



**STATE OF WASHINGTON  
MILITARY DEPARTMENT  
EMERGENCY MANAGEMENT DIVISION**

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February 17, 2016

TO: Local Governments, Indian Tribal Governments, State Agencies, Private Non-Profits Providing Like Government Services

FROM: Brynne Walker  
Hazard Mitigation Programs Manager

SUBJECT: Annual Mitigation Grant Programs FY2016

The purpose of this memo is to share information regarding the annual mitigation grant programs for FY2016.

**FY2016 PDM and FMA Grant Application Timeline**

The Federal Emergency Management Agency (FEMA) has announced that the application period for the FY2016 Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grant programs will run from **March 15 to June 15, 2016**. Per Washington State's plan for administering FEMA-funded mitigation grant programs, **Emergency Management Division (EMD) has established a two-step process** for sub-applicants that starts with a Pre-Application followed by the full application through FEMA's eGrants online platform. EMD's process is compressed to accommodate FEMA's three-month application period. For sub-applicants, the process and deadlines for 2016 is as follows:

**STEP ONE: Pre-Application and Eligibility Review**

- **No later than March 11, 2016:** Mitigation Section will accept and review Pre-Application forms, which are submitted to EMD via email to Brynne Walker, Hazard Mitigation Programs Manager, at [brynne.walker@mil.wa.gov](mailto:brynne.walker@mil.wa.gov). **This form applies to both PDM and FMA grant programs.** EMD will contact potential sub-applicants to discuss their proposals.
- EMD will invite eligible sub-applicants to submit a full eGrants sub-application **only after** their Pre-Application has been submitted and **only after** EMD has contacted them to discuss the proposal's eligibility. **Sub-applicants that do not submit a Pre**

**Application form by March 11, 2016 will not be eligible to submit full applications for the FY2016 programs.**

- Once invited to submit an eGrants sub-application, sub-applicants are encouraged to submit early in order to receive technical assistance from EMD.

**Step Two: Development and Submission of a Full eGrants Sub-Application**

- **No later than May 6, 2016 by 5 p.m.:** For sub-applicants that completed Step One (above), the deadline to submit a complete eGrants sub-application for State EMD review is May 6, 2016. *Applications submitted after May 6, 2016 will not be reviewed or submitted to FEMA for consideration.*
- State EMD will review sub-applications for eligibility, completeness and cost effectiveness, and will work with sub-applicants to make selected applications as competitive as possible.
- **June 15, 2016:** State EMD will complete its sub-application selection process and will submit its finalized state application package to FEMA for the FY2016 PDM and FMA programs.

On August 30, 2016 FEMA expects to announce its selections for further review and potential funding. Final award announcement dates will depend upon FEMA's internal review process for specific mitigation activities, which varies from application to application.

On a case-by-case basis EMD may provide limited technical assistance in the development of sub-applications on the Scope of Work, Benefit-Cost Analysis (BCA), and Project Budget sections. A sample sub-application can be found [here](#). Due to the short application period, sub-applicants must be prepared to develop and complete their sub-applications with less direct assistance from EMD staff than they may have experienced in different grant programs.

**FY2016 Pre-Disaster Mitigation**

The nationally competitive PDM program is designed to assist States, Indian Tribal Governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future disasters. For full program details and eligibility guidelines, please see FEMA's [FY2015 Hazard Mitigation Assistance Unified Guidance & Addendum](#).

PDM is a cost-share grant, 75 percent federal funds and 25 percent local matching funds, and is distributed through the reimbursement of eligible expenses. Limited program funding means that smaller budget proposals are more competitive than proposals with larger budget proposals.

The FY2016 national appropriation for PDM, which was set by Congressional appropriation earlier this year, is \$90 million dollars. States and territories can submit up to 18 sub-applications to FEMA for competitive consideration—up from ten in previous years.

This year, FEMA has placed a higher funding priority for projects and plans from States **without** Hazard Mitigation Grant Program (HMGP) funds available. Since Washington State currently has multiple open HMGP rounds, we rank lower down the priority list. Specifically, Washington submissions will fall into priorities five and six among FEMA's funding priorities:

- 5th priority: Planning sub-applications from Applicants that **have** HMGP planning funds available.
- 6th priority: Project sub-applications from Applicants that **have** HMGP regular project funds available in the following order:
  - CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches.
  - Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
  - Acquisition, elevation and mitigation reconstruction projects
  - Generators for critical facilities

For more information on FEMA prioritization, please refer to their official Pre-Disaster Mitigation Notice of Funding Opportunity for FY2016.

FEMA's 3-year maximum Period of Performance requirement means that proposals should submit a completion date of no later than August 30, 2019 (exactly three years after the projected FEMA selection date of August 30, 2016).

### **FY2016 Flood Mitigation Assistance**

The goal of the FMA program is to reduce or eliminate flood damage and associated insurance claims under the National Flood Insurance Program (NFIP). This program was funded by Congressional Appropriation at \$199 million for FY2016. FMA grant awards are subject to national availability. For full program details and eligibility guidelines, please see FEMA's [FY2015 Hazard Mitigation Assistance Unified Guidance and Addendum](#).

FMA grants are dispersed through the reimbursement of eligible expenses, and are based upon an established federal-local cost share of the given award. For mitigation activities not involving Severe Repetitive Loss (SRL) or Repetitive Loss (RL) properties, the cost share will be 75 percent federal funds and 25 percent local (non-federal) funds. For mitigation activities involving eligible SRL or RL properties, the cost shares are as follows:

- **SRL** properties: 100 percent federal funds (see 1<sup>st</sup> and 3<sup>rd</sup> priorities described below).
- **RL** properties: 90 percent federal funds and 10 percent local funds (see 2<sup>nd</sup> priority described below).

All properties participating in an FMA grant must have NFIP flood insurance policies in place at the time of application and must be maintained for the duration of the activity. Please refer to the FY2015 HMA Unified Guidance and Addendum for more details regarding this and other important eligibility requirements.

For the FY2016 FMA cycle, FEMA has announced the following funding priorities for award consideration:

- 1st priority: Projects that will mitigate flood damage for at least 50 percent of structures included in the sub-application that meet definition part (b) (ii) of an SRL property: At least two separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structures.
- 2nd priority: Projects that will mitigate flood damage for at least 50 percent of structures included in the sub-application that meet the definition of an RL property: have incurred flood related damage on 2 occasions, in which the cost of the repair, on average, equaled or exceeded 25% of the market value of the structure at the time of each such flood event.
- 3rd priority: Projects that will mitigate flood damage for at least 50 percent of structures included in the sub-application that meet definition (b) (i) of an SRL property: four or more separate NFIP claim payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of claim payments exceeding \$20,000.
- 4th priority: Projects that will mitigate flood damage to the largest number of NFIP-insured properties at the neighborhood level.

Given FEMA's announced priorities, EMD strongly encourages project sub-applicants to include a minimum of one SRL and/or RL property in its mitigation proposal. Flood mitigation planning sub-applications are also eligible for FMA funding consideration, up to a maximum proposed federal share of \$25,000.

FEMA's 3-year maximum Period of Performance requirement means that proposals should submit a completion date of no later than August 30, 2019 (exactly three years after the expected FEMA Selection date of August 30, 2016).

A Benefit-Cost Analysis (BCA) is required for all project sub-applications, which the exception of two project types, which fall under FEMA's "Pre-Calculated Benefits" waiver: property acquisitions that cost \$276,000 or less, or home elevations that cost \$175,000 or less. FEMA considers these to be cost effective and requires no further BCA work. Please see Part V, Section I.7 of FEMA's FY2015 HMA Unified Guidance, for further information.

### **Additional Application Information**

- The state does not provide any portion of the non-federal cost share for these programs as it does for the Hazard Mitigation Grant Program. Also, special conditions apply when Increased Cost of Compliance payments, Coverage D of NFIP insurance policies, are used to

cover a local match requirement. See the FY2015 HMA Unified Guidance and Addendum for more information.

- In order to be eligible for grant award, sub-applicants must have a FEMA-approved Hazard Mitigation Plan by the sub-application deadline AND when awarded funds. If the Plan is still under FEMA review on June 1, 2016, then EMD will coordinate with FEMA on their approval process.
- Private Non-Profit organizations are not eligible to directly apply for assistance from these programs. Another eligible applicant (e.g., local government or state agency) must stand as Applicant Agent and apply on the organization's behalf.
- All sub-applications must be made to the state through FEMA's online eGrants system. eGrants account and login information will be provided to sub-applicants after their pre-application has been evaluated for eligibility.
- Sub-applicants may be reimbursed for eligible **pre-award costs** incurred after March 15, 2016 through the date of grant award for activities directly related to developing (not implementing) the project proposal. Activities may include, but are not limited to, development of the application, benefit-cost analysis, environmental/historic preservation data, project documentation, and engineering design. These costs can only be recovered at the appropriate cost share if the project application is selected for funding by FEMA, and if the costs are included in the proposed budget.
- A sub-application cannot be submitted for both FMA and PDM programs. If a proposal is eligible for FMA then it will not also be considered for PDM.
- All sub-applications must determine cost effectiveness using [FEMA's benefit-cost analysis \(BCA\) software](#), version 5.1 (except for proposals covered under the Pre-calculated Benefits waiver described above). Both are available for free download. See the [BCA Tool Kit 5.1 System Requirements](#) for additional information on the software and its hardware requirements. EMD staff cannot provide technical assistance for BCA software download issues, so please use the [BCA helpline](#).

Potential sub-applicants should consider submitting mitigation proposals with well-developed budgets and scopes of work, and demonstrable cost-effectiveness. This round will be competitive and EMD cannot guarantee grant awards to any sub-applicant. Washington State has a history of success with the PDM and FMA grant programs, thanks to our focus on submitting high-quality proposals, and we will work closely with every sub-applicant this year to continue that tradition.

Feel free to contact me with questions and requests for additional information.

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