

TEXAS DEPARTMENT OF PUBLIC SAFETY

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June 14, 2011

Dear Emergency Management Colleague:

This letter serves to announce the guidance and deadlines for FY2012 Pre-Disaster Mitigation (PDM) and Repetitive Flood Claims (RFC) grant programs for the State of Texas.

A PDM grant provides FEMA funds for implementing mitigation projects addressing natural hazards or for developing local mitigation plans. The RFC grant provides FEMA funds for projects that reduce or eliminate the long-term risk of flood damage to structures having one or more claim payments filed through the National Flood Insurance Program (NFIP).

Eligible applicants for both grants are local governments, state agencies, and public colleges/universities. Private non-profit organizations and private colleges and universities are not eligible sub-applicants; however, a relevant state agency or local government may apply on their behalf.

It takes time to put together a viable and competitive application, so please begin early. Applying for a PDM or RFC grant is a multi-phase process. First, an applicant must request access into e-Grants, a federal web-based system. After users receive user IDs, the applications can be entered into e-Grants. The State reviews the applications for eligibility, feasibility, cost-effectiveness and completeness before submitting to FEMA.

The deadline for requesting e-Grant access through TDEM is August 5, 2011. The deadline for submitting a PDM application is October 28, 2011. The deadline for submitting an RFC application is November 4, 2011.

I encourage you to circulate the attached State of Texas Guidance to interested parties within your jurisdiction. If you have questions concerning selecting projects or preparing applications, please contact my mitigation staff at 512-424-5683.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Nim Kidd".

W. Nim Kidd, CEM ®
Assistant Director
Texas Department of Public Safety
Chief
Texas Division of Emergency Management

WNK:cs

Attachment: State of Texas Guidance

STATE OF TEXAS GUIDANCE

FY2012 Pre-Disaster Mitigation (PDM)

FY 2012 Repetitive Flood Claims (RFC)

Grant Programs



E-GRANTS ACCESS

Applications for PDM and RFC are submitted in electronic format through e-Grants, a federal web-based system. Each person involved in application preparation and submittal will need access to e-Grants. Access is granted and activated through the Texas Division of Emergency Management (TDEM). Registration in other e-Grant programs does not carry over to either PDM or RFC application development.

- a. To receive e-Grants access, TDEM Mitigation must receive a letter of request, on official letterhead signed by the chief elected official or agency head, no later than August 5, 2011. No requests will be granted after that date.
- b. Only the chief elected official or agency head may designate which individuals are granted access and their level of access rights. **NOTE:** If an official other than the highest elected official has signatory authority to obligate funds, acceptable documentation showing the source of that authority must accompany the access request letter.
- c. Every person needing e-Grant access must be registered through TDEM, either as a new user or a re-activated user. For those who were registered in previous years, user IDs and passwords should still be valid, but must be re-activated. You must state for each person whether the request for e-Grant access is new or a re-activation.
- d. Once TDEM approves e-Grants access, new users will receive an email notice with registration instructions. Previous users will be notified by email when their access is re-activated. Upon receipt of an email notice, users can register and begin the application process.
- e. If you forget or misplace your user ID or password, you will need to contact the FEMA e-Grants helpdesk at 1-866-476-0544 for assistance.
- f. The letter requesting access should include the following information for each person (failing to address underlined items will delay access rights):
 - New user or re-activation
 - First and last name and position
 - Mailing address, phone, fax and email address
 - Level of access rights (choose ONE):
 - i. View/Print: those that need only to view and print the application
 - ii. Create/Edit: those that will be creating and editing the application (includes level i access rights)
 - iii. Sign/Submit: limited to those that have the authority to commit funds (25% local match) and submit the application to the State (includes level i & ii access rights)
 - Indicate who will be the local point of contact (POC).
 - Email addresses are required. All user IDs and guidance will be issued via email
 - Indicate the type of projects you are considering. See the following pages for a list of eligible projects for PDM and RFC funding

- g. The letter of request is mailed to:

Texas Department of Public Safety
Division of Emergency Management – Mitigation Section
P.O. Box 4087
Austin, TX 78773-0226

GUIDANCE FOR PDM AND RFC APPLICATION DEVELOPMENT

Before you develop your application, download FEMA's "Hazard Mitigation Assistance (HMA) Unified Guidance" and Benefit Cost Analysis software (no BCA requirement for planning grants).

PDM and RFC programs fall under FEMA's Hazard Mitigation Assistance (HMA) guidance, with funding made available through congressional appropriation. Both are nationally competitive programs opened annually for a limited period of time. In addition, eligible projects must conform to State and local mitigation plans and priorities.

Both FEMA and the State of Texas program guidance should be used as references as you prepare your mitigation applications. Any application that does not follow federal program guidance will be removed from funding consideration. The FEMA "Hazard Mitigation Assistance (HMA) Unified Guidance," most current version, dated June 1, 2010, can be found at: <http://www.fema.gov/library/viewRecord.do?id=4225>

Eligible applicants are state agencies, councils of governments, Indian Tribes, local governments, including certain taxing authorities such as drainage districts, flood control districts, river authorities, and independent school districts. Private-non-profit agencies (PNP) are not eligible, although they may be able to partner with an eligible applicant.

PDM and RFC are reimbursable, cost-share grant programs and require a commitment of local funds amounting to at least 25 percent, in most cases, of the total project cost. FEMA reimburses up to 75 percent of the total project cost. Under certain circumstances, cost share can be up to 90 percent federal for PDM and 100 percent for RFC.

If programmatic criteria are satisfied for both programs, one application for property acquisitions can be submitted concurrently for PDM and RFC. Refer to further instruction in the federal guidance.

PDM and RFC projects must demonstrate cost-effectiveness through a Benefit-Cost Analysis (BCA). Only planning grants do not have to prove cost effectiveness. The state recommends you conduct your benefit cost analysis at the start of your application process. Thorough documentation justifying your figures is key to an acceptable BCA as proof that your final ratio is 1:1 or better.

Download BCA software at <http://www.bchelpline.com>. Address any questions or issues concerning the software to the FEMA BCA helpline at 1-866-222-3580 or bchelpline@dhs.gov.

Real property acquisitions can only be accomplished through voluntary participation of the property owners, obtained beforehand and documented through a signed voluntary participation letter. All properties and back-up properties must be identified on the application. The latest Texas Property Acquisition Handbook and required forms can be obtained by contacting Mildred Reno at 512-424-2428.

Projects with any actual physical work, such as groundbreaking, demolition or construction of a raised foundation conducted prior to FEMA application approval, will be ineligible, and not be awarded federal funds.

Expected participants in a mitigation plan must be identified in the application with supporting documentation.

DEADLINES

e-Grant access: August 5, 2011
PDM application submittal: October 28, 2011
RFC application submittal: November 4, 2011

PDM PROGRAM DESCRIPTION

PDM provides funding for mitigation projects that produce a sustainable reduction in risk to people and property from natural hazard events or for planning activities that deliver a FEMA-approved local mitigation plan.

If an applicant meets the criteria for a small, impoverished community, the federal cost share can be up to 90 percent.

PDM APPLICANT ELIGIBILITY

- **Planning Grants:** In order to apply for a PDM planning grant, an applicant must be at the basic level of preparedness in your emergency management plan
- **Project Grants:** In order to submit a PDM project application, applicants must have a FEMA-approved Mitigation Plan
- **NFIP Participation:** PDM projects sited within a special flood hazard area (SFHA) are eligible only if the jurisdiction where the project is located is participating in the National Flood Insurance Program (NFIP). No NFIP participation is required for PDM planning applications or projects located outside of the SFHA

ELIGIBLE PDM PROJECT ACTIVITIES

- Acquisition of real property, in order to demolish or relocate the structure and convert the land to open space for perpetuity, in order to decrease flood hazard risks to people and property
- Elevation of existing residential and non-residential structures in order to decrease coastal or riverine flood hazard damage
- Structural and non-structural retrofitting (*e.g.*, storm shutters, hurricane clips, bracing systems) of existing non-residential structures in order to meet or exceed applicable building codes relative to hazard mitigation
- Construction of community safe rooms (that protect against tornado and severe wind hazards) meeting FEMA construction and public availability criteria; or construction of individual tornado safe rooms that meet FEMA construction criteria; or individual tornado safe room rebates
- Wildfire mitigation, including defensible space, fuel reduction management and ignition-resistant construction
- Protective measures for utilities (*e.g.*, electric and gas); water and sanitary sewer systems and/or infrastructure (roads and bridges)
- Storm water management projects (*e.g.*, culverts, retention basins) to lessen the frequency or severity of flooding
- Small floodwall systems that protect an individual building or facility
- Dry flood-proofing of non-residential structures or of residential historic structures, if the alternatives would impair its historic status

INELIGIBLE PDM PROJECT ACTIVITIES

- Projects that request more than \$3 million in federal share
- Major flood control and/or erosion projects such as the construction or repair of dikes, levees, major floodwall projects, seawalls, groins, jetties, breakwaters, dams, waterway channelization, and beach nourishment or re-nourishment
- Water quality infrastructure projects
- Projects that address ecological or agricultural issues related to land or forest management (*e.g.*, insects, diseases, weather-related damages, infestations)
- Warning and alert notification systems (*e.g.*, NOAA weather radios)
- Any phase or part of a project that is dependent on another phase or part to be effective and/or feasible that is not included in the project sub-application
- Localized flood control projects that constitute a section of a larger flood control system
- Studies that do not result in a project (*e.g.*, engineering designs, feasibility studies, or drainage studies that are not integral to the proposed project)

- Flood studies or flood mapping
- Erosion control
- Generators and related equipment as a stand-alone project
- Elevation of a structure through the demolition and rebuilding process
- Response and communication equipment
- Projects that solely address maintenance or repairs of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, dam repair/rehabilitation)
- Any project for which another federal agency has primary authority

MITIGATION PLANNING GRANT REQUIREMENTS

- Planning activities must meet the requirements outlined in 44#CFR Section 201.6
- Within two years of the award, the applicant must deliver a FEMA-approved MAP or an upgrade of an existing FEMA-approved MAP.

RFC PROGRAM DESCRIPTION

The Repetitive Flood Claims (RFC) Program is authorized by the Flood Insurance Reform Act of 2004. The RFC Program is an annual program that provides a means to fund residential flood mitigation projects.

If an applicant meets criteria demonstrating that the financial means to meet the cost share cannot be met, the project may be 100 percent federally funded.

ELIGIBILITY REQUIREMENTS

- Eligible RFC grant applicants are not required to have a FEMA-approved Mitigation Action Plan and do not have to be at the basic level of preparedness in their emergency management plan (as is normally the case for mitigation grants).
- Eligible properties must have flood insurance in place at the time of application and have at least one claim against that insurance.
- Flood insurance must be maintained at least through completion of the mitigation activity.

ELIGIBLE RFC PROJECTS

- The acquisition of the structure and underlying real property for the purpose of creating open space, demolition or relocation of the structure, and conversion of the property to deed restricted open space uses in perpetuity.
- Elevation of existing residential and non-residential structures in order to decrease coastal or riverine flood hazard damage

STATE CONTACTS FOR ADDITIONAL INFORMATION:

e-Grant Access – Eileen Whitaker at 512-424-2423
 PDM – Carolyn Sudduth at 512-424-5683
 RFC – Mildred Reno at 512-424-2428