims (RFC) Program**
- **Flood Mitigation Assistance (FMA) Program**
- **Severe Repetitive Loss (SRL) Program**
- **Hazard Mitigation Grant (HMGP) Program**

The Federal Emergency Management Agency (FEMA) has released the 2011 Hazard Mitigation Assistance (HMA) Unified Guidance. The organization of the guidance has been changed substantially to further the unified HMA program approach. The reorganization improves the clarity and ease of use of the guidance by presenting information common to all programs in general order of the grant life cycle. HMGP has been incorporated into the unified guidance along with the PDM, FMA, RFC, and SRL programs to consolidate the common requirements for all programs. Then the guidance explains the unique elements of each program in individual sections. Additionally, it provides assistance for Federal, State, Tribal, and local officials on how to apply for HMA funding for a proposed mitigation activity. The guidance can be found at: <http://www.fema.gov/library/viewRecord.do?id=4225&fromSearch=fromsearch>. **Please forward this information on to your local governments.**

This guidance is applicable to the Fiscal Year 2011 (FY11) cycle of the PDM, FMA, RFC, and SRL programs. The programs are administered by Wisconsin Emergency Management.

APPLICATION CYCLE

The PDM, FMA, RFC, and SRL application period opens on June 1, 2010. The State's application that includes all subapplications is due to FEMA on December 3, 2010 at 2:00 p.m.

In order for the State to submit the application by the required deadline, Wisconsin Emergency Management will need completed subapplications no later than **September 15, 2010**. This year, WEM will not accept any applications submitted after this date. If a jurisdiction intends to submit an application, WEM asks the jurisdiction to submit the attached Intent to Submit Subapplication Form no later than **July 7, 2010**.

The timelines below are specific for applications for **PDM, FMA, RFC, and SRL**:

- Guidance Release – June 1, 2010;
- Notice of Intent to Submit Subapplication due to WEM– July 7, 2010
- Subapplications due to WEM - September 15, 2010;
- State's application due to FEMA – December 3, 2010;
- FEMA Eligibility and Completeness Review – December 3, 2010;
- National Evaluation and National Technical Review – January 2011 to March 2011; and
- Selection for Further Review – March 2011.

The **HMGP** application deadline is associated with each specific Presidential major disaster declaration date and is not part of the annual application period.

APPLICATION PROCESS

Applications for **PDM, FMA, RFC, and SRL** are processed through the eGrants system. The eGrants system encompasses the entire grant application process and provides the means to electronically create, review, and submit a grant application to FEMA via the Internet. Subapplicants can access eGrants at <https://portal.fema.gov>. Subapplicants will need to contact this office to receive a subgrant user access code and register on the site if they aren't previously registered.

After the subgrantee submits the e-Grant application, this office will review and process the application. Subapplicants will have to provide an original and two copies of any paper supporting documentation that cannot be electronically attached to the e-Grants application.

ELIGIBILITY

All subapplicants to the **PDM, FMA, and SRL** for mitigation project application must have a FEMA-approved hazard mitigation plan by the application deadline and at the

time of obligation of grant funds. The **RFC** program does not currently have a requirement for a local hazard mitigation plan. There is no local hazard mitigation plan requirement for any HMA program if the subapplicant is applying for a planning subgrant.

In addition, 44 CFR Part 201.6 and 201.7 requires that an approved plan be reviewed, evaluated, and revised; adopted; and approved by FEMA every five years. Eligible subapplicants may apply to the PDM Program for a planning grant to develop an all hazards mitigation plan or update an existing plan to meet the five-year requirement.

Attached is a list of the approved plans statewide along with the approval dates.

Counties or local governments whose plan may expire within the next two years are strongly encouraged to apply for a planning grant to update a plan. Information regarding all hazard mitigation planning can be downloaded from FEMA's website at <http://www.fema.gov/plan/mitplanning/index.shtm>.

PROGRAM REQUIREMENTS

If you plan on submitting a subapplication, you must read the guidance. Part III D outlines the general program requirements applicable to each HMA program.

PART VIII of the HMA guidance has additional program guidance unique to each program.

PART IX has additional project guidance for unique requirements for certain projects.

Both the Wildfire Mitigation Policy (MRR-2-08-1) and Hazard Mitigation Assistance for Safe Rooms Policy (MRR-2-09-1) have been issued by FEMA and included in this guidance in Part IX B and Part IX C, respectively.

SUBMISSION REQUIRMENTS

While review processes vary somewhat among HMA programs, WEM and FEMA review all applications for:

- ◆ Eligibility and completeness;
- ◆ Cost effectiveness;
- ◆ Engineering feasibility and effectiveness; and
- ◆ Environmental and Historic Preservation compliance.

One of the most critical components of the application will be a detailed scope of work (SOW). Part IV H.1 describes what the SOW will include to identify the eligible mitigation activity, as described in Part III D.1; describes what will be accomplished; and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail in order to verify the cost estimate. All activities for which

funding is requested must be identified in the SOW prior to the close of the application period.

FEMA has developed sample SOWs to assist Applicants and subapplicants applying for funding under HMA programs for several project types. Resources for developing SOWs are available from the FEMA Library and are listed in Part X C. Project applications not including adequate description and documentation will be less competitive, or removed from consideration.

WISCONSIN EMERGENCY MANAGEMENT (WEM) RESOURCES

Eligible subapplicants are strongly encouraged to apply for mitigation grant funds. Given the considerable work required to complete and process a mitigation application, **subapplicants must submit a Notice of Intent to Submit Subapplication Form by July 7, 2010 to determine if the proposed project is eligible and feasible under program guidelines.** In addition, the form will provide staff information on the number and types of applications expected so that we can adequately plan for any technical assistance that may be required for completing the applications. Proposed projects must be consistent with the goals and objectives of the State of Wisconsin Hazard Mitigation Plan, and the approved local hazard mitigation plan for the jurisdiction in which the activity is located.

All projects must be cost-effective and undergo Benefit Cost Analysis. Credible documentation will be required for the BCA.

WEM will work with subapplicants with eligible and feasible projects to complete the mitigation application and meet program requirements.

Again, please share this information with the eligible jurisdictions within your county that may be interested in applying for mitigation grant funds.

If you have any questions, need additional information or assistance, please contact me at 608-242-3211; or Lynsey Kawski, Disaster Response and Recovery Planner at 608-242-3222.

Enclosures: Intent to Submit Subapplication Form
Plan Status

cc Regional Emergency Management Directors
Regional Planning Commissions
Wisconsin Hazard Mitigation Team