

Hazard Mitigation Grant Program Post Wildfire Application Guidance

**MONTANA
DISASTER & EMERGENCY SERVICES
AND
DEPARTMENT OF NATURAL RESOURCES & CONSERVATION**

www.readyandsafe.mt.gov/emergency



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Hazard Mitigation Grant Program - Post Fire (HMGP PF)

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 subapplicants. 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: Hazard Mitigation Grant Program

Subapplications will only be accepted online through the FEMA eGrants system. To gain access you must contact MT DES. Subapplicants must register on the site to access the funding opportunity.

Key Dates

- **Subapplications are due on November 30, 2018**
- **The subapplicant Period of Performance is January 24, 2019 to September 26, 2021**
- **Final reimbursements requests must be submitted to MT DES by September 26, 2021 or within 90 days of project completion, whichever comes first**

NOTE: Key dates may change if the federal guidance is modified. If this occurs, applicants will be notified, and this document will be updated.

Overview

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:

https://www.fema.gov/media-library-data/1424983165449-38f5dfc69c0bd4ea8a161e8bb7b79553/HMA_Guidance_022715_508.pdf

FEMA is providing post-wildfire mitigation assistance following the declaration of a Fire Management Assistance Grant (FMAG). This funding supports the State's Hazard Mitigation Program and this funding source is referenced in this document as HMGP PF. Approved FMAGs

in federal fiscal years 2017 and 2018 qualify the State for this funding. Previously HMGP funding was only available following a major presidential disaster declaration.

FEMA published the Notice of Funding Announcement (NOFA) on July 24, 2018. The complete NOFA is posted at www.readyandsafe.mt.gov/emergency/mitigation.

Funding Amounts

The federal funding amount Montana is currently eligible to receive is **\$3,566,327.12**. Funding is broken down into four funding categories.

- 1) Management and Administration (M&A): **\$166,263.12**
 - 4.89% assists the State with management of the grant and assistance with the mitigation program.
- 2) 5% Initiative: **\$170,003.00**
 - 5% can go to projects that are considered cost effective, but a benefit cost analysis would be unable to be conducted.
- 3) 7% Planning: **\$238,004.00**
 - 7% can go to the update of a Multi-Hazard Mitigation Plan (MHMP) or for development of addendums to existing mitigation plans.
- 4) Regular Projects: **\$2,992,057.00**
 - The remaining funds are to support construction-type projects.

Additional details and examples of allowable projects are provided in section: IV: Allowable Project Types (pages 6-9).

I. Purpose

The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters.

HMGP PF helps communities implement hazard mitigation measures. Wildfires can destroy homes, businesses, infrastructure, and natural resources. They can also exacerbate secondary hazards and leave areas prone to floods, erosion, and mudflows for many years.

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 Programs including the HMGP PF Grant. The 2018 update to the State Plan will be referenced to manage the HMGP PF Grant.

II. Priorities

The State anticipates receiving more applications for projects than funding is available to support. In collaboration, MT DES and the Montana Department of Natural Resources & Conservation (DNRC) identified priority projects for HMGP PF funds. See Attachment B for the State of Montana Funding Priorities.

All other projects will be reviewed based on the evaluation criteria established in Attachment A. Subapplicants from an approved FMAG area will receive additional evaluation points.

MT DES and DNRC encourage projects such as:

- Projects that support fire adapted communities.
- Annexes or addendums to local Multi-Hazard Mitigation Plans (MHMPs) that result in inclusion of community wildfire protection information.
- Annexes or addendums to local Multi-Hazard Mitigation Plans (MHMPs) that result in inclusion of wildland urban interface (WUI) information.
- Projects that increase structure protection from wildfire within the home ignition zone.
- Hazardous fuels reduction within two miles of a structure.
- Projects that promote ignition resistant construction.
- Localized flood risk reduction from burn scars, including erosion control, soil stabilization, re-seeding and reforestation.

NOTE: Subapplicants are not guaranteed to receive funding even if the project falls within the above priorities. FEMA has the final review of all projects. When projects are reviewed, subapplicants may be asked to provide additional information.

III. Eligibility Requirements for Subapplicants

Eligible Subapplicants

Eligible subapplicants are local units of government within Montana such as a county, city, town, or agency of local government. Subapplicants can be State agencies and federally recognized tribal governments within Montana. Additionally, Private Non-Profits (PNPs)

designated as participants in the 2018 State Multi Hazard Mitigation Plan update are eligible subapplicants. See Attachment E for a complete list of State MHMP participants.

An eligible subapplicant 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 subapplications 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.

Subapplicants from an approved FMAG area (Attachment C) will receive first consideration within the scoring criteria.

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

Cost-Share and Match

HMGP PF 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.

The HMGP PF is a reimbursement grant. Subapplicants must submit a request for reimbursement to MT DES detailing eligible expenses in order to receive funds.

IV. Allowable Project Types

Proposed projects must be completed on non-federal lands. Projects must show risk reduction to the developed environment. Hazardous fuels reduction projects must be within two miles of a structure. Soil stabilization and flood diversion projects must show an increased level of protection for communities or residential areas. Projects must be able to demonstrate that they mitigate a single problem.

5% Initiative Projects

- Projects that are “cost effective” but a Benefit Cost Analysis (BCA) cannot be determined. These tend to be small projects such as community education and outreach pamphlets, generators, transfer switches, etc.

7% Planning Projects

- Developing or updating local or tribal Multi Hazard Mitigation Plans or adding to existing plans.
 - Addition of a Community Wildfire Protection Addendum to a local MHMP.
 - Community Wildfire Protection Annex: An addition for a county's FEMA-approved MHMP, to better address future wildfires in the local mitigation plan.

Regular Projects

- Structure Ignition Zone Measures: The creation of defensible space perimeters around residential and non-residential buildings and structures through the removal or modification of hazardous fuels.
- Structural Protection through Ignition-Resistant Construction: The application of non-combustible building envelope assemblies, the use of ignition-resistant materials, and the use of proper retrofit techniques in new and existing structures that conform to any of the following ignition-resistant construction standards: (1) construction materials are fire-resistant in accordance with nationally recognized testing standards, (2) construction materials are noncombustible, and (3) construction materials constitute an assembly that has a minimum 1-hour fire-resistant rating. **The property owner must have a defensible space around the structure.** Approved ignition resistant construction projects may include:
 - Roof Assemblies – Installation of roof coverings; sheathing; flashing; skylights; roof, attic, and wall vents; and eaves and gutters.
 - Wall components - Installation of wall components, such as the fascia, windows, window glazing, doors, window frames, and insulation.
 - Protection of external fuel tanks, such as propane tanks.
 - External water hydration and thermal insulation systems: Purchase and installation of external, structure-specific water hydration and thermal insulation systems (foam, fire-retardant, and water sprinkler systems) with a dedicated delivery system and dedicated self-contained foam or retardant in sufficient volume to protect the structure. For water sprinklers, a cistern is acceptable if a dry hydrant with a fire department connection or other water source (e.g., lake, river, swimming pool) is unavailable. FEMA will only consider the project when assurance is provided in the O&M plan that a data system (e.g., geographic information system) will be maintained to identify property addresses with wildfire sprinkler systems and will be made available to the appropriate fire department.
- Hazardous Fuels Reduction: Vegetation management to reduce hazardous fuels, vegetation thinning, and the reduction of flammable materials to protect life and property beyond defensible space perimeters but proximate to at-risk structures. Such

activities must be no farther than two miles from structures and may include the following techniques:

- Chemical treatments, including herbicide applications with appropriate safeguards to ensure protection of human life, the environment, and watersheds.
 - Grazing or biomass conversion.
 - Mechanical treatments, such as disking, mulching, grinding, mowing, chopping, and removal of such material; material left onsite must meet appropriate depth practices in accordance with applicable codes and best practices.
 - Biomass removal, including clearing straw, removing dead or dry vegetation, thinning, removal of brush and pine straw, or removing blown-down timber from wind throw, ice, or a combination.
 - Other industry-accepted techniques with FEMA's approval.
- Soil Stabilization: Projects that can prevent erosion on burn scars may include installing geotextiles, stabilizing sod, installing vegetative buffer strips, preserving mature vegetation, decreasing slope angles, and stabilizing with rip rap and other means of slope anchoring.
 - Flood Diversion: Projects that can reduce flash flooding as a result of a burn scar.
 - Reforestation/Reseeding: Projects that replace trees and plants that were destroyed by wildfire to prevent or reduce erosion.

Regular Projects: Phased Projects

In some cases, the first phase of a project may be a feasibility study. In these instances, the cost of the study can be included in the total estimated cost of the entire project. If the result of the study indicates that the project is a good fit for HMGP PF, the project can move forward. If the study does not indicate the project will meet the requirements for HMGP PF, the project is closed. The initial phase can include preliminary design, engineering, or Environmental Historic Preservation (EHP). MT DES will work with subapplicants and FEMA to identify and approve Phased Projects.

V. Unallowable Project Types

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

- 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
 - These project types occasionally fall under the 5% Initiative category as allowable. Subapplicants must work with MT DES to determine if the proposed mapping project would be eligible.

VI. Subapplication and Submission Information

Key Dates and Times

- **Subapplications are due on November 30, 2018**
- **The subapplicant Period of Performance is January 24, 2019 to September 26, 2021**
Final reimbursements requests must be submitted to MT DES by September 26, 2021
or within 90 days of project completion, whichever comes first

eGrants System

Subapplications will only be accepted online through the FEMA eGrants system. Subapplicants must register on the site to access the funding opportunity. Once registered, subapplicants can apply for the HMGP PF.

- All subapplications must be submitted through the FEMA eGrants system prior to the deadline.
- MT DES will follow up on all subapplications 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 subapplication prior to the established deadline.

The subapplication will consist of the following forms that must be completed:

1. Subapplicant 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 subapplication 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. <https://www.fema.gov/application-development-1>

FF 20-16C certifications regarding lobbying, debarment, suspension, and other responsibility matters; Drug-Free Workplace requirements.

Having a subapplication selected for funding does not constitute award. The final review and approval must come from FEMA Region VIII.

Duplication of Programs

Applicant must ensure that Duplication of Programs (DOP) between federal agencies will not occur. HMGP PF will not provide assistance for 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 subapplicant must provide a valid DUNS number with their subapplication. Subapplicants should verify they have a DUNS number or take the necessary steps to obtain one.

Subapplicants 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 subapplicants with questions related to obtaining a current DUNS number.

Electronic Signature

Subapplications submitted through the FEMA eGrants system constitute a submission as an electronically signed subapplication.

Subapplication Review and Selection

HMGP PF subapplications will be subjected to a review process to determine the subapplication completeness and eligibility based on adherence to State and federal program guidance. Subapplications that meet all the elements are not guaranteed funding.

Eligible projects will be reviewed and rated for final approval and funding allocations. Ratings are used as recommendations but do not constitute an approval for funding. See Attachment A for the list of criteria and how points will be assigned.

VII. Subrecipient 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
 - Subapplicant 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 10th 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 for the HMPG PF Grant.

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: Application Evaluation Criteria & Score Card

To be distributed at a later date.

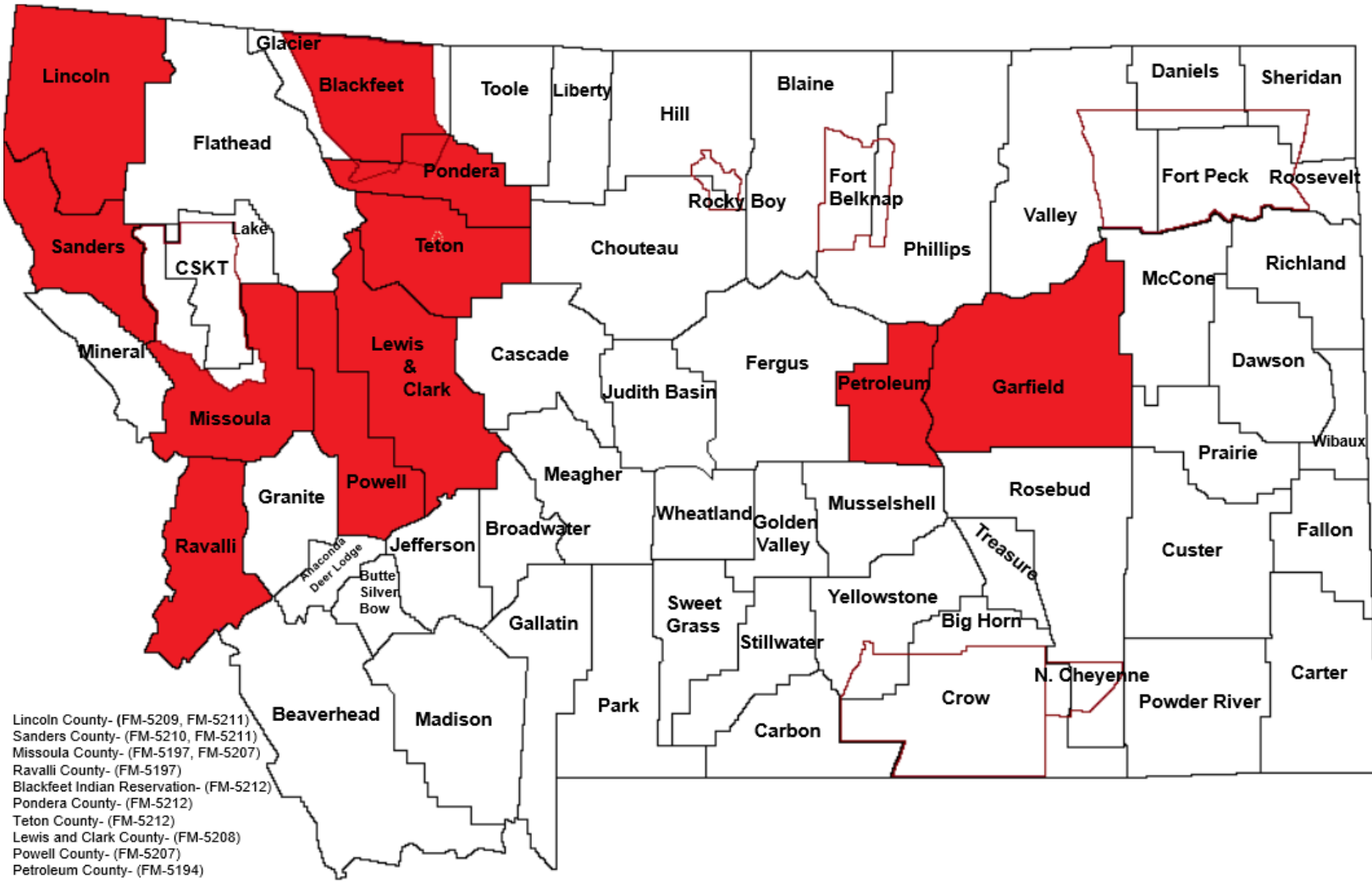
Attachment B: State of Montana Funding Priorities

**Hazard Mitigation Grant Program - Post Fire
State of Montana Funding Priorities**

To be distributed at a later date.

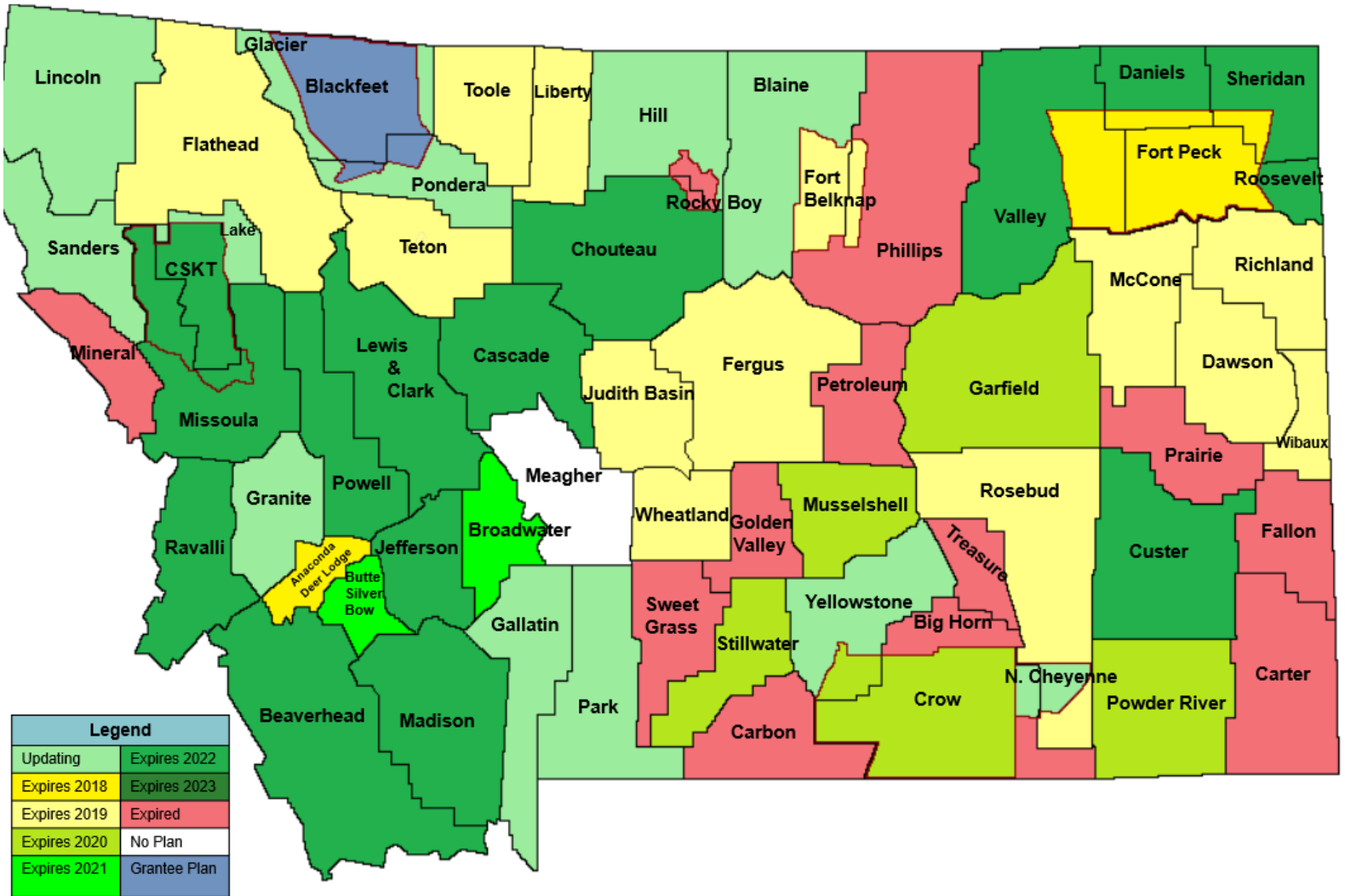
Attachment C: Map of Declared Locations

FMAG Declared Locations



Attachment D: Map of Local/ Tribal Mitigation Plan Status

Mitigation Plan Status



Attachment E: Participants in State Multi-Hazard Mitigation Plan

Participants in the State Multi-Hazard Mitigation Plan Update 2018

- Montana DNRC – Water and Forestry Divisions
- Montana Department of Commerce – Community Development Block Grant Division
- Montana Department of Transportation
- Montana Agricultural Division
- Montana Department of Livestock
- Montana Public Health & Human Services Division (DPHHS)
- Montana National Guard
- Montana Department of Administration Architecture and Engineering Division
- Montana Department of Environmental Quality
- Montana Bureau of Mines & Geology
- Montana Department of Administration - Architecture and Engineering
- Montana Fish, Wildlife & Parks
- Montana University System
- Montana Historical Society/ State Historic Preservation Office
- National Weather Service
- Bureau of Land Management
- Montana Department of Justice
- Department of Homeland Security
- U.S. Forest Service
- U.S. Army Corps of Engineers
- Montana DES Association
- Association of Montana Floodplain Managers
- Montana Association of Conservation Districts
- FireSafe Montana

Attachment F: 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 and Kyle at 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	
Enter Paper Subgrant Application (Application Intake)	allows you to enter new subgrant application(s) submitted in paper format.
Work on Un-submitted Paper Subgrant Application(s)	allows you to work on existing subgrant applications, submitted in paper format, that you have not fully
Work on Submitted Paper Subgrant Application(s)	allows you to manage subgrant applications, submitted in paper format, that you have fully entered int
Review Submitted Subgrant Application(s)	allows you to review and approve submitted subgrant application(s).
Review Un-submitted Subgrant Application(s)	allows you to review un-submitted subgrant applications for which access has been granted.
Grant Applicant Acting As Subgrant Applicant	
Create New Subgrant Application	allows you to create new subgrant application(s) for your agency.
Work on Un-submitted Subgrant Application(s)	allows you to work on existing grant as subgrant application(s) that you have not fully entered into the
Work on Submitted Subgrant Application(s)	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	View Details	Update Application

- 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
Jusername	
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 <small>(Permissions can be View only, View & Create, View & Sign, etc.)</small>
Period of Time	<input type="text" value="999"/> (e.g. 30)
Unit of Time	Day(s) ▼ (e.g. Days)
Justifications	
<input type="text" value=""/>	

- 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.

Questions? Contact:

Nadene Wadsworth at 324-4785, nwadsworth@mt.gov
or
Kyle Sturgill-Simon at 324-4782, kyle.sturgill-simon@mt.gov

Attachment G: Subapplication Instructions & Forms (Plans)

Mitigation Plan Update - Documentation for the Application (7% 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,

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
Total Cost						\$ 33,334.00

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] and, is fully aware that the project funding will be conducted as follows:

- HMGP 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 H: Subapplication Instructions & Forms (Projects)

Mitigation Project - Documentation for Application (Regular and 5% Projects)

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] and, is fully aware that the project funding will be conducted as follows:

- HMGP 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 _____. The proposed, _____ . 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