

**Pre-Disaster Mitigation (PDM)  
&  
Flood Mitigation Assistance (FMA)  
Application Guidance**

**MONTANA  
DISASTER & EMERGENCY SERVICES**

[www.readyandsafe.mt.gov/emergency](http://www.readyandsafe.mt.gov/emergency)



**1956 Mt. Majo Street  
Fort Harrison, MT 59636**

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## Pre-Disaster Mitigation Grant Program

The Pre-Disaster Mitigation (PDM) program makes Federal funds available to State, Local and Tribal Governments to implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while also reducing reliance on Federal funding due to future disasters. FEMA will provide allocations of \$575,000 as required by the Stafford Act to states and territories to support overall mitigation planning and projects. The remaining PDM funds will be awarded on a competitive basis with a focus on multi-state/tribal mitigation initiatives.

Funding for this program is provided to Montana Disaster & Emergency Services (MT DES). MT DES is the Applicant for this program and will administer the funding awarded to Sub-applicants. Funding is provided by the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD).

Catalog of Federal Domestic Assistance (CFDA) Number: 97.047

CFDA Title: Pre-Disaster Mitigation Grant Program

## Flood Mitigation Assistance Grant Program

The FMA Grant Program was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994 with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP). Consistent with Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112-141), the FMA Grant Program is focused on mitigating repetitive loss (RL) properties and severe repetitive loss (SRL) properties.

Funding for this program is provided to Montana Disaster & Emergency Services (MT DES). MT DES is the Applicant for this program and will administer the funding awarded to Sub-applicants. Funding is provided by the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD).

Catalog of Federal Domestic Assistance (CFDA) Number: 97.039

CFDA Title: Pre-Disaster Mitigation Grant Program

Sub-applications will only be accepted online through the FEMA eGrants system. Sub-applicants must register on the site to access the funding opportunity. Instructions to gain access to the eGrants system can be found in [Attachment B](#).

## Overview

The FEMA Hazard Mitigation Assistance (HMA) programs present a critical opportunity to reduce the risk to individuals and property from natural hazard, while simultaneously reducing reliance on Federal disaster funds. The national Mitigation Framework comprises seven core capabilities.

- Threats and Hazard Identification
- Risk and Disaster Resilience Assessment
- Planning
- Community Resilience
- Public Information and Warning
- Long-Term Vulnerability Reduction
- Operation Coordination

The HMA programs provide funding for eligible activities that are consistent with the National Mitigation Framework's Long-Term Vulnerability Reduction capability. HMA programs reduce community vulnerability to disasters and their effects, promote individual and community safety and resilience, and promote community vitality after an incident. HMA programs will also reduce response and recovery resource requirements in the wake of a disaster or incident, which results in a safer community that is less reliant on external financial assistance.

The primary federal guidance document for this program is the Hazard Mitigation Assistance Guidance 2015 which includes the following programs:

- Hazard Mitigation Grant Program (HMGP)
  - Hazard Mitigation Grant Program – Post Fire (HMGP PF)
- Pre-Disaster Mitigation Program (PDM)
- Flood Mitigation Assistance Program (FMA)

The most current Hazard Mitigation Assistance guidance can be found at [www.readyandsafe.mt.gov/emergency/mitigation](http://www.readyandsafe.mt.gov/emergency/mitigation).

FEMA published the Notice of Funding Announcement (NOFA) on August 08, 2018. The fact sheets on the grant can be found at [www.readyandsafe.mt.gov/emergency/mitigation](http://www.readyandsafe.mt.gov/emergency/mitigation).

## Funding Amounts

PDM 2018 has \$235,200,000.00 to compete for nationally.

FMA 2018 has \$160,000,000.00 to compete for nationally.

## I. Purpose

For the PDM grant program the focus is to implement mitigation activities that reduce the risk of loss of life and property from future disasters.

The FMA grant program provides resources to assist with efforts to reduce or eliminate the risk of repetitive flood damage to insurable buildings and structures under the NFIP.

The State Multi-Hazard Mitigation Plan (MHMP) establishes the strategy for reducing possible impacts of future disasters. The State MHMP is updated every five years. This plan is the supporting document for all Hazard Mitigation Assistance Grant applications through the State. The 2018 update to the State Plan will be referenced in applications for funds.

## II. Priorities/ Funding Guidelines

### **The FEMA PDM sub-application guidelines are as follows:**

- \$4 million maximum federal share for mitigation projects;
- Up to \$200,000 per Applicant for Advance Assistance;
- \$10 million for Resilient Infrastructure projects;
- \$400,000 for new mitigation plans consistent with 44 CFR Part 201;
- \$300,000 for State/territorial and multi-jurisdictional local or tribal mitigation plan updates consistent with 44 CFR Part 201;
- \$150,000 for single jurisdiction local or tribal mitigation plan updates consistent with 44 CFR Part 201;
- 10% of plan and project sub-applications for information dissemination activities, including public awareness and education (brochures, workshops, videos, etc.) related to a proposed planning or project activity;
- 5% of plan and project sub-application budget for Sub-applicant management costs for Sub-applicants to manage their plan or project activity (see the Management and Administration Costs subsection below); and

### **The FEMA FMA sub-application guidelines are as follows:**

- Up to \$100,000 for community flood mitigation advance assistance
- Up to \$10,000,000 for community flood mitigation projects
- \$50,000 for Technical Assistance for states/territories who were awarded FMA Grant Program funds totaling at least \$1,000,000 in FY 2017.
- \$100,000 per Applicant for mitigation planning with a maximum of \$50,000 for State plans and \$25,000 for local plans.

### III. Eligibility Requirements for Sub-applicants

#### Eligible Sub-applicants

Eligible Sub-applicants are local units of government within Montana such as a county, city, town, or agency of local government. Sub-applicants can be State agencies and federally recognized tribal governments within Montana.

An eligible Sub-applicant may serve as a host on behalf of an entity, including non-profits and associations, to address critical needs. There is no limit to the number of sub-applications that can be submitted, but it is important to keep in mind that project approval is partially based on the ability of the Sub-recipient to effectively manage all approved projects.

Sub-applicants must have a FEMA-approved local Multi-Hazard Mitigation Plan for the jurisdiction where the proposed project/plan will be implemented (Attachment A). Additionally, the project must be identified in their local Multi Hazard Mitigation Plan.

#### Cost-Share and Match

PDM is a 75/25 cost-share grant. Upon request for reimbursement, MT DES will process reimbursement for 75% of the eligible project expenses. The remaining 25% must be matched locally. Local match can be cash contributions (hard-match), or in-kind contributions (soft-match). In-kind contributions may include third-party services, equipment, or property. A combination of cash or in-kind contributions are allowable. The source of local match must be identified at the time of application.

FMA is available for up to 75% of the eligible activity costs.

FEMA may contribute up to 100% Federal cost share for SRL properties defined below as:

- a) Is covered under a contract for flood insurance made available under the NFIP; and
- b) Has incurred flood related damage
  - i. For which four or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000, or
  - ii. For which at least two separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

FEMA may contribute up to 90% Federal cost share for Repetitive Loss (RL) properties. A RL property is a structure covered by a contract for flood insurance made available under the NFIP that:

- a. Has incurred flood-related damage on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25% of the market value of the structure at the time of each such flood event; and
- a) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

PDM and FMA are reimbursement grants. Sub-applicants must submit a request for reimbursement to MT DES detailing eligible expenses to receive funds.

#### IV. Eligible Activities

Proposed projects must be completed on non-federal lands. Projects must show risk reduction to the developed environment. Projects must mitigate a single problem.

Mitigation Activities		Pre-Disaster Mitigation	Flood Mitigation Assistance	Repetitive Flood Claim	Severe Repetitive Loss
<b>1.</b>	<b>Mitigation Projects</b>	✓	✓	✓	✓
	Property Acquisition and Structure Demolition or Relocation	✓	✓	✓	✓
	Structure Elevation	✓	✓	✓	✓
	Mitigation Reconstruction				✓
	Dry Floodproofing of Historic Residential Structures	✓	✓	✓	✓
	Dry Floodproofing of Non- Residential Structures	✓	✓	✓	
	Generators	✓			
	Localized Flood Reduction Projects	✓	✓	✓	✓
	Non-Localized Flood Risk Reduction Projects	✓			
	Structural Retrofitting of Existing Buildings	✓			
	Non-Structural Retrofitting of Existing Buildings and Facilities	✓			
	Safe Room Construction	✓			
	Infrastructure Retrofit	✓			
	Soil Stabilization	✓			
	Wildfire Mitigation	✓			
	Post-Disaster Code Enforcement				
	Miscellaneous/Other (1)				
<b>2.</b>	<b>Hazard Mitigation Planning</b>	✓	✓		

(1) Miscellaneous/Other indicated that any proposed action will be evaluated on its own merit against program requirement. Eligible projects will be approved providing funding is available.

Descriptions on the above referenced projects can be found on page 34 of the 2015 HMA FEMA guidance found on the MT DES website.

## V. Ineligible Mitigation Activities

The following project activities and their associated costs are not eligible for mitigation funding:

### Planning:

- Hazard identification or mapping and related equipment for the implementation of mitigation activities.
- Geographic Information System (GIS) software, hardware, and data acquisition whose primary aim is mitigation activity.
- Public awareness or education campaigns about mitigation.
- Project scoping or development (also referred to as “project planning”), such as BCA, engineering feasibility studies, application development, construction design, or EHP data collection.
- Activities not resulting in a clearly defined product or products.

### Projects:

- Projects that do not protect homes, neighborhoods, structures, or infrastructure.
- Projects that are dependent on a contingent action to be effective and/or feasible.
- Projects with the sole purpose of open space acquisition of unimproved land.
- Projects that create revolving loan funds.
- Activities required because of negligence or intentional actions that contributed to the conditions to be mitigated; activities intended to remedy a code violation; or the reimbursement of legal obligations, such as those imposed by a legal settlement, court order, or State law.
- Activities on federal lands or meant to mitigate facilities owned by a Federal entity.
- Hazardous fuels reduction projects more than two miles from at-risk structures.
- Projects that address unmet needs from a disaster that are not related to mitigation.
- Projects for the purpose of:
  - Landscaping for ornamentation (e.g., trees, shrubs).
  - Site remediation of hazardous materials (with the exception of eligible activities, such as the abatement of asbestos and/or lead-based paint and the removal of household hazardous wastes for disposal at an approved landfill).
- Projects intended to develop or improve water quality infrastructure.
- Projects that primarily address ecological or agricultural issues.
- Projects to address ecological or agricultural issues related to land and forest management (e.g., insects, diseases, infestations, damage from extreme weather events affecting the forest-wide health).
- Prescribed burning, forest slash burning, or clear-cutting.

- Creation and maintenance of fire breaks, access roads, or staging areas.
- Irrigation systems.
- Studies not directly related to the design and implementation of a proposed mitigation project.
- Preparedness measures and response equipment (e.g., response training, electronic evacuation road signs, interoperable communications equipment).
- Mapping projects.

## VI. Sub-application and Submission Information

### Key Dates and Times

- **Sub-applications are due on January 1, 2019**
- **The Period of Performance (POP) for the grants are 36 months from the date of the Sub-applicant selection by FEMA.**

### eGrants System

Sub-applications will only be accepted online through the FEMA eGrants system. Sub-applicants must register on the site to access the funding opportunity.

- All sub-applications must be submitted through the FEMA eGrants system prior to the deadline.
- MT DES will follow up on all sub-applications that were started in the system but not submitted.
- MT DES staff will only allow late submissions due to technical issues or emergency situations.
  - Subapplicants meeting these criteria must submit within four (4) business days of the original submission deadline.

Subapplicants are responsible for completing their sub-application prior to the established deadline.

The sub-application will consist of the following forms that must be completed:

1. Sub-applicant information
2. Contact information
3. Community information
4. Multi-Hazard Mitigation Plan information
5. Project Information/scope of work - must be detailed on the intent of the project and how it mitigates a single problem.

6. Project schedule
7. Cost estimate - must be detailed and cannot be lump sums (attachment G)
8. Cost share with signed funding commitment letter
9. Cost effectiveness (if a Benefit Cost Analysis is needed it must be loaded into the sub-application as a zip file)
10. Environmental/ Historic preservation (signed scoping letters must be uploaded)
11. Evaluation
12. Assurances and certifications. Newest versions are located at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortBy=1>
  - a. SF-424
  - b. SF-424d for construction projects
  - c. SF-424-b for non-construction projects
  - d. FF 20-16c Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements  
*can be found here* <https://www.fema.gov/application-development-1>

### **Duplication of Programs**

Applicant must ensure that Duplication of Programs (DOP) between federal agencies will not occur. PDM or FMA will not help with activities for which authority lies with another federal agency or program.

### **Data Universal Numbering System (DUNS)**

DHS/FEMA requires a DUNS Number prior to the issuance of any financial assistance award and for grant award payment. The Sub-applicant must provide a valid DUNS number with their sub-application. Sub-applicants should verify they have a DUNS number or take the necessary steps to obtain one.

Sub-applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by visiting <https://www.dnb.com/duns-number.html>. MT DES cannot assist Sub-applicants with questions related to obtaining a current DUNS number.

### **Electronic Signature**

Sub-applications submitted through the FEMA eGrants system constitute a submission as an electronically signed sub-application.

### **Review and Selection**

PDM and FMA applications will undergo a complete eligibility review within FEMA Region VIII.

**FEMA evaluation criteria:**

FEMA will select eligible planning and project sub-applications in order of the agency's priorities for the FY 2018 PDM/ FMA Grant Program.

- A. Multi-State/tribal mitigation initiatives.  
FEMA will select one eligible multi-State/tribal mitigation planning or project sub-application per Applicant.
- B. Planning sub-applications from Applicants that have less than \$400,000 HMGP planning funds available.  
FEMA will select eligible planning sub-applications from Applicants that have less than \$400,000 HMGP planning funds available.
- C. Project sub-applications from Applicants that have less than \$4 million HMGP regular project funds available.  
FEMA will select eligible project sub-applications from Applicants that have less than \$4 million HMGP regular project funds in the following order:
  - i. Mitigation projects that reduce risk to any natural hazard (e.g., seismic, wildfire, landslide, wind, flood, drought)
  - ii. Generators for critical facilities identified in a FEMA-approved mitigation plan
- D. Planning sub-applications from Applicants that have \$400,000 or more HMGP planning funds available.  
FEMA will select eligible planning sub-applications from Applicants that have \$400,000 or more HMGP planning funds available.
- E. Project sub-applications from Applicants that have \$4 million or more HMGP regular project funds available.

FEMA will select eligible project sub-applications from Applicants that have \$4 million or more HMGP regular project funds available in the following order:

- i. Mitigation projects that reduce risk to any natural hazard (e.g., seismic, wildfire, landslide, wind, flood, drought)
- ii. Generators for critical facilities identified in a FEMA-approved mitigation plan

FEMA will further prioritize planning and project sub-applications in priority categories 2 and 5 above, as needed, in the following order:

1. Sub-applicant's small impoverished community status (see Cost Share or Match subsection under Section C of this NOFO);
2. Indication of public-private partnership (i.e., whether private-sector funding is included in the required non-Federal cost share);
3. Sub-applicant's FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating, as appropriate to the activity type, from a grade of 1 to 10;
4. FEMA-validated BCR for projects (see Benefit Cost Analysis for Mitigation Projects subsection under Section D of this NOFO); and

The Applicant's rank of sub-applications (see Content and Form of Application Submission subsection under Section D of this Notice of Funding).

## VII. Sub-Recipient Administration Requirements (After Award)

- Within 45 days of formal award all agreements must be signed and returned to MT DES:
  - State and Local Agreement
  - Funding Commitment Letter
  - Applicant Agent Letter
  - Sub-applicant Risk Assessment Questionnaire
- All 2 CFR 200 Procurement requirements MUST be followed.
  - Your organization must have written procedures that cover all procurement actions, which must, at a minimum, comply with Federal requirements, as Stated by 2 CFR 200 subpart D.
  - When procuring goods/services, you must use and document a competitive process and a cost analysis. Procurement must be conducted pursuant to applicable regulations and procedures or project costs may be considered as disallowable expenses.
  - In arranging for services, buyers are required to follow the procurement standards applicable to their agency on competition as prescribed in the appropriate State

laws, and Uniform Administrative Requirements for Grants and Agreements provided in 2 CFR 200.320.

- Quarterly program reports are due no later than the 10<sup>th</sup> of January, April, July, and October for the duration of project.
- Reimbursement requests must be submitted regularly in accordance with the Grant Administrative Instructions provided at the time of sub-award.
- All environmental procedures must be followed as outlined by FEMA.
- The approved scope of work must be followed. If a change needs to be made it must be approved by FEMA. This may result in delay of the project and may require a new Benefit Cost Analysis. A new Benefit Cost Analysis would have to be completed by the Sub-recipient.
- Planning projects are subject to at least one sub-grant file monitoring by DES staff.
- Construction type projects are subject to a minimum of one site inspection during implementation, as well as a final inspection to ensure that work has been completed.
- Technical assistance may be available to Sub-recipients when a project is delayed, or changes may be needed to complete the project. Management of the sub-award is the responsibility of the Sub-recipient. Oversight is provided by MT DES.
- Closeout must be completed within 90 days of project completion.

## VIII. MT DES Contact Information

MT DES will provide programmatic support and technical assistance during the application period.

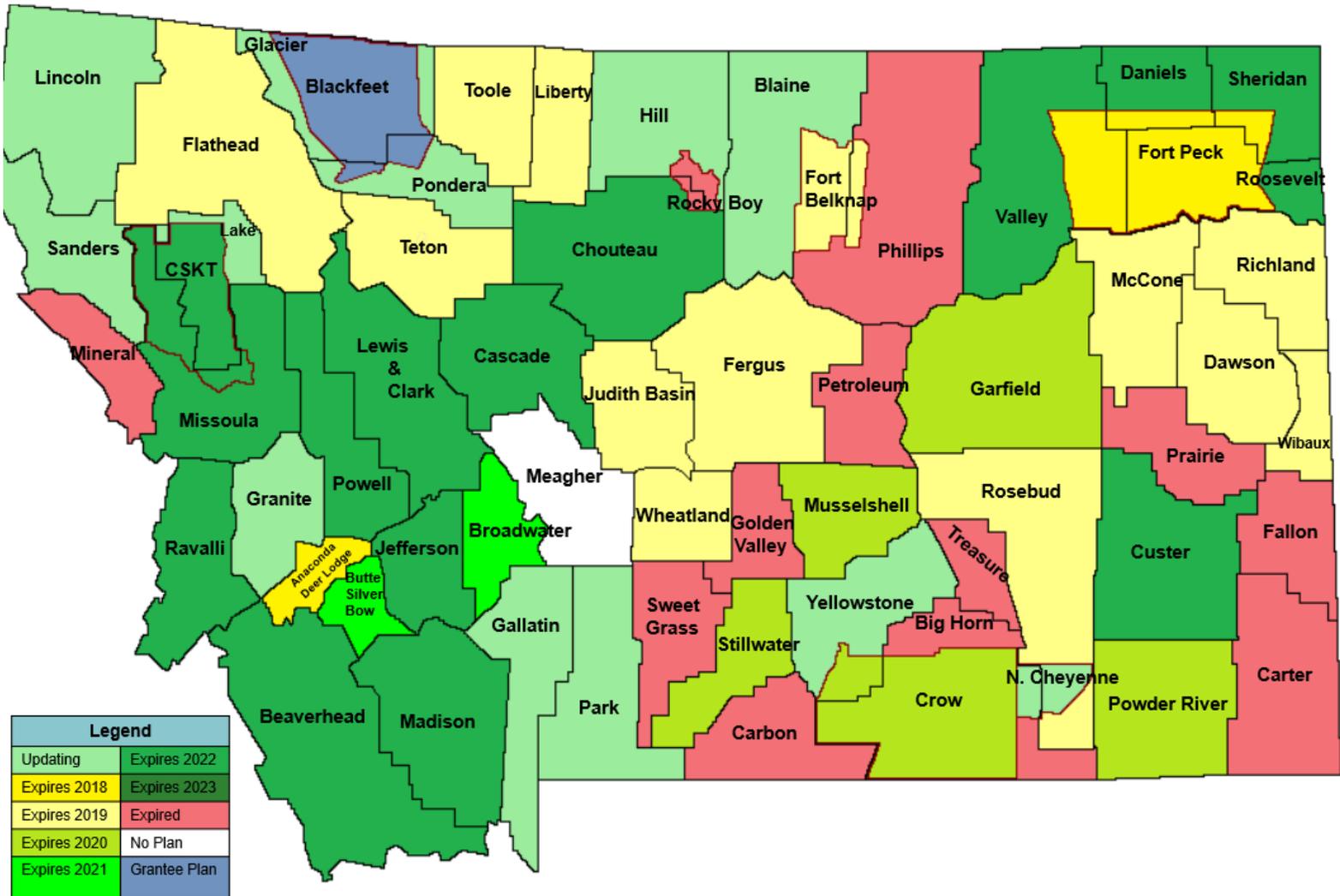
Jake Ganieany  
State Hazard Mitigation Officer  
(406) 324-4776  
Jake.Ganieany@mt.gov

Nadene Wadsworth  
Mitigation Coordinator  
(406) 324-4785  
NWadsworth@mt.gov

Kyle Sturgill-Simon  
Mitigation Coordinator  
(406) 324-4782  
Kyle.Sturgill-Simon@mt.gov

# Attachment A: Map of Local/ Tribal Mitigation Plan Status

## Mitigation Plan Status



## Attachment B: eGrants Access Information

### eGrants New User Setup

- 1) Go to <https://portal.fema.gov> IT'S A GOOD IDEA TO BOOKMARK THIS PAGE
- 2) Hit "New Non-PIV User"
- 3) Fill out personal and log-in information
- 4) Create password
- 5) Request privileges (Mitigation E-Grants house floating in the water) 
- 6) Request and input "S30" into box
- 7) E-Mail Nadene at [nwadsworth@mt.gov](mailto:nwadsworth@mt.gov) and Kyle at [kyle.sturgill-simon@mt.gov](mailto:kyle.sturgill-simon@mt.gov) and tell them that you have requested privileges
- 8) Once you have received confirmation that your E-Grants privileges have been approved you must log in and start a new application.

[Mitigation eGrants](#)

Subgrant Applications	
<a href="#">Enter Paper Subgrant Application (Application Intake)</a>	allows you to enter new subgrant application(s) submitted in paper format.
<a href="#">Work on Un-submitted Paper Subgrant Application(s)</a>	allows you to work on existing subgrant applications, submitted in paper format, that you have not fully
<a href="#">Work on Submitted Paper Subgrant Application(s)</a>	allows you to manage subgrant applications, submitted in paper format, that you have fully entered into
<a href="#">Review Submitted Subgrant Application(s)</a>	allows you to review and approve submitted subgrant application(s).
<a href="#">Review Un-submitted Subgrant Application(s)</a>	allows you to review un-submitted subgrant applications for which access has been granted.
Grant Applicant Acting As Subgrant Applicant	
<a href="#">Create New Subgrant Application</a>	allows you to create new subgrant application(s) for your agency.
<a href="#">Work on Un-submitted Subgrant Application(s)</a>	allows you to work on existing grant as subgrant application(s) that you have not fully entered into the
<a href="#">Work on Submitted Subgrant Application(s)</a>	allows you to manage grant as subgrant application(s) that you have fully entered into the system.
Grant Applications	

**\*Note: your page looks different than the grantee page**

- 9) Title your application, select application type (project/planning), save and continue

* Application title (please include the location and type of activity):	<input type="text"/> (e.g. t
* Application Type	Select Application Type ▼

- 1) Next, you MUST give access to Nadene Wadsworth, Kyle Sturgill-Simon, Jake Ganieany, Joan Huston (FEMA), to help with the process and review the completed application. If this is a multi-jurisdictional application, you should give access to anyone else who may be involved in the project. \*\*the individuals identified above must be given access or the application will not be able to be reviewed by the State or FEMA\*\*

- a. Return to home using "Home" icon located in the upper right corner

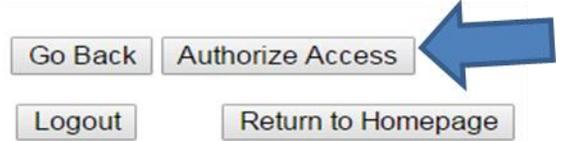


- b. In "Update/Complete Un-submitted Sub-grant Applications" you will find the application you have already titled.

c. Under the “Authorize Access” column click on “View Details”

Select	Application Year	Application Title	Grant Type	Authorize/Revoke Access	Action
<input type="checkbox"/>	2016	State of Montana Multi-Hazard Mitigation Plan	Planning Application	<a href="#">View Details</a>	<a href="#">Update Application</a>

d. Hit the “Authorize Access” button



e. Type in the first name and last name of the individual you want to give access to (you will have to do each separately). Sort by the last name and hit “search”.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Agency	<input type="text"/>
Sort by	First Name ▼
Results per page	Show 5 ▼

f. Select the appropriate person and hit the “Authorize Access” button.

Select	First Name	Last Name	Telephone Number	Email	
<input type="radio"/>	Nadene	Wadsworth	406-324-4785	nwadsworth@mt.gov	Disaster & Emergency Services



User Information	
Title	Mrs
Jsername	
First Name	Nadene
Middle Initial	
Last Name	Wadsworth
Telephone	(406) 324-4785
Email	nwadsworth@mt.gov
Access Information	
Permissions	<input type="checkbox"/> View/Print <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit (Permissions can be View only, View & Create, View & Sign)
Period of Time	<input type="text"/> (e.g. 30)
Unit of Time	Day(s) ▼ (e.g. Days)
Justifications	
<input type="text"/>	

g. Under permissions select “View/Print” and “Create/Edit” Enter 999 days for “Period of Time”

h. Complete step 10 for other persons as needed or required.

## Attachment C Sub-Application Instructions & Forms (Plans)

### Mitigation Plan Update - Documentation for the Application (Plans)

These documents must be uploaded into the application under the correct location

- Mitigation Plan Section
  - The application has all approved plans loaded into the repository.
  - All previous FEMA planning grants must be included in this section.
- Scope of Work Section
  - Resolutions from each incorporated county/city/town/ Tribe agreeing to participate in the Mitigation planning process must be signed by an authorized representative for the community
  - Maps of jurisdictions
  - Demographics
  - Any additional plans you intend on using for the update process
- Cost Estimate Section
  - FEMA approved costs template included
- Cost Share Section
  - Funding commitment letter must be signed by highest elected official responsible for costs
    - Template provided
- Evaluation Section
  - Do not select “not applicable”. This section must be completed.
- Assurances and Certifications Section
  - Section 1 424 B (signed by applicant)
  - Section 2 20-16C (completed by applicant)
  - Section 3 can be selected as N/A so long as the applicant is not receiving a project over \$100,000.00 and will not be using the funds for lobbying purposes.
- FEMA Grant Application Section
  - This section is unavailable until you try to sign and submit.
  - SF-424 Completed and signed by applicant. Only complete the \* parts.

Scope of Work EXAMPLE

Title of your proposed activity (should include the type of activity and location):

XXX County PDM Update

Proposed types of Mitigation Activity(ies):

Activity Code	Activity Name
91.1	Local Multi-Hazard Mitigation Plan

If Other or Miscellaneous selected above, please specify:

Describe the geographic area(s) to be covered by the planning activity:

XXX County is comprised of 1,193 square land miles (796,800 acres) and 48 square water miles. It is located in south-central Montana and has four jurisdictional neighbors. Elevations range from.....  
Water ways.....

Source(s) of hazards specific to the geographic area to be addressed by the planning activity:

Biological, Crop Losses, Earthquake, Freezing, Nuclear, Snow, Tornado, Windstorms, Civil Unrest, Drought, Flood, Mud/Landslide, Severe Storm(s), Terrorist, Volcano, Dam/Levee Break, Chemical, Fire, Human Cause, Severe Ice Storm, Special Events, Toxic Substances

Scope of Work (Page 2 of 2)

Option that describes the intent of this planning application:

Update

If a plan update, describe the evaluation process of the existing plan for its strengths, weaknesses and utility:

All stakeholders will review the current plan and submit their suggestions, changes, and corrections. Group discussions will also be included to gain insight into each group concerns, as well as the public's, and how to improve the usefulness of the document. The document will also be reviewed by a hired contractor that is competent and knowledgeable in FEMA approved MHMP and requirements for an evaluation.

Describe the process for implementing this planning activity, including the following plan development requirements: 1) participation of agencies, stakeholders and the public; 2) hazard identification and risk/vulnerability assessment; 3) mitigation strategy; 4) plan adoption; and 5) plan maintenance:

1) The local DES Coordinator will contact the Local Emergency Planning Committee (LEPC), fire services, medical services, law enforcement, planning, education, government administration, Red Cross and the public and invite them to participate in individual and group meetings to review and make recommendations/changes to the PDM document. A contractor well versed in Mitigation Planning/FEMA requirements will also review the document and provide changes/corrections during the same period to be sure it meets document requirements. 2) The local DES coordinator and Local Emergency Planning Committee (LEPC) will also work with the local organizations and State/federal

agencies to identify and assess new risks/vulnerabilities in our area through phone calls, data analysis and meetings. 3) The DES coordinator and LEPC will come up with any new/revised mitigation strategies and then take all information gathered and have a contracted writer/document preparer make the changes to the current Multi-Hazard Mitigation Planning (MHMP) document. 4) The MHMP proof will then be given to the DES Coordinator who will be sure it is disseminated to all stakeholders for a final review, final changes will be collected/made, contractor with mitigation planning experience will do a final review, any other changes will be made and then the final document will be sent for final approval and adoption by local government agencies and to the State/FEMA for approval. 5) The plan will be reviewed yearly by the LEPC and revised/updated at least every five years by the stakeholders under the direction of the local DES coordinator.

What are the primary sources of information and data and how it will be incorporated into existing planning mechanisms?

Primary information will be collected from stakeholders who have a diverse knowledge of our community and county. Data is also available at the local and State level as well as from the hired contractor with expertise in MHMP's and FEMA regulations/requirements for PDM documents.

What staff and resources will be used to implement this planning activity?

The county staff that will be directly involved in implementing the planning activity is the DES coordinator. Local volunteer resources will also be asked to assist. Uses of physical resources include government buildings for meetings, as well as the use of computers, printers and copiers needed to produce materials for review.

If you would like to make any comments, please enter them below:

Attachments:

City/County/Tribal letterhead

Date

Letter of support for mitigation plan  
update

Mr. Jake Ganieany  
State Hazard Mitigation Officer  
State of Montana DES  
PO Box 4789  
Fort Harrison, MT 59636

Mr. Ganieany:

The City/County/Tribe of \_\_\_\_\_ will participate in the Multi-Hazard Mitigation planning process, understanding that the result will be a FEMA approved hazard mitigation plan.

Sincerely,

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Mayor/Commissioner/ Tribal President or Chairman

Cost Estimate Example

91.1 - Local Multi-Hazard Mitigation Plan			Federal Share: \$ 25,000.00			
Item Name	Grant Budget Class	Subgrant Budget Class	Unit Quantity	Unit of Measure	Unit Cost (\$)	Cost Estimate (\$)
Review draft plan/risk & vulnerability assessment	Contractual	Contractual	60.00	Hour	\$ 65.00	\$ 3,900.00
Hazard assessment	Contractual	Contractual	60.00	Hour	\$ 65.00	\$ 3,900.00
Public Meetings	Contractual	Contractual	5.00	Each	\$ 240.00	\$ 1,200.00
Printing costs & supplies	Contractual	Contractual	1.00	Each	\$ 1,000.00	\$ 1,000.00
Produce draft and complete plan	Contractual	Contractual	60.00	Hour	\$ 65.00	\$ 3,900.00
Develop & Prioritize mitigation strategies	Contractual	Contractual	60.00	Hour	\$ 65.00	\$ 3,900.00
Contractor mileage and per diem-five (5) trips	Contractual	Contractual	5.00	Each	\$ 440.00	\$ 2,200.00
Mitigation Strategies assessment	Contractual	Contractual	1.00	Each	\$ 5,000.00	\$ 5,000.00
County Cash/Soft/In-Kind Match	Other (Match)	Personnel	1.00	Each	\$ 8,333.33	\$ 8,334.00
<b>Total Cost</b>						<b>\$ 33,334.00</b>

EXAMPLE: Schedule

Description Of Task	Starting Point	Unit Of Time	Duration	Unit Of Time	Work Complete By
Identify LEPC Conduct Kick-Off Meeting	1	DAYS	1	MONTHS	DES Coordinator and Coordinator
Engage the public, community leaders and other stakeholders regarding the program. Public Meeting #1 in Month 2 and Public Meeting #2 in Month 5.	1	MONTHS	12	MONTHS	DES Coordinator, Contractor, Stakeholders, LEPC
Review existing plan, programs, crosswalk and plan development process	2	MONTHS	1	MONTHS	DES Coordinator, Contractor
Conduct hazard analysis, develop risk assessment and vulnerability, Planning Team Meeting #1	2	MONTHS	1	MONTHS	DES Coordinator, Contractor
Develop capability assessment Planning Team Meeting #2	3	MONTHS	1	MONTHS	Coordinator, LEPC, Contractor
Assess current hazard mitigation projects progress and develop new projects Planning Team Meeting #3	4	MONTHS	1	MONTHS	Coordinator, LEPC, Contractor
Develop interim draft and review before submittal to MTDES Planning Team Meeting #4	5	MONTHS	1	MONTHS	Coordinator, LEPC, Contractor
Review period for MTDES	6	MONTHS	45	DAYS	MTDES
If needed, make revisions from MTDES comments and resubmit	7	DAYS	1	MONTHS	DES Coordinator, Contractor
Review period for FEMA	9	MONTHS	45	DAYS	FEMA
If needed, make revisions from FEMA comments and resubmit	10	MONTHS	1	MONTHS	DES Coordinator, Contractor
Prepare draft and coordinate Resolutions of Adoption	11	MONTHS	1	MONTHS	DES Coordinator, Contractor
Final document with Resolutions	11	MONTHS	1	MONTHS	DES Coordinator, Contractor

(Letterhead)

Date

Jake Ganieany, SHMO  
Montana Disaster and Emergency Services  
P.O. Box 4789  
Fort Harrison, MT 59636-4789

RE: [redacted] Funding Commitment Letter

Mr. Ganieany:

This letter is to confirm that the [redacted], in applying for the [redacted] Grant for [redacted], is fully aware that the project funding will be conducted as follows:

- Federal Funding \$
- (County or Tribe Match) \$
- Total Project Cost \$

It is understood the total project cost projection is based upon preliminary estimates and may be subject to change. It is also understood that [redacted] is prepared to satisfy its match by either cash or well-documented "in kind" contribution. The value of these local contributions may exceed the minimum (25%) match amount requirement but no additional FEMA Federal funds are available.

The [redacted] will collect and provide detailed documentation to verify cash, "in kind" and/other task match expenditures associated with this project for submission in quarterly reports.

Sincerely,

---

## Attachment D: Sub-application Instructions & Forms (Projects)

### Mitigation Project - Documentation for Application

These documents must be uploaded into the application under the correct location

- Mitigation Plan Section
  - FEMA approved mitigation plan
  - MT DES program manager will help with the State plan portion
- Scope of Work Section
  - Outline of the detailed scope of work for the proposed project
  - Map of the area to be mitigated
  - Designs or specifications
  - Engineering reports
  - Flood study's or reports
- Cost Share Section
  - Funding commitment letter **Must** be signed by county commissioner
    - Template is provided
- Cost Effectiveness Section
  - The zipped BCA (Benefit Cost Analysis) file from the BCA module
  - Unless your project has been determined to be a 5% initiative project
- Historic Environmental
  - Each section has certain requirements such as photographs, but each section must include a solicitation letter to the State or federal agency. Scoping letter templates are provided they are to be copied onto jurisdictional letterhead with a map of the location area and signed by the applicant.
  - Before they are mailed to the corresponding agency the subapplicant must individually scan each letter and load the letter into the correlating area in the application.
- Evaluation section
  - This section must be completed. Do not select "Not Applicable"
- Assurances and Certifications section
  - SF-424d (signed by subapplicant)
  - 20\_16c (completed by subapplicant)
- FEMA grant application section (you will not see this section until you try to sign and submit)
  - SF-424 Completed and signed by subapplicant. Only complete the \* parts.

(Letterhead)

Date

Jake Ganieany, SHMO  
Montana Disaster and Emergency Services  
P.O. Box 4789  
Fort Harrison, MT 59636-4789

RE: [redacted] Funding Commitment Letter

Mr. Ganieany:

This letter is to confirm that the [redacted], in applying for the [redacted] Grant for [redacted], is fully aware that the project funding will be conducted as follows:

- Federal Funding \$
- (County or Tribe Match) \$
- Total Project Cost \$

It is understood the total project cost projection is based upon preliminary estimates and may be subject to change. It is also understood that [redacted] is prepared to satisfy its match by either cash or well-documented "in kind" contribution. The value of these local contributions may exceed the minimum (25%) match amount requirement but no additional FEMA Federal funds are available.

The [redacted] will collect and provide detailed documentation to verify cash, "in kind" and/or other task match expenditures associated with this project for submission in quarterly reports.

Sincerely,

\_\_\_\_\_

(Date)

U.S. Army Corps of Engineers  
Regulatory Section 404, Section10  
Wetland Delineation and Impacts  
Attn: Todd Tillinger  
Helena Regulatory Office, USACE  
10 West 15th St., Suite 2200  
Helena, MT 59626

Subject: Request for Information for \_\_\_\_\_ Project;

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_. There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform the U.S. Army Corps of Engineers of the proposed project and to solicit any additional input you may have regarding any aspects that have the potential to impact environmental resources. \_\_\_\_\_ County is particularly interested in obtaining information regarding any impact you may feel this proposed project has to the Federal Clean Water Act.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting the U.S. Army Corps of Engineers provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from the Corps is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. The Corps response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

DNRC Land Office or Special Use Bureau  
Section 401 Navigable Water Bridges and Culverts  
Box 201601  
1625 11th Ave  
Helena, MT 59620-1601

Subject: Request for Information for \_\_\_\_\_ County \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_.

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform DNRC Land Office or Special Use Bureau of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact Navigable Water.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting DNRC Land Office or Special Use Bureau provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from DNRC is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

DNRC Water Resources Division  
1424 9th Ave  
PO Box 201601  
Helena, MT 59620-1601

Subject: Request for Information for \_\_\_\_\_ County \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform the DNRC Water Resources Division of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact water resources.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting DNRC Water Resources Division provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from DNRC is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_ . We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

Montana Department of Transportation  
Rail Transit and Planning Division  
Attn: Jim Skinner  
PO Box 201001  
Helena MT 59620-1001

Subject: Request for Information for \_\_\_\_\_ County \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_.

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform the Montana Department of Transportation of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact proposed road or rail projects.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting Montana Department of Transportation provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from Montana Department of Transportation is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

MT Fish, Wildlife and Parks  
Environmental Issues  
1420 East Sixth Avenue  
P.O. Box 200701  
Helena, MT 59620-0701

Attn: (use the map located at <http://fwp.mt.gov/gis/maps/contactUs/?areaType=fish> to determine your area and where to address the information)

Subject: Request for Information for \_\_\_\_\_ County \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_.

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform Montana Fish, Wildlife and Parks of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact fish, wildlife or associated environmental issues.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting MT Fish, Wildlife and Parks provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from your agency is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

Natural Resources Division  
Prime or Unique Farm Lands  
Federal Building, Room 443  
10 East Babcock  
Bozeman, MT 59715-4704  
Phone 406-587-6812

Subject: Request for Information for \_\_\_\_\_ County \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_.

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform **your agency** of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact any prime or unique farm lands.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting **your agency** provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from your agency is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

State Historic Preservation Office  
Attn: Mark Baumler, SHPO  
1410 8th Avenue  
Helena, MT 59620

Subject: Request for Information for \_\_\_\_\_ County \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_.

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform the State Historic Preservation Office of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact historic artifacts or areas.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting the State Historic Preservation Office provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from your agency is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_ . We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

U.S. Fish and Wildlife Service  
Threatened and Endangered Species  
Ecological Services  
Attn: Jeff Berglund  
Montana Field Office  
585 Shepard Way  
Helena, MT 59601-6287

Subject: Request for Information for \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ County is proposing a \_\_\_\_\_.

There is a small increase in the area to be disturbed by the project and the total project area is now estimated to be xxxxx.

This letter is to inform the U.S. Fish and Wildlife Service of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact fish and wildlife threatened and endangered species.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting U.S. Fish and Wildlife Service provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from your agency is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County

(Date)

Montana Department of Environmental Quality  
Water Protection Bureau  
Attn: Jeff Ryan  
PO Box 200901  
Helena, MT 59601

Subject: Request for Information for \_\_\_\_\_ Mitigation Project

To whom it may concern:

\_\_\_\_\_ is proposing to undertake a project to \_\_\_\_\_ County. This letter is to inform Montana Department of Environmental Quality of the proposed project and to solicit any additional input you may have regarding any aspects of the project's scope of work that have the potential to impact the environment.

The proposed project is located at (specific location description... "2.1 miles west of xxx on US Highway xx"). The project area is located in the following townships, ranges and sections: Txx, RXXX, SXX and Txx, Rxx Sxx. We have enclosed a project map and an adjacent property ownership for your review.

We are requesting MT DEQ provide any information that may be applicable to the proposed project's scope of work concerning your area of expertise. A written response from your agency is requested and will allow \_\_\_\_\_ County to complete environmental scoping activities. Your response on this matter may result, if necessary, in further interagency coordination to mitigate any potential effects of this project.

If you have any comments or information, please provide your response to \_\_\_\_\_. We request you please send a response regarding this project, even if no further coordination is needed with your agency.

Sincerely,

Disaster and Emergency Services  
\_\_\_\_\_ County