

ENCLOSURES LIST

READ THIS FIRST

Listed below are all the enclosures contained in this package. Please read them in this order, it will help you have a clearer understanding of the Hazard Mitigation Grant Program (HMGP) process. This process may seem overwhelming but we have worked hard to update all of our materials to make it less confusing and as easy as possible.

A "GUIDE" has been prepared and is included, first for your understanding of the Hazard Mitigation Grant Program (HMGP) itself, and secondly, the actual application & instructions, and thirdly, all the attendant information and additional documentation, needed by you to be able to prepare a great application.

Time consuming? Yes, but you should be able to complete it without too much difficulty. We have added new items to the HMGP application package forms, there have been a few changes since the HMGP program is now included in Hazard Mitigation Assistance (HMA.) A property spreadsheet is included to capture all pertinent property information. We have designed this spreadsheet to organize the list of information we need in order to do a benefit cost analysis and review of each of the properties. It will ultimately save you time.

We suggest you do the following as soon as you receive this application packet, so that you will understand what the application entails and what your time commitment will be.

1. **FIRST** put all forms—in order as listed below
2. **READ** through the entire package in the order given- Get familiar with each form
3. **LIST** any questions you have
4. **REVISIT** those sections on which you have questions- if your questions are still not answered
-call your contact listed in the cover letter
5. **REREAD** the **GUIDE**, paying special attention to the **NEW** items.
6. **THEN** start filling out your application (working on a copy) by using the "General Instructions"
7. **ATTACH** all requested information & documentation
8. **THEN** – Initial each completed item on the "Special Attention Checklist"
9. **FINALLY** you have a fully completed application, almost ready to submit.
BEFORE MAILING-- GO TO and FOLLOW THE LAST PAGE OF YOUR "GUIDE"

Make a copy for your records and submit your entire application package with documentation. (Paper original & digital copy)

If at any point in this process you still have questions—CALL—this will save you frustration, AND will help you submit a complete, eligible, and approvable application. Incomplete applications WILL be returned

Order of Enclosures in this package:

1. Cover Letter (Contains your deadline)
2. Enclosure List
3. HMGP Guide
4. Designation of Agent Form
5. a. Sample Local Review Low Income Compliance Letter & 5b. Maintenance Agreement Certification Letter
6. BASIC Application & Addendums
7. General Instructions
8. NEPA Letters (State will do letters to PENNDOT & Corps of Engineers FEMA-Environmental & Historical Letters)
9. Voluntary Participation Agreement Form (Check off Acquisition or Elevation Project)
10. Substantial Damage Properties Form (Acquisition Projects Only)
11. Hazardous Material Survey Form (Acquisition Only)
12. Spreadsheet for Individual Property Information for BCA's (Acquisition & Elevation Only)
13. Glossary (explains terms you may not be familiar with (HMA 2011))
14. "Special Attention Checklist" of all components you need to include, initial each at completion **BEFORE** submitting

As you complete this revamped package, if you have a suggestion that would make it clearer, simpler, or easier, please let us know.

The Hazard Mitigation Grant Program Staff

Hazard Mitigation Grant Program Application Guide

Understanding the HMGP Application for
Acquisition of Flood Damaged Homes in one easy lesson



- **HMGP stands for the “HAZARD MITIGATION GRANT PROGRAM”**
- **HMGP provides federal/state money to buy flood-damaged homes**
- **HMGP is a voluntary buy-out program conducted through local gov’t**
- **Local governments (county or municipal) have to apply through PEMA**
- **Homeowners go to their local government**

THAT’S WHERE YOU COME IN!

The HMGP is a competitive grant program. That means, there is only so much money available and only the best and most deserving cost-beneficial projects get funded. The best thing a community can do to get this money to “buy out” homes is to produce and submit a HMGP application that stands out from all other applications. The more detailed and complete the application is, the easier it is to review and the higher it will rank in the state and federal review process.

Knowing how to complete an HMGP application and doing a thorough job is important. That’s what this guide is for: explaining what’s involved in putting together a complete, eligible, and approvable HMGP application.

ACQUISITION PROJECT -- APPLICATION PACKET ITEMS

A completed application needs the following items:

(See Addendums for information about other types of mitigation projects)

For the project

1. Basic application form (one per applicant community/project)
2. Designation of Agent Resolution (one per applicant community)
3. Local review and compliance letter (one per applicant community /project)
4. Maintenance Agreement Certification (Acquisition projects only)
5. Maps—project site location, floodplain & quadrangular & FIRM
6. Other supporting Documentation (Directions, Photos, Local Mitigation Plan, etc)

For each property

7. Voluntary Participation Agreement (VPA) (one per deeded property/parcel)
8. State Certified Appraisal (recommended)
9. Photographs; all four sides of the structure + streetscapes
10. Elevation Certificate (if available)
11. Substantial Damage Certification (if applicable)
12. Hazardous Material property Survey form
13. Property information
Information below –also fill in spreadsheet
 - Owner's name, current address, phone, social security #
 - Location of property: street address, Latitude & Longitude
 - First floor (living area) elevation and/or Elevation Certificate
 - Total living area in square feet - see spreadsheet
 - Date of construction
 - If rented, tenant list.
 - Flood and past damage history (dates & dollars)
14. Federal Citizenship Declaration form (for all deeded owners)

"Why is all this information necessary?"

There are five parts to the answer: eligibility, cost-benefit, environmental, historic, and compliance. Your information is needed in one or more of these parts for the state and federal review analysis.

The objective is to remove damaged homes out of the floodplain. All structures should be in the 100-year floodplain. The acquisitions generally must be of primary residences and have to be voluntary. The proposed project must be cost-beneficial, and the municipality must have a mitigation plan. The proposed mitigation must also be included in that plan and meet one of the goals/objectives of that plan. These are some of the eligibility requirements.

Cost-benefit means that it is less expensive to take a house out of the flood hazard area than it is to pay to fix the damages every time it gets flooded. Determining future damages depends on its location in the floodplain, flooding levels, the elevation of the home, type, size and value of the home, its flood and damage history, and the total project cost.

The applicant community doesn't have to determine cost-benefit (PEMA or FEMA will do that), however, the HMGP application must provide all the information to do the cost benefit analysis and that is why we ask for detailed information. **FEMA did modified their cost-effectiveness eligibility rules in 2013 so that projects that cost less than an average of \$276,000* per home to acquire and demolish can be considered cost eligible without further cost-benefit analysis.**

All HMGP projects must go through an environmental and a historical review before they can be approved by FEMA. That is the reason for some of the maps, the photographs, and construction date information, etc. Latitude and longitude for each property is necessary so that the precise location for each can be determined, mapped and again located in the future. Handheld GPS (Geo-spatial Positioning System) units or some computer mapping software can help you provide this information. (See the Heading: Latitude & Longitude)

While it may not seem like it, the documentation for the HMGP application is all vital and necessary for getting a buy-out project approved by FEMA.

At this point you should have looked over your "Enclosure List", put your application package documents in order and read the cover letter and of course read to this part of your guide.

This guide should give you specific background information about each step of the project application in as much detail as we hope you will need. But again, should you have any questions, call PEMA.

Don't forget, read through ALL of this guide and become familiar with ALL forms BEFORE doing anything! Stop and call PEMA with any questions at any time.

FORMS OF THE HMGP APPLICATION

As you already know from the list of application items, there is more to it then just the basic application itself—so let's get some of the simpler forms out of the way first.

Designation of Agent Resolution

This form may already be familiar to you. Each applicant community must have a local contact person who is responsible for the overall project from start to finish, called the *Applicant's Agent*. This person will be the primary point of contact between the applicant and PEMA. They must be appointed at a public meeting by a resolution of the governing body of the applicant community. This person also takes on the fiscal responsibility for the project. Normally, all that is required is to fill in the information in the top section and complete the certification box at the bottom.

Local Review and Compliance Letter

All HMGP projects must comply with all local municipal codes, ordinances and regulations. In addition, they cannot adversely affect low income or minority individuals. The local subdivision where the project is located must also attest to these assurances on their letterhead.

The HMGP application packet contains a sample assurance letter which applicants can adapt for their project. The letter should come from the local governing body or official on their

letterhead and be addressed to the applicant's agent, or the applicant's agent can address it to PEMA from the applicant community on their letterhead.

Maintenance Agreement Certification Letter **(acquisition only)**

All grants are now consolidated into the Hazard Mitigation Assistance Unified Guidance, which outlines the responsibilities for the maintenance of open space properties after acquisition. After the project is completed there are also requirements for communities to report on the open space status of all acquired properties every three years. The Maintenance Agreement covers these topics and also needs to be signed on applicant's letterhead and included in the application package. The Agreement is included in the application packet and can be copied onto letterhead.

The Basic HMGP Application Form

The basic HMGP application is the heart of the project documentation. The application is twelve pages long and in a fillable/savable PDF format. General instructions for completing the basic application are attached to the application. Most of the form is self-explanatory, and your "General Instructions" will cover the application in more detail, but let's highlight and explain a few areas. Starting on the first page.

Gray Section -PEMA & FEMA will fill this part out.

Some other tips on page one (1) of the basic application:

- **Section I.** Project Title- very important—see general instructions
- Number of properties (you will be listing all property addresses in cover letter)
- Don't forget to **enter the total project cost** from page 6
- **Section II. A**—This is the applicant community information
- **Section II. B**—Correct directions are very important so we can visit you
- Alternate contact-person **MUST** be cognizant of project

On pages two (2), three (3) and four (4):

- **Section III**—Phased projects- see Addendum 1; fully detailed, concise statements work best here. Use maps!
- **Section IV. C**—An acquisition project is an independent solution
- **Section IV. F**—Flood and damage history, **VERY IMPORTANT—THE MORE SPECIFIC INFORMATION YOU HAVE, THE BETTER!**
- Additional documentation- Newspaper articles etc. are helpful to document your flood damages.
- **Section IV. H** -the answer should be "**NO**"—the HMGP is a voluntary participation program for any applicant. **NO one**, municipality or property owner alike, can be told to or made to participate. But they can let you know it is available.
- **IV. I**- Indicate which Hazard(s) that this project addresses.

On page five(4): Section V. Project location. Pinpointing your project's site(s) exact location is very important for your review- use & mark maps

MAPS

You need to attach all available maps, (municipal map, floodplain map, (FIRM), that show the location of project site and in addition a Parcel map showing the individual acquisition

properties. You also need a topographical (quadrangular) map showing the location. PEMA can help you with that if you need help. Attach information on the D-FIRM if applicable. See General Instructions for more information.

- Latitudes & Longitudes—also include this information on your maps with marked locations. Again this is so we can locate this property at a later date.

Photographs, Substantially Damaged Properties Form and Elevation Certificates will be addressed later in this guide

DIRECTIONS

We will need detailed directions to the municipal office and to each specific project location. Project managers and reviewers will need to visit you and do a field site visit. They will also be used for the Fiscal Briefing and closeout site visit.

Page 6---COST ESTIMATES

This is the single most important page in an HMGP application— How much will your acquisition project cost and how much money are you asking for? Verify activities are eligible BEFORE preparing estimate.

IV. COST ESTIMATES

A. Specific cost breakdown of total funds required to complete the project:

Federal share:	\$ _____	This will be 75% of the project cost
State share:	_____	This information will be provided by PEMA
Applicant share:	_____	Source: _____
Other non-Federal share:	_____	Source: _____
Total*	\$ _____	

*This figure is to be entered in I. OVERALL PROJECT INFORMATION on the next page of this application.

B. Cost breakdown of Project costs:

Engineering/Design:	\$ _____	Date this estimate was prepared: _____
Site/Land acquisition:	_____	
Legal costs:	_____	
Project management:	_____	
Labor:	_____	
Materials/Supplies:	_____	
Certified appraisals:	_____	
Demolition & Siteprep:	_____	
Land reclamation & stabilization:	_____	
Other (specify):	_____	
_____	_____	
_____	_____	
Total**	\$ _____	

**This figure must be the same as the "Total" in (A) above.

C. Contributing (maintenance) costs:

Labor:	\$ _____
Equipment rental:	_____
Materials/Supplies:	_____
Other:	_____
Total	\$ _____

* Attach a schedule by year, showing your maintenance activities and relating them to these costs.

HMGP Application Form 4

To properly complete this page you need to carefully consider all of the costs you will incur in buying or elevating people's homes, tearing them down, and reclaiming the site as open space. A number of the main project line items are listed in Section IV.B on this page, and there is room for additional items,

Cost estimates must be line itemized and should also include detailed estimates of various cost item categories, such as labor, materials, equipment, subcontractor costs, including the management costs. Sub-applicants must provide an explanation and documentation showing how the cost estimate was developed and the basis for each cost element used.

There are NO additional Sub-grantee funds, so all management costs MUST be a line item in order to recoup these costs.

Accuracy is MOST critical here. Underestimate the cost and you may not have enough to buy all the houses or finish demolition, overestimate and you run the risk that the project will not pass the required benefit-cost analysis and get approved, and the applicant might well have to find the additional money from somewhere else.

With that in mind, here are a few tips.

The cost of buying homes is obviously going to be the largest single cost, and thus, is where the largest miscalculation of project costs can occur. The best thing an applicant can do to ensure the accuracy of the home purchase costs is to have the fair market value of the homes in the project determined by a State Certified Appraiser. **While not required** during the application period, a state certified appraisal **is required** to set the home purchase price for all **approved** projects. The appraiser should be advised to separate the fair market value of the land and the fair market value of the residential structure in the appraisal. Once the fair market value is set by state certified appraisal, that cost is fixed—under the HMGP, the fair market value is the pre or post-flood value of the property, whichever is higher.

A state certified appraisal will cost money that, if selected as the benchmark for valuing homes, will have to be spent upfront by the applicant (or homeowner) before their project is even submitted. If their project is approved, the appraisal costs are reimbursable as project expenses. If the project is not approved, the applicant (or homeowner) will be responsible for the appraisal costs. Still, it is the best way to determine property value and insure that you will have enough funds to complete the project. If you rely on tax assessments you stand a chance of not having enough money to finish the project.

- Don't forget to add closing costs! These are costs generated by settlement and are eligible costs, too. Be aware they do not cover any of the homeowner's normal daily bills, such as water, sewer, electric, etc. these are still the responsibility of the homeowner.
- Taxes are pro-rated to the date of settlement. Homeowner legal costs for settlement are part of the project costs.
- Demolition and re-stabilization costs. Demolition and disposal costs should take into account such costs as utility, disconnections of sewer and water, and disposal of construction of hazardous waste (asbestos). Land restoration and stabilization cost generally refer to the grading and re-seeding of sites and other activities used in returning them to *open space* use. While these locations can be used for recreation, gravel parking surfaces, parks, and playgrounds if properly planned and FEMA approved, these additional conversion costs are NOT eligible.
- Legal costs can also be tricky. Buying and selling property, title, and lien searches, title insurance, all take time and require legal assistance. The applicant's solicitor can help determine these costs. Also closing costs can include the homeowners' legal closing costs.

Again, ALL management costs used for activities that are in the daily management of the project MUST be listed in the cost estimate as a separate line item under "project management".

REMINDER: Specific and very detailed information MUST be on the reimbursement form to get these funds and must be eligible management activities. The narrative should describe the specific activities covered, personnel requirements, bookkeeping, hiring project manager, reporting and monitoring, and other costs (audits) for which the sub-applicant will use the management funds. Be sure to have sufficient funds to cover closeout management activities (fiscal reconciliations, providing documentation, etc.) For more information on HMGP management costs, see HMA Unified Guidance.

Documentation

If appraisals are used to establish the value of the property, include a copy of each appraisal with your application to document cost. Appraisals document costs and also provide valuable property information, not to mention additional photos. Certified appraisals are eligible project costs and can be reimbursed by the HMGP only after a project is approved. Remember to have the appraiser separate the value of the land and the value of the residential structure in the appraisal.

Salvage

Salvage of re-useable structures can be part of an agreement with a demolition contractor to reduce overall costs. Demolition costs can be estimated by contracting potential contractors and solid waste disposal sites. However, municipalities **MUST** conform with laws regarding bidding procedures in the selection of a contractor. If an applicant chooses to use municipal labor and equipment for demolition or site restoration they will be subject to the federal force account allowance rates if they seek reimbursement for those activities under HMGP. You will receive more information at your Fiscal Briefing. In some circumstances demolition work can also be completed under another program such as Public Assistance as a separate project.

Caution: When *mobile homes* are in an acquisition project and the project has already “bought” the mobile home. The mobile home **CANNOT** be re-sold as salvage. This is now Federal property and must be demolished.

Tenant Displacement Issues- More information At Fiscal Briefing

In the case of the acquisition of a rental property where tenants are displaced, the federal Uniform Relocation Act (URA) requires that the costs of such relocation be included in the project. These costs can be considerable and are based on a special formula. If you need the URA information, please notify PEMA immediately. For budgeting, the current maximum amount for each occupied rental unit is \$7,200 in the project. Your County Housing or Redevelopment Authorities or the county Housing and Urban Development agency (HUD) should be able to assist in determining this cost, and in finding suitable rental property to meet this Federal requirement. This cost can be shown in Section VI.B under *Other (please specify)*.

Once the HMGP project total cost is calculated, enter this total in Section VI.A (top of page 5) in the space provided and calculate the federal, state and local cost shares.

**Each disaster may have different percentage shares from the last one.
Call PEMA for the breakdown of federal, state and local shares.**

Finally, the TOTAL project cost should be entered in Section I. on page 1.

Lastly, the applicant community must specify if their local share of the project funds (if applicable) is in cash or in-kind service, if applicable, or another source.

IT CANNOT BE ANOTHER FEDERAL FUND SOURCE!

In some cases, many municipalities include a resolution dedicating the local share of the project cost and stating their intent to apply for HMGP funds. Such a resolution must be adopted at an announced public meeting.

Section VI.C for continuing maintenance costs refers to the cost of maintaining this project site for one year after the HMGP project is completed. This should only be a minor amount for lawn mowing, raking, etc., and should not be included in the project cost total for Section VI.B. it is used for analysis only. State who will provide that maintenance.

Remember! A signed Maintenance Agreement Certification **MUST** be included for acquisition projects.

That completes the section of project cost development for the HMGP application.
Now on to Sections VII and VIII (pages 7 & 8):

COST BENEFIT INFORMATION

PEMA or FEMA will provide this analysis. You will be asked to provide all necessary information. You will need to provide as much detailed flood damage history information as possible with documentation. PEMA can also perform a preliminary benefit-cost analysis (BCA) on your project to estimate future savings—however, to do that they will need the individual property information you gather on the provided spreadsheet (which we will discuss later) and enough time prior to the application deadline to be able to complete the BCA and get the results back to you. Filling out the enclosed spreadsheet completely will give us that information. The project must be above 1:1 ratio to be approvable.

As mentioned earlier, FEMA did modified their cost-effectiveness eligibility rules in 2013 so that projects that cost less than an average of \$276,000* per home to acquire and demolish can be considered cost eligible without further cost-benefit analysis.

VII: DISCUSSION OF ALTERNATIVES

The federal regulations for the HMGP require this section for all projects. You must have three options you have considered along with the municipality's reasoning and the outcome of each alternative. You can list "acquisition and demolition" as your first alternative, (if that is your project type). A second might be to elevate or relocate homes or build some type of flood control system. The third alternative can be "to do nothing".

When you enter your actual acquisition project as the selected solution add this specific reasoning or reasoning to a similar effect: "Because it is the most cost effective, permanent solution of the considered alternatives".

IX: PROJECT WORK SCHEDULE

Section IX (page 9) asks you to propose a "task and time" work schedule for your project. A good outline, breaking the tasks into 1 or 2 month intervals, should be sufficient (see the appropriate addendum for additional help).

- Normally, a HMGP project has thirty-six (36) months from the time of approval to be completed. You need not go into great detail here.
- The **first phase** can include purchase offers, title work, meetings with owners, setting closing dates, etc.
- The **second phase** is for closings of properties, bids for demolition, etc.
- The **final phase** can be for demolition, site restoration, and project close-out activities. A simple, reasonable and straightforward plan is all that's required. See Addendum 2 for a sample work schedule for acquisition projects. See other Addendums for other project type samples.

X: ENVIRONMENTAL AND HISTORICAL REVIEW

Another important section is on Page 10 and is the beginning of the required reviews each project must go through prior to final approval. Letters to the Army Corps of Engineers and PENNDOT to verify they are NOT planning to have a future project in your project's area will be sent by PEMA. For section "A", a check mark next to *100-year floodplain* or floodway, this MUST be checked to be eligible. For sections "B", "C", you will have to determine the appropriate answers locally.

Hazardous Materials - ALL property owners must complete and sign a form for the specific target property. (For more information see Hazardous Materials under "Acquisition Projects")

For section 2, **Historical Issues**, please read carefully and check all that apply.

This section is very important, especially if your project includes structures 50 years or older. All such structures must be reviewed by the State Historic Preservation Officer (SHPO), (via the letter in the NEPA folder on the CD) after being selected for funding by PEMA. Your response from the SHPO needs to be forwarded to PEMA as soon as you receive it. The more information (including good photos) you give us, the faster this portion is reviewed for final approval.

Section 3, **Environmental Justice**, "A" & "B" are where your local Review & Compliance letter is needed. Complete your answer. If you held any public meetings, also add that information here.

XI. PROJECT COMPLIANCE ASSURANCES

The last section of the basic application form has four sections: Code Compliance, Regulatory Compliance, National Flood Insurance Program (NFIP), and Voluntary Participation.

The proposed project must meet all local codes, ordinances and regulations. The applicant municipality must be a NFIP participant and the project area must be within the 100-year floodplain. It would be helpful to know if you are participating in CRS.

NEPA LETTERS- National Environmental Policy Act & PENNDOT-Army Corp of Engineers

FEMA and PEMA will provide these Letters of Compliance. These letters provide documentation that the site(s) of your project will not impact any area you are not aware of. (Game, forests, animal & plant species, future roads and other projects, etc)

Multi-Hazard Mitigation Plan

A Local Multi-hazard Mitigation Plan is a hazard mitigation plan that meets the needs of your municipality and fulfills the requirements for local plans as described in 44 CFR Part 201.6.

All projects in order to get funded MUST have a community adopted and FEMA approved Multi-hazard Mitigation Plan which has been adopted by the municipality.

It is the municipality's responsibility to have identified ALL natural hazards within the locality of the municipality. This project must address a goal/objective listed in the plan and documentation of that must also be included. The proposed project type MUST also be

identified within the plan—a copy of the page identifying the project Must be attached . Should it have been missed at the time of the writing of the plan, or developed later , the project needs to be added to the plan and an amendment needs to be adopted on the plan. If that is the case, call your PEMA contact listed on the cover sheet immediately as this will take a little time.

Should the municipality not have a plan, they can request special permission to work on a plan simultaneously with working on the application. The plan **MUST** be community adopted and FEMA approved by the time obligations are made or the community's project cannot receive funds.

A county or a contractor can write a plan for the municipality **BUT** it has to be documented that 1) you have given significant input and fully participated, 2) that the community has adopted the plan. 3) FEMA has approved the plan.

If you have any planning questions on the 322(Hazard Mitigation) Plan, process, call PEMA immediately.

The OVERALL project information is now completed. You are almost finished, specific information for your type of project, still needs to be provided. We will now discuss the project specific final forms. We have also added additional information for you.

“ACQUISITION PROJECTS” See Addendum 1

INDIVIDUAL PROPERTY INFORMATION-HOMEOWNERS

We have to collect and complete the individual owner and property data for each structure in the acquisition. Basic data on each property has to be collected for the reasons cited earlier. That is, to:

- Determine eligibility
- Perform benefit-cost analysis
- Conduct environmental and historical reviews

In order to do this in an organized, efficient way for you and the reviewer, we have created and included a “Property Spreadsheet”. Fill it out with all pertinent information. It may seem lengthy, but each item is necessary to provide the best BCA possible for your project.

Voluntary Participation Agreement Forms

Other important facts that need to be provided are included on the property owner’s voluntary participation form. Some of the information is used to meet requirements and are documented on a single-page form, titled “*Voluntary Participation Agreement*.” This form combines some of the necessary property information and the property owner’s voluntary participation signed statement.

Most of the information requested on this form is self-explanatory, however, several items require some additional comments. About 2/3 of the way down the form, we ask for the total living area in square feet. The living area is defined generally as all the typical living space in the house proper from the ground up. It does not include attics, garages, outbuildings,

unfinished basements, etc. The external dimensions of a home times the number of stories is a good enough approximation in most cases. The appraisal should also include this information.

PHOTOGRAPHS

The front, back and side views of each house to be acquired must be photographed and the photos included in the application. Streetscapes are also needed. Elevation projects should have individual photos as well, but streetscapes are not needed.

Each photo needs to be marked with the property's street address, and what side of the structure it is, always mark sides as if standing in front of structure.

These photos are used for the benefit-cost analysis and the historical & environmental review which FEMA provides. They are also used as documentation of the project, both before and after photos.

Special attention needs to be given to those structures 50 years or older as they **MUST** go through a special Historical review.. Entire side views must be given so that any historical architectural features are visible.

Structures that are too close together to get full sides may be taken on the diagonal corner, ie. taking Front and right side and back and left side, always mark sides as if standing in front of the structure. Again don't forget to mark address and sides on photo. Digital photos are the best to use if possible. They can be dropped into a word document and it's easy to add the attendant information, you can even include latitude and longitude with the address on each or at least on the front shot. If using a word document also include the municipality's name and project number if possible.

We give you a diagram for "side" photos, "streetscape" and "house very close together" photos on the next page.

Be sure they show the entire sides clearly---top to bottom in as much detail as possible. Extra pictures or zoom shots of special details are very helpful.

**Illustration A: Take four pictures of each structure as shown below:
1 per side marked with address & side, plus Streetscapes.**

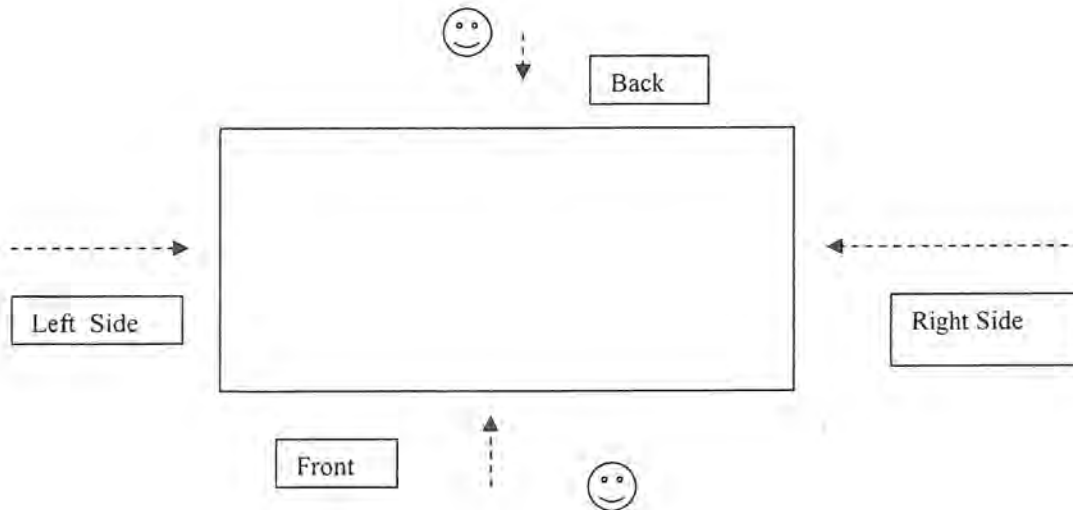
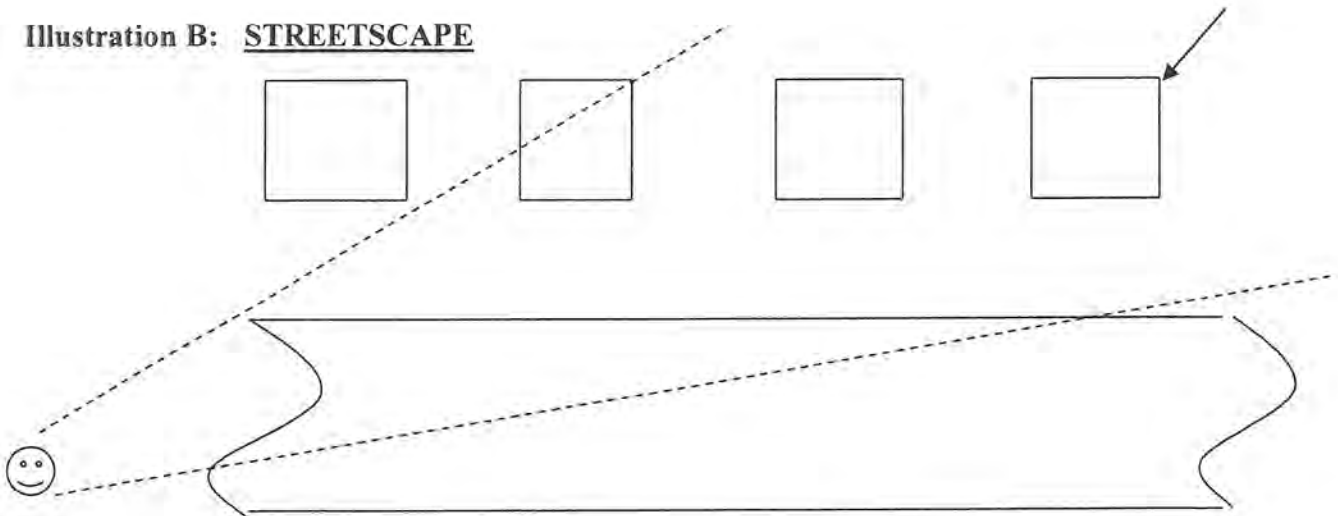


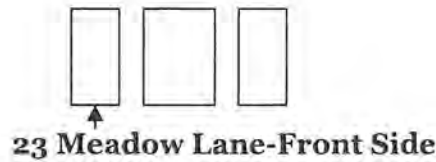
Illustration B: STREETSCAPE



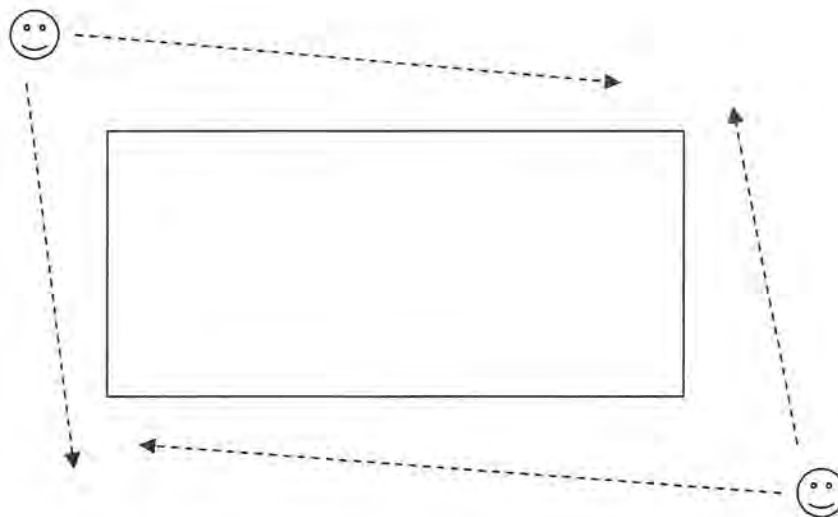
A “streetscape” is a picture of the street or roadway on which the property is situated looking toward other structures or landscape in the surrounding area. This type photo works well for structural or earthquake damages.

For Attached Structures or structures very close together and more than one are on your photo—mark clearly with an arrow the one that is the property’s structure.
Don’t forget to mark the address and side on the photo.

Illustration C- Front of close together houses



If structures are too close together (as above) to allow separate photos of each side, use this next illustrated guide to photograph the structure. Do your best to get as much detail as possible. Mark each photo with address and sides carefully. Remember always mark the sides from the front view.



Photos for Structural & Earthquake projects, you will need streetscape type overall views showing damages, source of water, etc., a minimum of two photos, again, show as much as possible.

If these projects have any additional structures you must also do photos as in the previous examples.

SUBSTANTIAL DAMAGE FORM

Another issue to discuss is *substantial damage*. Substantial damage is a term that is used when the damage to a building is equal to or greater than 50 percent of the building's pre-disaster value. Simply put, if your \$100,000 home was flooded and the damage was \$50,000 or more, then your home is considered to be *substantially damaged*. Why is this important? It is important because a substantially damaged home does not have to go through a benefit-cost analysis. It is considered to be cost beneficial under FEMA's regulations because it was substantially damaged. The *Substantial Damage Calculation Form* is used to determine and certify substantial damage on a home for acquisition. The form can be completed by the applicant's code or enforcement officer, private building contractor, or other qualified inspector.

A certification of substantial damage can be a double-edged sword, however. While it makes an acquisition application a better candidate for approval, it does not guarantee approval. A property insured under the National Flood Insurance Program (NFIP) and certified as substantially damaged that is not approved for an HMGP application or drops out of the project, has to be elevated above the 100-year flood level (if it is not already) before any other repairs can be made.

If you believe you may have substantially damaged properties in your HMGP project, consult with PEMA before proceeding with a certification form. There are attendant NFIP risks to doing this, CALL PEMA immediately, PEMA will give you all this information.

HAZARDOUS MATERIALS

Each individual property owner MUST complete a Hazardous Materials property Survey.

PROPERTY INFORMATION SPREADSHEET

A spreadsheet has been included for your convenience. All fields must be completed. This gives us complete individual property information for cost benefit and reviews.

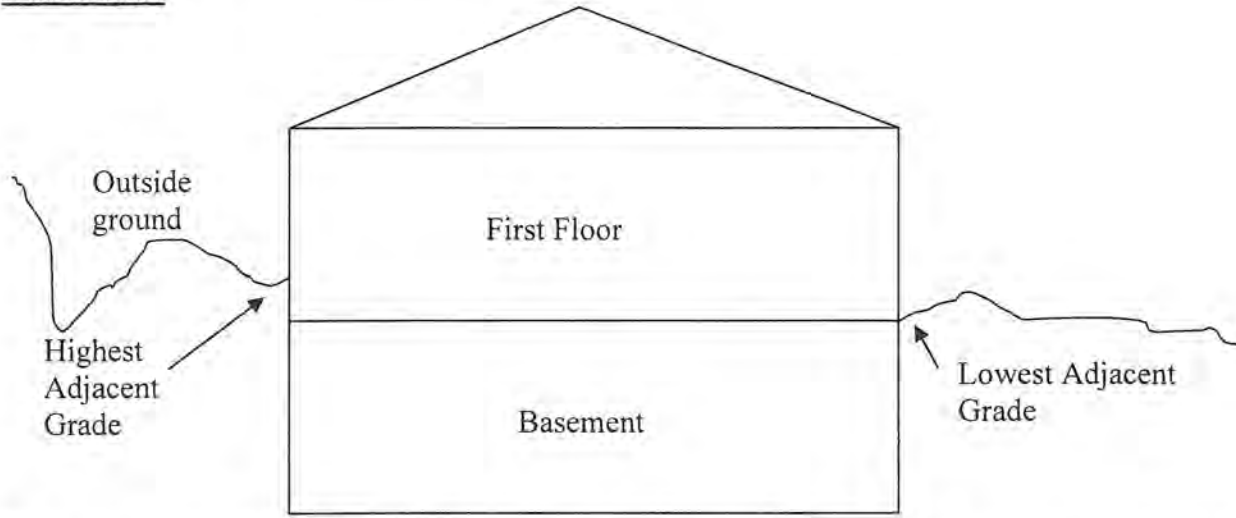
Some pointers are listed here. If you have any questions about any of the fields, please call PEMA.

ELEVATIONS

- To find the first floor elevation (feet above sea level) requires either a surveyor, or (if the home is currently covered by a Flood Insurance Policy) there may be a **Certificate of Elevation** that will have the elevation above sea level noted, in the policy. In most cases a surveyor will have to find the elevation from existing survey points.
- The first floor is the first inhabited, finished floor. In most homes with an unfinished basement, the first floor is the floor above ground (See Illustration 1). If the basement is finished and is regularly used as living space (i.e. a recreation room or an apartment, etc.) the first floor elevation would be the basement floor height above sea level.

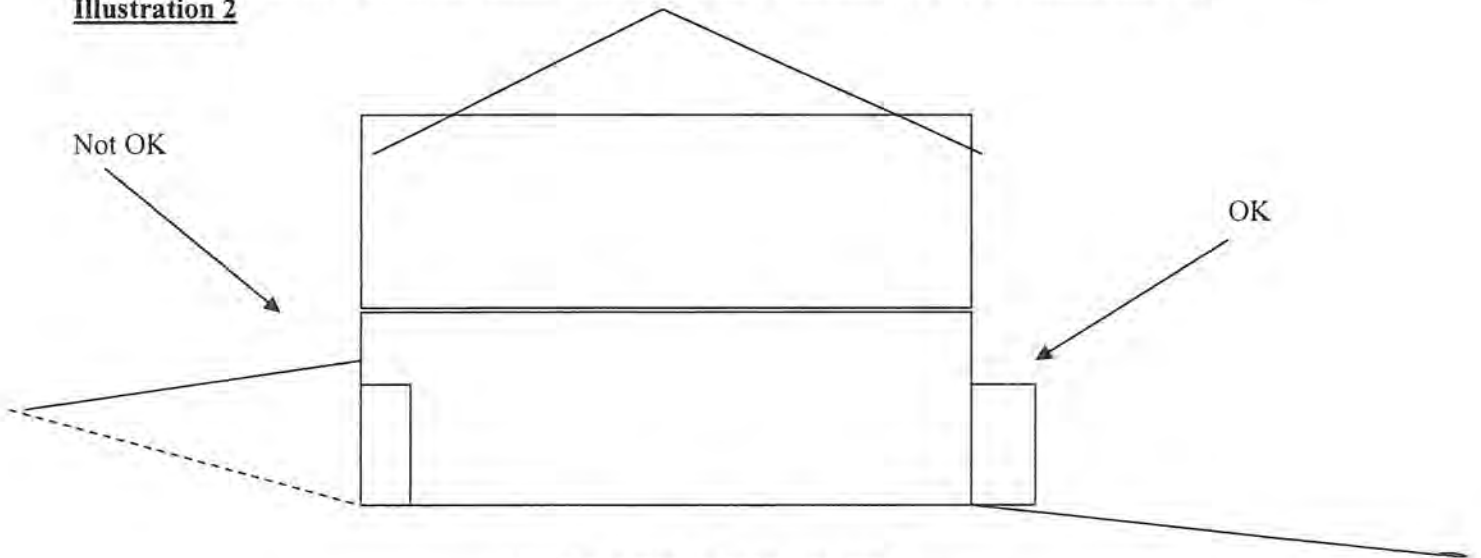
Next are illustrations for elevations clarification

Illustration 1



If there is an outside entrance to the basement that is not dug in below the surrounding ground contour, then the first floor elevation is the sill of that entrance way. (See Illustration 2)

Illustration 2



ELEVATION PROJECTS

Completing an HMGP application for elevation of homes is similar to the development of an acquisition project application. The basic application is completed in the same manner. A “Voluntary Participation Agreement” from each homeowner is required. The same historical and environmental reviews apply. Maps, photos, latitude and longitude, and first floor elevation data are still necessary. A project cost estimate must be developed.

The major differences between an acquisition project and an elevation project are that the home and property in an elevation project will still belong to the homeowner when the project is completed and the home will still be susceptible to flood damage. For those reason, elevation project applications should be submitted separately from acquisition project applications.

NEW- FEMA requires that all elevated homeowners must legally record deed requirements of NFIP & floodplain maintenance for the life of the property. For more information see HMA Unified Guidance or call PEMA.

If a municipality has some homeowners that would like to be “bought out” and some want their homes elevated, the municipality should submit two separate applications: one for elevations, one for acquisitions.

STRUCTURAL PROJECTS

HMGP funds, in some cases, can also be used for structural projects like construction or upgrading of storm water or flood control systems, culverts, levees or dams. Because HMGP funds are always limited and acquisition and elevation are higher priority projects, structural projects do not get funded very often – but they are eligible for funding.

Typically, in addition to the basic application, structural projects require some initial engineering and design work as a part of an HMGP application. Sufficient information about the properties and buildings that will be better protected by a project must also be included for the purposes of determining benefit-cost.

If you have any questions, please call PEMA, your contact information is listed on the cover sheet which was included in this application package.

OTHER PROJECT TYPES

Other project types may in some cases be funded by HMGP. They rarely get funded due to limited funds and these types are of lower priority in Pennsylvania. But in some instances they do get approved. Submitting an application and having it on file in case of extra or special funding would not be a waste of time. At the very least it would highlight your need and possibly PEMA can help you can get funding for this project through another source.

If you are interested in one of these types of projects, talk to PEMA.

Plans	Retrofitting	Wildfire Mitigation
Education	Mitigation Reconstruction	Dry proofing
Equipment	Post disaster Code Enforcement	5% Initiatives
Earthquakes	Minor Local Flood Reduction	Soil Stabilization

You are now ready to complete your application. Check the “Enclosure List” for your next step. When you are finished --- follow the information below!

FINALLY

If you provide all information you will have a completed and documented application to submit.

In addition to the completed application, you will need to add a cover letter, formally submitting the original paper copy of the entire application package, along with a digital copy of the application on a CD for review.. A copy of the paper documentation should be submitted with the CD.

If it is an acquisition or elevation project, your cover letter must contain the address list of properties (including substitution properties) and include with your application and identify the properties if they are main or substitute properties and if they are structures 50 years and older. Don't forget to package all property information together by street address.

This is a final listing of ALL documents needed in a completed package ready for submitting:

1. Cover Letter
2. Designation of Agent Resolution
3. Local Review and Compliance letter and Maintenance Agreement Certification Letter
4. Completed **Basic** application
5. Directions (to municipal & to site(s)).
6. Newspaper articles, etc. documenting flood damages (if available)
7. Maps—project site location, floodplain (FIRM) and quadrangular maps
8. VPA's Voluntary Participation Agreements (Acquisition & Elevation Projects)
9. State Certified Appraisals (recommended)
10. Photographs—all four sides of structures
11. Substantial damage certification(s) (if applicable)
12. Hazardous Material Survey form(s) (Acquisition)
13. Completed spreadsheet -(property information)
14. FEMA and PEMA will provide NEPA and Compliance letters from PENNDOT and Army Corps of Engineers.
15. Your initialed checklist

(Again, don't forget to package the acquisition property information together by street address)

Make a copy for your records. You must retain a copy for your audits.

Place your original completed paper application package in an envelope with the digital copy on a CD * and send it to:

**Pennsylvania Emergency Management Agency
State Hazard Mitigation Officer
1310 Elmerton Avenue
Harrisburg, PA 17110**

Since this is your original you may want to safeguard it by mailing it certified, return receipt requested.

***You may e-mail the digital copy to: thughes@pa.gov**

Congratulations on completing your application!



Hazard Mitigation Grant Program
Official Application
APPLICANT GUIDANCE

pennsylvania

EMERGENCY MANAGEMENT AGENCY

To be filled out by PEMA

Declaration FEMA - _____ DR-PA Received by State _____
 PEMA # _____ Reviewers Initials _____ Date: _____
 FIPS CODE (FEMA provides) Leave this blank Application Complete _____ Incomplete _____ Return _____

I. OVERALL PROJECT INFORMATION:

Project Title: Enter a title that will allow reviewers to identify the project – i.e. Applicant + ST or Neighborhood & Project Type

PROJECT TYPE: CHECK THE APPROPRIATE TYPE

Acquisition Elevation Structural Plans Education Earthquake

Total number of Properties (Not owners): _____
 (Include list of all possible addresses in cover letter)

Community NFIP Status: Participating: **YES** **NO** Are you in good standing **YES** **NO**

Community CID # From Flood-map: **NFIP Community Identification Number**
 CRS Community: **YES** **NO**

Congressional District #: **This should be FEDERAL not STATE** Total Project Cost from part IV: **A \$ Make sure amount is here and agrees with TOTAL from Project Cost Section IV**

Congressional Representative's name (**NOT Senator**): **Again, this is the FEDERAL REPRESENTATIVE not State**
 Are you a Firewise Community? **YES** **NO** (**If not certain, mark NO**)

II. APPLICANT'S INFORMATION:

A. Municipality/Agency Name and Street Address (Do not use a PO Box number):

Telephone Number: [____] _____ - _____ FAX Number: [____] _____ - _____

E-Mail Address: _____

B. Attach Directions to Municipality: This is directions to the applicant's place of Business – the address above

C. Alternate Contact Name (Not Applicant Agent):

This should be the ALTERNATE not Applicant's Agent – see next line D. Elected Official or Employee of the Applicant Jurisdiction.

Phone Number if different from above: () _____ E-mail: _____

D. Applicant's agent as shown on "Designation of Agent" form – should accompany the application

Name: _____

Address: _____

Telephone Number: Area code [____] _____ - _____ FAX No. [____] _____ - _____

E-mail: _____

II. APPLICANT'S INFORMATION Continued

E. NEWSPAPER: Local largest newspaper covering the area of the project.

IV. DETAILED PROJECT DESCRIPTION

Explain the proposed project in very specific detail so that a reviewer who doesn't know your community can fully understand what you intend to do. This is the scope of your project.

Answer each question completely with who, what, where, why and how in detail.

MAKE A REASONABLE DETERMINATION OF HOW ADEQUATE AND COMPLETE THIS DESCRIPTION AND INFORMATION IS

(Answering only Yes or No may cause application to be ranked as ineligible for funding)

- 1. What is the problem this project will solve? HOW will you solve the problem?
- 2. Is it a repetitive problem? Give all specifics? How often?
(Example: Flooding has occurred 10 times since 1972 since the construction of Park Mall upriver. (Ross River)
- 3. Does it pose a significant health or safety risk if left unsolved? What kind of risk?
- 4. What is/are the name(s) of the bodies of water (creek, river, stream, etc.) contributing to this problem?
- 5. How often does this flooding or disaster occur?
- 6. What is the amount of rainfall for each event?
- 7. Give hydrology information. (See instructions for explanation)
- 8. Where did your information come from? (Official records, newspaper articles, etc-attach a copy)

B. Explain HOW you will do the project, include copies of plans, any appropriate shop drawings, equipment specifications and design criteria, etc.

C. Will the proposed project independently solve the problem? YES NO (If NO Explain)

IV. DETAILED PROJECT DESCRIPTION Continued

**D. Will the proposed project reduce future damage, hardship, affect emergency personnel or loss of life resulting from a major disaster. NO YES (If yes - explain what will be affected and HOW, include \$'s)
What level of protection will this project provide? (What magnitude of a disaster?)**

**E. For the CURRENT disaster describe all damages caused, give as many details as possible, include \$ amounts.
(Acquisitions/elevations—include damage and \$ specifics for each structure and grand total \$)**

Grand Total \$ _____

F. For PREVIOUS disasters/events describe the damages to the project area. Do this for each occurrence.

<u>PAST</u>	<u>Date(s)</u>	<u>Name of Disaster/Event</u>	<u>\$ Amount of Damages</u>	<u>Direct</u>	<u>Indirect costs</u>
-------------	----------------	-------------------------------	-----------------------------	---------------	-----------------------

G. How many people and/or the number of homes, businesses, bridges, etc., will be protected by the proposed project.

- _____ **total # of people** _____ **public buildings**
- _____ **residential properties IDENTIFY PRIMARY VERSUS SECONDARY HOMES**
- _____ **schools/hospitals/houses of worship**
- _____ **businesses/commercial properties** _____ **bridges** **PUBLIC PRIVATE**

H. Are you submitting this application at the direction of any agency?

THIS MUST ALWAYS BE ANSWERED NO! THIS IS A VOLUNTARY PARTICIPATION PROGRAM FOR APPLICANTS AS WELL AS HOMEOWNERS

_____ County

_____ State

_____ Federal

If "yes" give details: _____

I. Indicate all hazards being mitigated in this project. **AT A MINIMUM FLOODING SHOULD BE IDENTIFIED**

- | | | | |
|---|---|-------------------------------------|---|
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Severe Winter Storms | <input type="checkbox"/> Drought | <input type="checkbox"/> Earthquake |
| <input type="checkbox"/> Tropical Storm | <input type="checkbox"/> Extreme Temperatures | <input type="checkbox"/> Landslide | <input type="checkbox"/> Lightning Strike |
| <input type="checkbox"/> Pandemic | <input type="checkbox"/> Sinkhole | <input type="checkbox"/> Wildfire | <input type="checkbox"/> Tornado/Wind |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Transportation Accidents | <input type="checkbox"/> Urban Fire | <input type="checkbox"/> Utility Interruption |

Other: _____

J. Have there been any Public Meetings on this project? YES NO When : _____

V. PROJECT LOCATION

A. Describe in detail the location of your project, include it's topography and attach maps. (see below)

THIS SHOULD BE DIRECTIONS TO THE PROJECT AREA OR HOMES – NOT THE APPLICANT OFFICE LOCATION AS REQUESTED EARLIER IN THE APPLICATION

B. In what Flood Zone(s) is your project located? **MUST BE AE OR A – Check your floodplain map (FIRM)**

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> AE or A 1-30 | <input type="checkbox"/> A (No Base elevation given) | <input type="checkbox"/> No FIRM MAP (see maps below) |
| <input type="checkbox"/> AO or AH | <input type="checkbox"/> B or X (Shaded) | |
| <input type="checkbox"/> Floodway | <input type="checkbox"/> C or X (Un-shaded) | |

C. Flood Insurance Rate Map (FIRM) showing project site

- Attach a copy of the panel(s) from the FIRM, and if available, the Floodway Map.
- Clearly mark the project site and all properties and structures.
(For information on getting FIRMS see instructions)
- If FIRM is unavailable- attach a Flood Hazard Boundary Map (FHBM) and mark project site/properties.
- Is a D-FIRM available? YES NO

D. MAPS--City, County, Topography and Parcel

Attach a copy of the following & clearly mark the project site, and place the specific project structure(s) on map(s).

- City or county scale map large enough to include entire project site.
- USGS 1:24,000 Topo Map with project marked and showing all.
- "Quad Map" also mark project area.

For Acquisition and Elevation Projects, ADD a copy of:

- Parcel Map (also called Tax Map, Property Identification Map, etc).
- Map should include Tax ID numbers for each parcel.
- Mark each structure on the maps.

E. LATITUDES and LONGITUDES - Digital

- Please provide digital latitudes and longitudes for your project site. (Can also add to maps)
Acquisition and Elevation Projects – digital latitudes and longitudes for each property (see Addendum 2-spreadsheet)

F. PHOTOGRAPHS Please include: (Digital)

- **Structural/Earthquake Projects:**
 - 2 Photos minimum streetscape views- should be representative of project area, include any relevant waterways and drainage area which affect the project. If any structures are included, do as below
- **Acquisition and Elevation Projects: (4 total per structure- front, back, left side, right side) + streetscapes**
 - One picture per side of structure-each clearly marked with address and which side of the house (ie. 121 Ash St. Left side) If more than 1 structure is in the picture, using arrows, clearly mark the structure you wish to represent! Don't forget to mark streetscape photos.

G. SUBSTANTIALLY DAMAGED PROPERTIES (SDP)- Acquisition Projects Only

- Attach SDP Form for each substantially damaged structure. (damages 50% or more)
- Name of body of water that is flooding the properties. _____

H. DIRECTIONS – THIS WAS ADDRESSED ABOVE – AGAIN DIRECTIONS TO MITIGATION LOCATIONS

- Provide detailed directions to project
- Acquisition and elevation projects- Provide directions to each property.
--- Don't forget! Add a list of all names and addresses of all properties included in this project to your submittal cover letter.

VI. COST ESTIMATES- (Budget Page)

**MAKE SURE FEDERAL SHARE IS 75%
CHECK WITH PEMA MITIGATION FOR STATE & LOCAL SHARES
CHECK THAT TOTAL IS ADDED CORRECTLY.**

A. Specific cost breakdown of total funds required to complete the project:

Federal share:	\$ _____	This will be 75% of the project cost
State share	_____	(This information will be provided by PEMA if applicable)
Applicant share	_____	Source: _____
Other non-Federal share	_____	Source: _____
Total**	\$ _____	

****This figure is to be entered in OVERALL PROJECT INFORMATION on the front page of this application.**

B. Cost breakdown of Project costs:

MAKE A DETERMINATION "DOES THIS COST SEEM REASONABLE"

Engineering/Design	\$ _____	Date this estimate was prepared: _____
Site/Land Acquisition	_____	
Legal Costs	_____	
Project Management *	_____	
Labor	_____	
Materials/supplies	_____	
Certified Appraisals	_____	
Demolition & Disposal	_____	
Land restoration & Stabilization	_____	
Other (specify):	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total**	\$ _____	

* NEW All management costs must now be listed here –THIS MEANS ITEMIZE THESE COSTS
**This figure must be the same as the "Total" above)

B. 1. NEW Text explaining each of the line items.

C. Continuing (maintenance*) costs: (DO NOT ADD TO ABOVE) (For 1 year after project is completed)

THIS COST SHOULD SEEM REASONABLE FOR ANNUAL CARE OF VACANT LOTS (THIS AMOUNT GOES INTO THE BENEFIT COST – IT IS NOT ADDITIONAL GRANT MONEY GIVEN TO THE APPLICANTS)

Labor	\$ _____
Equipment rental	_____
Materials/supplies	_____
Other: _____	_____
Total	\$ _____

D. Who will be responsible for and provide/perform the future maintenance? _____
Has the Maintenance Agreement Certification letter been signed? YES NO

MUST INCLUDE THE MAINTENANCE COMPLIANCE AGREEMENT IN THE APPLICATION PACKAGE

* Attach a ONE year schedule, show each of your maintenance activities and their costs.

VII. COST AND BENEFIT ANALYSIS- Provided by PEMA

FOR ACQUISITION PROJECTS: NO BCA INFORMATION IS REQUIRED IF THE AVERAGE COST PER PROPERTY (TOTAL COST ABOVE DIVIDED BY THE NUMBER OF RESIDENTIAL PROPERTIES*) IS LESS THAN OR EQUAL TO \$276,000 *(DO NOT INCLUDE VACANT LOTS IN THIS CALCULATION).

FOR ELEVATIONS PROJECTS: THE AVERAGE COST LIMIT PER STRUCTURE IS \$175,000.

FOR PROJECTS ABOVE THOSE COST THRESHOLDS, BCA INFORMATION AS DESCRIBED IN THE APPLICATION GUIDE IS REQUIRED.

VIII. DISCUSSION OF ALTERNATIVES- (Must have Three)

The Hazard Mitigation Grant Program regulations require that the project “Has been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options.”

- A. For each alternative be specific, be accurate, and give complete information and explain what would happen if this alternative is chosen.

(One of the alternatives may be the “do nothing” alternative, explain what will happen if this was chosen.)

First Alternative: (Your proposed project)

THIS FIRST OPTION MUST BE ACQUISITION & DEMOLITION or ELEVATION

THE SECOND AND THIRD ALTERNATIVES MUST BE LISTED AS WELL!

Second Alternative: ANY MITIGATION OTHER THAN FIRST ALTERNATIVE

Third Alternative: THIS IS USUALLY “DO NOTHING”

- B. Why did you choose the proposed alternative over the others?

THIS SHOULD ADEQUATELY JUSTIFY THE FIRST OPTION – “SOLVES FLOODING PROBLEM 100%, HOMEOWNERS SELECTED MITIGATION OPTION, HM PLAN, ETC.

- C. Acquisition Projects Only- How will the acquired land be used after the project is completed?
THIS MUST BE AN ACCEPTABLE OPEN SPACE USE – SEE 44 CFR PART 80

- D. Acquisition Projects only--Who will maintain the acquired land in perpetuity?

Attach the signed Maintenance Agreement Certificate

IX. PROJECT WORK SCHEDULE

THIS NEEDS TO BE BROKEN DOWN INTO SPECIFIC WORK TASKS OR SEGMENTS AND TIME UNITS (Months) – Maximum is 36 months

Project is approved

Project Closed

X. ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION

1. ENVIRONMENTAL ISSUES

- A. Please check ALL that apply to your project:

100 Year floodplain	_____	River	_____	Intermittent stream	_____
Floodway	_____	Stream, creek	_____	Intermittent pond	_____
Runoff	_____	Mudflats	_____	Lake, pond	_____
Wetlands	_____	OTHER (Explain)	_____		

- B. Will the project impact (flood, drain, excavate, dredge, fill or otherwise affect) wetlands?

Yes _____ No _____ Uncertain _____ If “yes” explain: _____

C. Are you aware of any hazardous materials or substances located on the project site or properties?
 YES _____ NO _____ Unknown _____
 (If yes, add a separate attachment describing the hazardous material – MSDS sheet, Community's answer)

- **Also attach a Hazardous Material Survey Form for each property, completed and signed by the property owners.**

2. HISTORICAL ISSUES

A. Please check all that describe your project site(s). (Read carefully.)
 [If Acquisition or Elevation, in addition to below, - See Addendum 2 and
 —Complete one "Historical Property Evaluation Form" per structure, 50 years and older]

- | | | | | | |
|----------------------|------------|---------------------------------|-------|-----------------------------------|-------|
| 1. 50 years or older | ALL _____ | 2. Located IN Historic district | _____ | 5. Near a historic DISTRICT | _____ |
| | Some _____ | 3. On the National Registry | _____ | 6. Property/neighborhood reviewed | _____ |
| | None _____ | 4. Near a historical PROPERTY | _____ | for National Registry Listing | _____ |

B. If on Registry or IN a district, please give its official name and the agency which designated it.

C. Has a survey to locate archeological sites and/or historic structures been carried out on the property?

Yes _____ No _____ If "yes" explain: _____

Date of survey: _____ Name of firm: _____

Is a report on file with the State Historic and Museum Commission? YES NO

If YES, Was any historic property located? YES NO

Note: historic properties include, but are not limited to, archeological sites, Civil War earthworks, graveyards, buildings, bridges, canals, etc.)

3. ENVIRONMENTAL JUSTICE

A. Will project have any adverse affects on the low to moderate income population? YES NO

B. Will the project have any adverse affect on a minority population? YES NO

- **Be sure your Local Review & Compliance Letter is attached to document these answers.**

C. Was a public meeting held? YES NO

- If yes, please attach a description of the public participation and include public review of the mitigation options. (Add copy of AD, news articles, minutes, etc)

XI. PROJECT COMPLIANCE ASSURANCES

A. Code Compliance

1. Will the project meet all applicable codes and standards for the project location, such as building, plumbing & electrical codes, public notification, bidding and contracting, etc. YES NO

- a. If NO, what specifically does the project require and why does the project require it.
 (Example: Project requires a _____ variance due to)

3. Have any permits been applied for or granted in relationship to this project? YES NO

If yes list: _____

B. Regulatory Compliance

1. Will project comply with ALL Federal, State and Local laws and regulations including but not limited to the following;

Applicable Health Codes	YES	NO
Water & Air Quality	YES	NO
Wetland Management	YES	NO
Floodplain Management	YES	NO
Other Regulatory Requirements	YES	NO

C. National Flood Insurance (NFIP)

1. Is the Community a participant in NFIP in good standing? YES NO (Info to front Page)
2. Is proposed project located in a designated floodway? YES NO
3. Is proposed project located in a designated floodplain? YES NO
4. Is this designated on a FEMA Flood Insurance Rate Map (FIRM): YES NO

If so, FIRM Panel Number, Zone, Designation: _____
NFIP Community ID Number: _____ (copy info to Front page)

5. Is there a D-FIRM Available? YES NO

6.. Does this Community participate in CRS? YES NO (Info to front page)

D. Voluntary Participation-----Acquisition Projects Only

1. Are all property owners voluntary participants? YES NO

**Be sure "Voluntary Participation Agreement" forms (VPA's) are attached.
One per deeded property.**

E. Local Hazard Mitigation Plan

THIS SECTION WILL HAVE TO BE CONFIRMED AND ALL HM PLAN REQUIREMENTS MET BEFORE PROJECT CAN BE FUNDED.

1. Does your municipality have an approved Local Multi-hazard Mitigation Plan (322)? YES NO
2. Which Goal/objective does this project address? _____ (document)
3. Has your proposed project been identified in this adopted/approved plan? YES NO
(Attach plan page where this project is listed)

I certify all information in this application to be true, correct and complete to the best of my knowledge.

Applicant's Agent Signature: **MUST BE SIGNED BY THE PERSON IDENTIFIED IN SECTION II D AND APPOINTED ON THE "DESIGNATION OF AGENT" CERTIFICATION** Date: _____



pennsylvania

EMERGENCY MANAGEMENT AGENCY

Hazard Mitigation Grant Program
Official Application

To be filled out by PEMA

Declaration FEMA - DR-PA Received by State
PEMA # Reviewers Initials Date
FIPS CODE (FEMA provides) Application Complete Incomplete Return

If you need more space to answer any of the following questions, please feel free to use as much paper as you need, and simply attach these sheets to your application.

I. OVERALL PROJECT INFORMATION:

Project Title:
(Enter a title that will allow reviewers to identify the project - i.e. County or Municipality + ST or Neighborhood & Pj Type)

PROJECT TYPE: (Please check the appropriate box)

Acquisition [] Elevation [] Structural [] Plans [] Education [] Earthquake []

See and use corresponding addendum to project type

Total number of Properties (Not owners): (Include list of all possible addresses in cover letter)

Community NFIP Status: Participating: YES [] NO []

Are you in good standing YES [] NO []

Community CID # From Flood-map:

CRS Community: YES [] NO []

U.S. Congressional District #: Total Project Cost from Page 6: A S

U.S. Congressional Representative's name (NOT Senator):

Are you a Firewise Community? YES [] NO []

II. APPLICANT'S INFORMATION:

A. Municipality/Agency Name and Street Address (Do not use a PO Box number):

[Blank lines for address]

Telephone Number: FAX Number:

E-Mail Address:

B. Attach Directions to Municipality:

II. APPLICANT'S INFORMATION Continued

C. Alternate Contact Name (Not Applicant Agent): _____
Phone Number if different from above: _____ E-mail: _____

D. Applicant's agent as shown on "Designation of Agent" (PEMA-DAP-2) (Blank attached, fill out, reattach)

Name: PRINT

Address: _____

Telephone Number: Area code _____ FAX No. _____

E-mail: _____

E. NEWSPAPER: Local largest newspaper covering the area of the project.

Name of Newspaper: _____

Address: _____

Telephone: _____ FAX: _____

Contact: _____ E-mail: _____

III. For a "phased project", emergency work or completed work - please fill out Addendum 1.

IV. DETAILED PROJECT DESCRIPTION

Explain the proposed project in very specific detail so that a reviewer who doesn't know your community can fully understand what you intend to do. This is the scope of your project.

Answer each question completely with who, what , where, why and how in detail.

(Answering only Yes or No may cause application to be ranked as ineligible for funding)

1. What is the problem this project will solve? HOW will you solve the problem?
2. Is it a repetitive problem? Give all specifics? How often?
(Example: Flooding has occurred 10 times since 1972 since the construction of Park Mall upriver. (Ross River))
3. Does it pose a significant health or safety risk if left unsolved? What kind of risk?
4. What is/are the name(s) of the bodies of water (creek, river, stream, etc?) Contributing to this problem?
5. How often does this flooding or disaster occur?
6. What is the amount of rainfall for each event?
7. Give hydrology information. (See instructions for explanation)
8. Where did your information come from? (Official records, newspaper articles, etc-attach a copy)

B. Explain HOW you will do the project, include copies of plans, any appropriate shop drawings, equipment specifications and design criteria, etc.

C. Will the proposed project independently solve the problem? YES NO

(If NO Explain)

D. Will the proposed project reduce future damage, hardship, affect emergency personnel or loss of life resulting from a major disaster. NO YES (If yes - explain what will be affected and HOW, include \$'s)

What level of protection will this project provide? (What magnitude of a disaster?)

IV. DETAILED PROJECT DESCRIPTION Continued

E. For the **CURRENT** disaster describe all damages caused, give as many details as possible, include \$ amounts. (Acquisitions/elevations –include damage and \$ specifics for each structure and grand total \$)

Grand Total \$ _____

F. For **PREVIOUS** disasters/events describe the damages to the project area. Do this for each occurrence.

<u>PAST Date(s)</u>	<u>Name of Disaster/Event</u>	<u>\$ Amount of Damages</u>	<u>Direct</u>	<u>Indirect costs</u>
---------------------	-------------------------------	-----------------------------	---------------	-----------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

G. How many people and/or the number of homes, businesses, bridges, etc., will be protected by the proposed project.

_____ total # of people	_____ public buildings
_____ residential properties	_____ schools/hospitals/houses of worship
_____ businesses/commercial properties	
_____ bridges PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/>	

H. Are you submitting this application at the direction of any agency? NO YES

• If yes, is this application associated with one of the following:

County <input type="checkbox"/>	State <input type="checkbox"/>	Federal <input type="checkbox"/>
---------------------------------	--------------------------------	----------------------------------

If yes, please give details: _____

I. Indicate all hazards being mitigated in this project. Please place an "X" to the hazards that apply.

_____ Flooding	_____ Severe Winter Storms	_____ Drought	_____ Earthquake	_____ Tropical Storm
_____ Landslide	_____ Extreme Temperatures	_____ Sinkhole	_____ Tornado/Wind	_____ Environmental
_____ Pandemic	_____ Transportation Accidents	_____ Wildfire	_____ Lightning Strike	_____ Urban Fire
_____ Utility Interruption				

Other: _____

J. Have there been any Public Meetings on this project? YES NO

If Yes, when: _____

V. PROJECT LOCATION

A. Describe in detail the location of your project, include its topography and attach maps. If you need more space, please feel free to submit additional pages (see below)

B. In what Flood Zone(s) is your project located? Please place an "X" to the hazards that apply.

- ____ AE or A 1-30 ____ A (No Base elevation given) ____ AO or AH
____ B or X (Shaded) ____ No FIRM MAP (see maps below)
____ Floodway ____ C or X (Un-shaded)

C. Flood Insurance Rate Map (FIRM) showing project site

- Attach a copy of the panel(s) from the FIRM, and if available, the Floodway Map.
- Clearly mark the project site and all properties and structures.
(For information on getting FIRMS see instructions)
- If FIRM is unavailable- attach a Flood Hazard Boundary Map (FHBM) and mark project site/properties.
- Is a D-FIRM available? YES NO

D. MAPS--City, County, Topography and Parcel

Attach a copy of the following & clearly mark the project site, and place the specific project structure(s) on map(s).

- City or county scale map large enough to include entire project site.
- USGS 1:24,000 Topo Map with project marked and showing all.
- "Quad Map" also marks project area.

For Acquisition and Elevation Projects, ADD a copy of:

- Parcel Map (also called Tax Map, Property Identification Map, etc).
- Map should include Tax ID numbers for each parcel.
- Mark each structure on the maps.

E. LATITUDES and LONGITUDES - Digital

- Please provide digital latitudes and longitudes for your project site. (Can also add to maps)
Acquisition and Elevation Projects – digital latitudes and longitudes for each property

F. PHOTOGRAPHS Please include: (Digital)

- Structural/Earthquake Projects:
 - 2 Photos minimum streetscape views- should be representative of project area, include any relevant waterways and drainage area which affect the project. If any structures are included, do as below
- Acquisition and Elevation Projects: (4 total per structure- front, back, left side, right side) + streetscapes
 - One picture per side of structure-each clearly marked with address and which side of the house (i.e. 121 Ash St. Left side) If more than 1 structure is in the picture, using arrows, clearly mark the structure you wish to represent! Don't forget to mark streetscape photos.

G. SUBSTANTIALLY DAMAGED PROPERTIES - Acquisition Projects Only

- Attach SDP Form for each substantially damaged structure. (damages 50% or more)
- Name of body of water that is flooding the properties. _____

H. DIRECTIONS

- Provide detailed directions to project
- Acquisition and elevation projects- Provide directions to each property.
 --- Don't forget! Add a list of all names and addresses of all properties included in this project to your submittal cover letter. (Include substitution addresses as well.)

VI. COST ESTIMATES- (Budget Page)

A. Specific cost breakdown of total funds required to complete the project:

Federal share:	\$	_____	This will be 75% of the project cost
State share		_____	(This information will be provided by PEMA if applicable)
Applicant share		_____	Source: _____
Other non-Federal share		_____	Source: _____
Total**	\$	_____	

****This figure is to be entered in OVERALL PROJECT INFORMATION on the front page of this application.**

B. Cost breakdown of Project costs:

Engineering/Design	\$	_____	Date this estimate was prepared: _____
Site/Land Acquisition		_____	
Legal Costs		_____	
Project Management *		_____	
Labor		_____	
Materials/supplies		_____	
Certified Appraisals		_____	
Demolition & Disposal		_____	
Land restoration & Stabilization		_____	
Other (specify):		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
Total**	\$	_____	

* All management costs must now be listed here
 **This figure must be the same as the "Total" above)

B. Please add text explaining each of the line items. Additional space is provided on the next page of this application

VIII. DISCUSSION OF ALTERNATIVES- (Must have Three)

The Hazard Mitigation Grant Program regulations require that the project "Has been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options."

- A. For each alternative be specific, be accurate, and give complete information and explain what would happen if this alternative is chosen.

(One of the alternatives may be the "do nothing" alternative, explain what will happen if this was chosen.)

First Alternative: (Your proposed project)

Second Alternative:

Third Alternative:

- B. Why did you choose the proposed alternative over the others?

- C. Acquisition Projects Only- How will the acquired land be used after the project is completed?

- D. Acquisition Projects only--Who will maintain the acquired land in perpetuity?

X. ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION

1. ENVIRONMENTAL ISSUES

A. Please place an "X" by ALL that apply to your project:

- 100 Year Floodplain _____
- Floodway _____
- Runoff _____
- Wetlands _____
- River _____
- Stream, creek _____
- Mudflats _____
- Intermittent Stream _____
- Lake, Pond _____
- Intermittent pond _____
- Other (Explain) _____

B. Will the project impact (flood, drain, excavate, dredge, fill or otherwise affect) wetlands?

Yes _____ No _____ Uncertain _____

If yes, please explain: _____

C. Are you aware of any hazardous materials or substances located on the project site or properties?

YES NO Unknown

(If yes, add a separate attachment describing the hazardous material – MSDS sheet, Community's answer)

- Also attach a Hazardous Material Survey Form (MSDS) for each property, completed and signed by the all property owners.

2. HISTORICAL ISSUES

A. Please check all that describe your project site(s). (Read carefully.)

[If Acquisition or Elevation, in addition to below, - See Addendum 2 and Complete one "Historical Property Evaluation Form" per structure, 50 years and older]

Please indicate ALL, SOME, or NONE for the following:

1. 50 years or older _____
2. Located IN Historic district _____
3. On the National Registry _____
4. Near a historical PROPERTY _____
5. Near a historic DISTRICT _____
6. Property/neighborhood reviewed for National Registry Listing _____

B. If on Registry or IN a district, please give its official name and the agency which designated it.

X. ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION Continued

C. Has a survey to locate archeological sites and/or historic structures been carried out on the property?

Yes No If "yes" explain: _____

Date of survey: _____

Name of firm: _____

Is a report on file with the State Historic and Museum Commission? YES NO

If YES, Was any historic property located? YES NO

Note: historic properties include, but are not limited to, archeological sites, Civil War earthworks, graveyards, buildings, bridges, canals, etc.)

3. ENVIRONMENTAL JUSTICE

A. Will project have any adverse affects on the low to moderate income population? YES NO

B. Will the project have any adverse affect on a minority population? YES NO

- Be sure your Local Review & Compliance Letter is attached to document these answers.

C. Was a public meeting held? YES NO

- If yes, please attach a description of the public participation and include public review of the mitigation options. (Add copy of AD, news articles, minutes, etc)

XI. PROJECT COMPLIANCE ASSURANCES

A. Code Compliance

1. Will the project meet all applicable codes and standards for the project location, such as building, plumbing & electrical codes, public notification, bidding and contracting, etc. YES NO

a. If NO, what specifically does the project require and why does the project require it.
(Example: Project requires a _____ variance due to)

2. Have any permits been applied for or granted in relationship to this project? YES NO

If yes list: _____

B. Regulatory Compliance

1. Will project comply with ALL Federal, State and Local laws and regulations including but not limited to the following;

- Applicable Health Codes YES NO
- Water & Air Quality YES NO
- Wetland Management YES NO
- Floodplain Management YES NO
- Other Regulatory Requirements YES NO

C. National Flood Insurance (NFIP) (Info to front Page)

- 1. Is the Community a participant in NFIP in good standing? YES NO
- 2. Is proposed project located in a designated floodway? YES NO
- 3. Is proposed project located in a designated floodplain? YES NO
- 4. Is this designated on a FEMA Flood Insurance Rate Map (FIRM): YES NO

If so, FIRM Panel Number, Zone, and Designation: _____

NFIP Community ID Number: (copy info to Front page) _____

- 5. Is there a D-FIRM Available? YES NO
- 6. Does this Community participate in CRS? (Info to front page) YES NO

D. Voluntary Participation-----Acquisition Projects Only

- 1. Are all property owners voluntary participants? YES NO

- Be sure you attached "Voluntary Participation Agreement" forms (VPA's). (One per deeded

property.) D. Local Mitigation Plan

- 1. Does your municipality have an approved Local Multi-hazard Mitigation Plan? YES NO

- 2. Which Goal/objective does this project address? _____
(Please provide supporting documentation)

- 3. Has your proposed project been identified in this adopted/approved plan? YES NO

(Attach plan page where this project is listed)

I certify all information in this application to be true, correct and complete to the best of my knowledge.

Applicant's Agent Signature: _____ Date: _____

**If you do not understand any part of this application, contact PEMA immediately.
Waiting may cause your application to be untimely and therefore ineligible.**

**Please check the following Addendums corresponding to your project type.
& Attach all Pertinent Information**

- Addendum 1- Phased Projects, emergency work, and already completed work
- Addendum 2- Acquisitions- More specific information will be needed (Don't miss the Spreadsheet)
- Addendum 3- Elevations -More specific information will be needed
- Addendum 4- Structural & Earthquakes
- Addendum 5- Others; Plans/Education, Equipment