



## 2012 PDM State Grant Guidance

The Division of Homeland Security & Emergency Management (DHS&EM), as the designated State of Alaska Applicant (grantee), announces the Federal Fiscal Year 2012 Pre-Disaster Mitigation Program (PDM) nationally competitive grant open application period. This year's national funding is expected to be \$100 million on a nationally competitive basis. This State-level grant guidance shall be incorporated into DHS&EM obligating award documents for successful Sub-Grant Applicants (Sub-Grantees) selected in the National Evaluation.

Mitigation is defined as sustained action taken to reduce or eliminate long-term risk to people and property from hazards and their effects, thus reducing community vulnerabilities. The purpose of the FY 2012 PDM grant encompasses:

### Hazard Mitigation Planning:

*A Planning Application is only available for communities who do not have a FEMA/State-approved and community-adopted All-Hazard Mitigation Plan or are updating their approved plan for five-year renewal.*

The advantages of a community developing a local All-Hazard Mitigation Plan include:

- Integration with Alaska's State Hazard Mitigation Plan and National Mitigation Planning efforts
- An increase in community risk awareness and analysis
- A reduction in disaster losses
- Planning for mitigation projects that will protect life and property
- Eligibility for Hazard Mitigation Grant Funding for projects

The deliverable from a planning grant must be a FEMA/State-approved and community-adopted new hazard mitigation plan or an updated plan.

### Hazard Mitigation Projects:

*A Project Application is only available for communities who have a FEMA/State-approved and community-adopted Hazard Mitigation Plan by December 3, 2011. Projects must be consistent with the goals and objectives identified in the community's local hazard mitigation plan and the Alaska State Hazard Mitigation Plan available at:*

*([http://ready.alaska.gov/plans/documents/SHMP\\_2010\\_UPDATE\\_ENTIRE\\_FINAL\\_COMPLETE.pdf](http://ready.alaska.gov/plans/documents/SHMP_2010_UPDATE_ENTIRE_FINAL_COMPLETE.pdf)).*

Hazard Mitigation Projects are intended to reduce risk to life and property. Examples include:

- Elevation of flood-prone structures;
- Structural and non-structural seismic and hazard retrofits of existing structures;
- Voluntary acquisition or relocation of structures out of the floodplain
- Natural hazard protective measures for existing utility systems, roads and bridges
- Minor localized storm water management and flood control projects.
- Soil stabilization projects to protect existing structures and infrastructure that do not duplicate the activities of other federal agencies.
- Wildfire mitigation including defensible space, ignition resistant construction, and hazardous fuels reduction for existing structures and critical facilities that is in accordance with FEMA requirements.

### Application:

DHS&EM invites State-level agencies, State- and Federally-recognized Indian Tribal Governments, local governments, authorized Indian tribal organizations and universities, Alaska Native villages, public and tribal colleges and universities to apply as Sub-Grant Applicants (Sub-Grantees) for *Planning or Project* funds. Private non-profit organizations and private colleges and universities are not eligible.

If you are interested in submitting a Sub-Grant Application notify Mark Roberts, Alaska's State Hazard Mitigation Officer, of your intent and the nature of your proposal by September 1, 2011 through use of the 2012 PDM "Intent to Apply" form. The attached PDM Grant Intent Form should be used to provide this information (also available on-line at <http://ready.alaska.gov/grants.htm#Pre-Disaster%20Mitigation%20Program>). The DHS&EM Mitigation Staff will guide you through the application process with additional instructions and guidelines after receiving your intent for an eligible project. Communities and organizations that do not submit an "Intent to Apply" form by the deadline will not be considered for the 2012 PDM grant.

The grant guidelines then require you to submit your Sub-Grant application through the federal electronic grants (e-grants) management system: <https://portal.fema.gov>. The deadline for submitting on-line Sub-Grant applications to DHS&EM through the FEMA e-grants system is November 1, 2011. This will allow DHS&EM to complete the required State coordination and submit all eligible Sub-Grant applications by the Federal deadline December 3, 2011.

PDM grants are a nationwide competitive grant program and require a *25% local match - cash or in-kind - (10% for eligible small and impoverished communities as defined in 44CFR 201.2)*. The 2012 PDM Sub-Grant application requirements for projects are intensive, including submission of detailed and thorough scopes of work, comprehensive cost estimates with supporting documentation, benefit-cost analysis (BCA) with a BC ratio of 1.0 or greater, environmental/historic preservation plans, 11- to 17-point checklists with thorough responses which are critical in the national evaluation process, and demonstration that the project is technically feasible and ready to implement. Planning applications do not require a BCA, but the remaining requirements still apply. Some application preparation costs are allowable expenses if specifically stated as a line item in the cost estimate (Budget); however, the application must be selected to receive a grant award in order for any expenses to be reimbursed.

PDM grants shall be awarded on a nationally competitive basis and may also be awarded through specific Congressional legislative action. The 2012 PDM Program Guidance Manual relating to eligibility, application deadlines and other key aspects of the program is available on-line at <http://www.fema.gov/library>

#### Eligibility Requirements:

*To be eligible, applicants are required to:*

- Be participants in good standing in the National Flood Insurance Program (NFIP), if applicable;
- Have local ability to provide a minimum of 25% of costs from non-federal sources (cash and "in-kind"). The Federal share shall not exceed 75%;

Note: "*Small and Impoverished Communities*" may be eligible to receive a Federal cost share of up to 90%. Qualified Small and Impoverished Community applicants must submit information documenting their economic status per the grant guidelines with their Sub-Grant Applications. 44CFR 201.2 defines "Small and Impoverished Communities" as follows: a community of 3,000 or fewer individuals identified by the State as a rural community, and is not a remote area within the boundaries of an organized Borough, is economically disadvantaged with annual per capita income not exceeding 80% of national per capita income, and has a local unemployment rate exceeding the average yearly unemployment rate by one percentage point or more.

- Have a FEMA/State-approved and community-adopted multi-hazard, local mitigation plan by the application deadline of December 3, 2011;
- Submit a Scope of Work (SOW) describing objectives, methodology, feasibility, outcomes, timeline, milestones, resources, deliverables, and benefits of, as well as reasons for, the Planning activity or Project. The narrative portion must thoroughly explain the "who, what, where, when, and how" of the proposal and the proposed timeline;
- For projects involving structural acquisitions or elevations: submit a "Letter of Intent to Participate" from the owner of each property identified in the SOW. The form should include documentation that demonstrates that the Applicant/Sub-Applicant has advised each property owner that acquisition projects for open space acquisition or elevations are voluntary and that Grantee/Sub-Grantee will not

use its eminent domain authority to acquire the property for open space purposes should negotiations fail. Documentation of signature for each property is required;

- Submit a Cost Estimate of sufficient detail across categories such as labor, materials, equipment, subcontract costs, and include cash and in-kind non-Federal cost share. Full and credible back-up documentation is required for all costs, such as salary and fringe benefit rates for personnel, bids from qualified professionals, or published cost estimating guides. “Lump sum” and “contingency” items are not acceptable;
- Complete responses for each question, even if information is duplicated in another part of the application;
- Submit all 13 items listed on the Sub-Grant Application Planning Checklist, or the 17 items listed on the Sub-Grant Application Project Checklist. Answers must be complete and responsive;
- Comply with the Eligible and Ineligible Project and Planning activities listed in the Program Guidance manual;
- Comply with FEMA’s environmental and historical preservation process, which includes a Scope of Work indicating how well the Sub-Grant Applicant understands and addresses potential project impacts and disturbances;
- Ensure projects are technically feasible and ready for implementation. Schematics or detailed engineering drawings or designs must be included in the Project Sub-Application. Applications must include a graphic and visual representation of the Project location on at least a 1:24,000 scale US Geological Survey (USGS) topographic map, site plan, and relevant photographs with the Sub-Application. Engineering feasibility is a critical factor in both the National Ranking and the National Evaluation process; and
- Provide a FEMA-approved Benefit-Cost Analysis (BCA) resulting in a Benefit-Cost Ratio (BCR) of 1.1 or greater. This is required for Project consideration. A maintenance plan identifying tasks, budget, and the entity that will perform long-term maintenance must be submitted. Maintenance costs must be included in the BCA. Management costs, if listed as a separate line item in the Cost Estimate, must be included in the BCA. Guidance is available in OMB Circular A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*. The methodology used to determine the BCA must be identified in the Sub-Grant project application. The credibility of data sources is extremely important, as is professional licensure. Information on FEMA-approved BCA is available online at: <http://www.bchelpline.com>.

#### Management Costs:

DHS&EM as the State Applicant (grantee) is eligible for up to 10% management costs, and pre-award management costs, for activities specified in the Program Guidance manual. Pre-award management costs are only reimbursable if the State’s application is selected through the national competition.

Sub-Grant Applicants are eligible for up to 5% direct management costs of the total Planning or Project funds applied for. Sub-Grant Applicant management costs require supporting documentation and must be included as a separate line item in the Cost Estimate and also in the BCA. Indirect costs are not allowed by DHS&EM.

#### State Review

DHS&EM as the State Applicant (grantee) will review applications from Sub-Grant Applicants for eligibility and completeness and will prioritize them according to the goals and objectives outlined in the State Hazard Mitigation Plan. The State Hazard Mitigation Plan may be viewed on the DHS&EM web site at:

[http://ready.alaska.gov/plans/documents/SHMP\\_2010\\_UPDATE\\_ENTIRE\\_FINAL\\_COMPLETE.pdf](http://ready.alaska.gov/plans/documents/SHMP_2010_UPDATE_ENTIRE_FINAL_COMPLETE.pdf)

Sub-Grant Applicants (Sub-Grantees) are strongly encouraged to emphasize and review their responses to the Evaluation Information questions and the BCA which will support competitiveness in both the National Ranking and Evaluation processes.

## FEMA Review, National Ranking and National Evaluation

### Technical Review:

An Engineering Feasibility Technical Review panel, a Benefit-Cost Technical Review panel, and an Environmental/Historic Preservation Technical Review panel, all consisting of independent subject matter experts, will conduct a detailed and comprehensive review of eligible mitigation Projects. The Cost Estimate must be complete, comprehensive, documented, and consistent with the Scope of Work.

### Application Review:

FEMA will review all Planning and Project Sub-Grant Applications. In the absence of specific Congressional instruction, FEMA will next score all eligible mitigation Planning and Project Sub-Grant Applications based upon pre-determined, objective, quantitative factors. FEMA will forward the highest scored eligible Sub-Grant Applications to the National Evaluation Panel while considering a balanced distribution of funds geographically or by type of recipient. Finally, the Approving Federal Official at FEMA Headquarters shall consider the National Evaluation Score, comments and recommendations from independent panelists in determining the selection of Planning and Project Sub-Grant Application awards.

### Technical Assistance:

FEMA offers free mitigation benefit cost analysis software and technical assistance at <http://www.bchelpline.com/> which includes online BCA training courses, and other supporting documents. Additional technical assistance is available by email at [bchelpline@dhs.gov](mailto:bchelpline@dhs.gov) or by phone at (866) 222-3580. Please contact Mark Roberts if you need further information at (907) 428-7016, (800) 478-2337, or by e-mail at [mark.roberts@alaska.gov](mailto:mark.roberts@alaska.gov).