

*It is recommended for best use, to download the application and open in Adobe rather than opening in a browser.*

# STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION



## Division of Emergency Management & Homeland Security Hazard Mitigation Grant Program Application

### FOR USE IN APPLYING FOR THE FOLLOWING GRANT PROGRAMS:

Hazard Mitigation Grant Program  
Disaster Declaration

**DEADLINE FOR APPLICATIONS IS ONE YEAR FROM  
DATE OF DISASTER DECLARATION**

DESPP/DEMHS  
1111 Country Club Road  
Middletown, CT 06457

This package has been developed to assist prospective Sub-grantees in the preparation of Hazard Mitigation Grant Program (HMGP) applications. The package outlines the specific information required for the State and Federal government to review proposed mitigation activities.

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### **Instructions to Applicants:**

Below are instructions for filling out each of the forms contained in this grant application kit. If you need assistance filling out this application kit, please contact the Division of Emergency Management and Homeland Security (DEMHS) at **DEMHS.HMGP@ct.gov**

For all forms that require an original signature, the signature location on the form will be indicated by this tab:



Much of the information in this application requires either checking a box  or placing an ( X ) within a pair of brackets. Please note that some information requires checking only one option and other information will ask you to check all options that apply to this application.

### **Types of Projects Which Are Eligible Under This Grant:**

Projects which mitigate or eliminate damage resulting from natural disasters are generally eligible under the Hazard Mitigation Grant Program (HMGP). Eligible projects may include:

- **Localized Flood Risk Reduction Projects:** Projects to lessen the frequency or severity of flooding, and decrease predicted flood damage, within an isolated and confined drainage or catchment area that is not hydraulically linked or connected to a larger basin.
- **Non-localized Flood Risk Reduction Projects:** Projects that lessen the frequency or severity of flooding, and decrease predicted flood damage, within an area that is hydraulically linked or connected to a drainage basin that is regional in scale.
- **Projects that protect flood prone homes or other insurable buildings:** Projects can include elevating a home or building to prevent flooding, purchasing and removing the building from the flood prone area, or constructing small levees or berms to prevent water from entering a building. In order to qualify for funding the building must be occupied, and insurable against flooding.
- **Projects that protect buildings from wind damage:** Projects can include installing window and/or door shutters, impact resistant glass, or installing hurricane clips to attach the roof to the walls of the building. In order to qualify for funding the building must be occupied and insurable against wind damage.

(See FEMA's [Hazard Mitigation Assistance \(HMA\) Guidance](#), p. 33 for more information)

### **The Role of Municipalities in Selecting Projects:**

It is strongly recommended that municipalities reach out to their coastal or flood prone homeowners to make them aware of this grant program. Municipalities should be looking to their residents for projects such as, elevating homes or purchasing and removing homes from the floodplain, installing storm shutters, elevating utilities or installing hurricane resistant windows. The municipal role in the HMGP is to serve as the applicant on behalf of homeowners or businesses (or even town agencies) in applying for the HMGP grant.

### **The Applicant Information and Data Sheet:**

The Applicant Information and Data Sheet on page 4 is the form that provides DEMHS with your municipal point of contact and other information. Please provide the requested information in boxes 1 – 13 of the form. Some boxes contain context sensitive help. To view the help screen for each box just pass your mouse pointer over the colored question field. A help box will appear with further instructions.

**Special Note:**

Box #4 on the form is specifically for the name of the person (typically the Chief Executive Official) who will sign the grant application on behalf of the municipality.

**Planning Requirement:**

A FEMA-approved Natural Hazard Mitigation Plan in accordance with 44 Code of Federal Regulations Part 201 is a pre-requisite for a FEMA HMGP grant award. HMGP Sub-grantees must have a FEMA approved local (or be part of a multi-jurisdictional) hazard mitigation plan at time of obligation of funds. In order to ensure that plans are approved prior to a grant award being issued, all towns that do not have an updated Local Hazard Mitigation Plan are required to apply for funding to update their plans at the same time as they apply for funding to complete projects under the HMGP.

**Cost Overruns:**

Please note that the Federal Emergency Management Agency (FEMA) and the Department of Emergency Services and Public Protection/ Division of Emergency Management and Homeland Security (DESPP/DEMHS) shall not be responsible for any cost overruns: any cost overruns shall be the sole responsibility of the sub-grantee. **Any Scope of Work modifications must be submitted to DEMHS and approved by FEMA prior to work being completed.**

Should assistance be required in the preparation of your Sub-Application, you may wish to contact the DEMHS Mitigation Grants Unit at [DEMHS.HMGP@ct.gov](mailto:DEMHS.HMGP@ct.gov).

The Hazard Mitigation Grant Program (HMGP) application must be submitted electronically by email **and** by hardcopy/mail:

- [DEMHS.HMGP@ct.gov](mailto:DEMHS.HMGP@ct.gov)
- DESPP  
DEMHS/HMGP 3<sup>rd</sup> Floor  
1111 Country Club Road  
Middletown, CT 06457

[Hazard Mitigation Assistance Guidance](#) is available from the FEMA library.



**State of Connecticut**  
**Division of Emergency Management and Homeland Security Fiscal Year 2019**  
**Grant Application**  
**Disaster Number:**

**Please submit all completed applications, including attachments, electronically via email to:**

DEMHS-HMGP@ct.gov

**Subject Line: HMGP Grant Application:**

**In addition, please send one completed hardcopy application, including all attachments, to:**

**ATTN: DEMHS Grants Unit**

Hazard Mitigation Grant Program: Hazard Mitigation Grant Program Application

Division of Emergency Management & Homeland Security, 1111 Country Club Road, Middletown, CT 06457

## APPLICANT INFORMATION AND DATA SHEET

<b>1. Name of Municipality or Agency Applying For Subgrant:</b>		<b>2. Total Funding Requested:</b>  Please note that FEMA & DESPP shall not be responsible for any cost overruns. Cost overruns shall be the sole responsibility of the sub-grantee.	
<b>3. Point of Contact (Project Director) Name &amp; Address:</b>  Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____		<b>4. Official Authorized to Sign for the Applicant:</b>  Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____	
<b>5. Street Address of Buildings Being Mitigated</b>  If the project being proposed involves privately owned buildings, provide the following information: Owner's Name: _____ Address Line 1: _____ Address Line 2: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____		<b>6. Financial Officer of Municipality or Agency</b>  Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____	

7. I, the undersigned, for and on behalf of the named municipality, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true.

**SIGNATURE OF AUTHORIZED OFFICIAL:**

Date

**8. Applicant FEIN:**

## **FEDERAL SINGLE AUDIT INFORMATION**

## **ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regards to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

*Please initial here*

*to indicate that you have read and understood this requirement.*

**Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.**

9. Applicant Fiscal Year End:	10. Date of Last Audit:	
11. Dates Covered by Last Audit:	to	12. Date of Next Audit:
13. Dates to be Covered by Next Audit:	to	

**DEADLINE FOR APPLICATIONS IS ONE YEAR FROM DISASTER DECLARATION**



## Sub-Application Completion Checklist

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This checklist will assist local communities and consultants in developing a complete Hazard Mitigation Grant Program (HMGP) Sub-Application. Project Sub-Applications submitted for funding shall use the [2015 FEMA Hazard Mitigation Assistance \(HMA\) Guidance](#).

Project Sub-Application Task	Page Number location in this Application	State Review	FEMA Review
<b>SECTION 1: PROJECT SUB-APPLICATION</b>			
A. Project location			
B. Description of Existing Conditions			
C. Scope of Work (Project Description)			
D. Project Photographs			
E. Project Maps			
F. Project Drawings			
G. Alternatives			
H. Work Schedule			
I. Maintenance Schedule and Associated Cost			
J. Project Cost Information			
K. Estimated Project Cost Share			
L. Other Funding Agencies			
M. Mitigation Plan Status & Information			
N. Public Notice/Official Newspaper Information			
O. Required Benefit-Cost Analysis (BCA)			
P. Environmental/Historic Preservation Information			
Q. Waterway/Waterbody/Wetlands Information			
R. Floodplain Location			
S. National Flood Insurance Program (NFIP)			
T. General Conditions			
U. Match Funding Certification			
V. Maintenance Agreement			
W. Property Acquisition/Relocation/Elevation Worksheet			
X. Property Acquisition/Relocation/Elevation Certification			

Project Sub-Application Task	Page Number location in this Application	State Review	FEMA Review
<b>Section 2: Property Acquisition/Elevation Projects</b>			
Property Acquisition/Relocation/Elevation Worksheet			
Photographs			
Substantial Damage Letter (If Available)			
Elevation Certificate			
Voluntary Transaction Letter			
Model Deed			
Tax Assessor Card			
Property Acquisition/Relocation/Elevation Certification			
<b>Section 3: Grant Conditions and Assurances</b>			
Special Conditions <b>(Signature Required)</b>			
General Conditions <b>(Signature Required)</b>			
Assurances <b>(Signature Required)</b>			
Maintenance Agreement <b>(Signature Required)</b>			

#### A. Project location

Provide below or attach a brief description of the project location. Include the name of the municipality and county, intersecting streets, and easily identified landmarks such as waterbodies and structures. Include the street address of the property, if applicable.

Please provide project Latitude and Longitude (decimal degrees, including six or more decimal places) in the spaces below or on additional sheets. For projects with multiple structures or sites, provide lat/long for each structure or site. For projects that cover larger geographic areas provide a lat/long for the key project element.

**Latitude**

**Longitude**

## B. Description of Existing Conditions

Provide below or attach a clear description of the existing conditions that your project is intended to mitigate. Provide a brief description of the existing conditions, including but not limited to, the type of hazard and cause of the problem (e.g. flooding, erosion, wind, etc.), the frequency with which damages occur, number of properties/roads affected, number of repetitive loss properties, etc. You may include a sketch if you feel it will help describe the problem. Do not describe the proposed solution (yet).

### C. Scope of Work (Project Description)

A detailed scope of work (SOW) is a description of all work required to implement the proposed activity and the associated cost and timeframes. Provide a complete and detailed description of the proposed project. SOW tasks include examples below, but are not limited to:

- Describe the source of the hazards and risk to life, safety and improved property that you are trying to solve
- Physical area to be affected by the proposed project
- For flood related projects please describe/discuss any potential upstream/downstream impacts of proposed improvements
- Survey, Design & Engineering, Permitting, Bidding & Advertising, Construction, Site Preparation, Erosion Control, Utility Relocation/Re-connection, Direct Administrative Cost and Project Close-out
- Construction methods, including excavation or earth moving activities, if applicable
- If project is implemented, explain how it will reduce future damages
- How is the project an improvement over the existing conditions? (Maintenance & repair is not considered an improvement and is not eligible under this grant program)
- Describe how the project is consistent with the goals, strategies and recommended actions outlined in your FEMA-approved Multi-Hazard Mitigation Plan
- Describe how proposed project would address the existing conditions previously identified
- Indicate the level of protection to be provided (frequency or intensity of event to be mitigated; e.g. 100-year flood, 100 mph wind event, etc.)
- Explain level of public involvement in the decision to select the proposed project
- Explain any project issues that may arise during the performance of this project (e.g. low public participation, large and complex organization) administrative, technical, economic, legal or environmental issues.
- Explain why the proposed project was selected over the other alternatives (see section D.)

*Note: If the project is intended to protect a critical facility from flooding, the project should be designed to provide protection from a 500-year event plus 2 feet. Critical facilities include residential homes, generating plants, other utility lines, nursing homes, housing for the elderly, fire and police stations, hospitals, and other facilities that provide public health and safety services.*

***Any Scope of Work modifications must  
be submitted to DEMHS and approved by FEMA  
prior to work being completed.***

Upload a file or provide a description below of the proposed project and the work to be accomplished:

Level of Protection: (e.g. 25-yr event)

#### D. Project Photographs

Attach photograph of the project site. Also include photos of any structure or unique features likely to be impacted by the project. Note the position, direction, and date that the photo was taken on a drawing or sketch of the project site. The Sub-grantee should also provide aerial photography of the project area.

#### E. Project Maps

Provide a site location map(s) that clearly identifies the proposed project. A United States Geological Survey (USGS) topographic quadrangle map or a detailed local road map is ideal for use as a location map. Provide the site location, including a north arrow, title, and legend from the original map on an 8-1/2 x 11 sheets. Additionally, Provide wetlands map or waterways (if applicable and available), roads, and other surrounding area should be noted. If applicable, identify adjacent community boundaries.

**Note: Assessor's maps are required for Acquisition/Relocation/Elevation projects.**

## F. Project Drawings

A drawing detailing the proposed project must be included in the Sub-Application. The drawing should be large enough to show the location of existing structures, proposed structures, and surrounding areas that may be impacted by the project, such as staging areas and temporary access points. Existing and proposed conditions may also be shown on separate drawings. **Detailed engineering plans are not required, but should be submitted if available and/or applicable to the project.**

The following is a list of items that are typically included on project drawings and that should be included in drawings to the extent practicable. Some items may not be applicable for all projects. If exact dimensions or quantities are not known, provide estimates.

### **1. Existing Conditions\*** (*existing structures are generally drawn with a dashed line*)

- Waterway name and direction of flow
- Waterway or shoreline boundaries (water's edge)
- Wetland areas
- Right-of-way and property lines
- North arrow
- Existing structures (culverts, catch basins, drainage systems, retention ponds, etc.)
- Special use or conservation areas
- Vegetated or forest areas that would be impacted
- Adjacent roadways
- Existing buildings & utilities
- Any structure/land feature likely to be impacted by the proposed project
- Cross-Section

### **2. Proposed Conditions\*** (*proposed structures are generally a solid line*)

- Location and dimensions of proposed structures
- Limits of proposed fill (est. quantity) or excavation (est. quantity)
- Project limits
- Limits of encroachment into wetlands or waterbodies
- Limits and dimensions of shoreline stabilization (est. quantity)
- Major clearing of vegetation (est. area)
- Any structure or land feature modified by the proposed project
- Drainage area(s) (attach drainage calculations if available)
- Cross-Section

*\*if applicable to project type/application*

## G. Alternatives

Attach an evaluation of two (2) feasible alternatives to the proposed project. A description of the alternative projects may include but are not limited to:

- A description of the work to be accomplished
- The level of protection
- The pros and cons of that alternative
- A description of why this alternative was not selected
- Estimated project costs

***A detailed scope, budget, and work schedule is required for the proposed project only.  
(Not alternatives)***

### **Alternative #1:**

Description:

Level of Protection (Years):

Estimated Cost:

### **Alternative #2:**

Description:

Level of Protection (Years):

Estimated Cost:

## H. Work Schedule

Please provide a detailed work schedule and timeframe for the proposed project (**attach a separate schedule if needed.**)

Make sure work schedule allows for grant administration [sub-grant contract execution, close-out, etc], final design and permitting, bidding and advertising, and unanticipated delays. Also consider construction season – FEMA award/performance period may occur during non-construction season. Be conservative and request more time than you think you need – you will not be penalized for completing the project sooner than the requested performance period. FEMA allows up to a three year performance period from the date of grant award.

**Total estimated time for project completion** **Months**

## I. Maintenance Schedule and Associated Cost:

Provide maintenance schedule for the useful life of the project

#### Estimated annual maintenance cost

*(For planning Sub-Applications a plan maintenance process needs to be included for monitoring, evaluating and updating the mitigation plan within a five-year cycle.)*

#### J. Project Cost Information:

A detailed line item budget/cost estimate including narrative that describes all anticipated cost associated with the Scope of work for the proposed project. Sub-grantees are encouraged to be conservative when developing project cost estimates - grant award notification and ultimate project implementation/construction may be more than one-year after initial Sub-Application submission.

The proposed project cost estimate should be as detailed as possible, including but not limited to all work required to implement the proposed mitigation activity:

- Pre-Award Costs (see HMA Program Guidance for eligible costs)
- Survey
- Design & Engineering
- Permitting
- Bidding & Advertising
- Construction
- On-site Construction Management
- Site Preparation
- Erosion Control
- Utility Relocation/Re-connection
- Project Close-out

Project costs should be as detailed as possible and include specific line item name, quantities, rates, units of measurement (SF, CY, LF, etc.), unit costs, etc. Sub-grantees should provide the source of the estimate (e.g. documented local cost, bids from qualified professionals, published national or local cost estimating guides). Lump Sums should be avoided when possible.

If 'in-kind' contributions of labor or materials devoted to the project are being claimed as part of the grant match requirements, provide documentation of the basis for the valuation of the contributions. Note: Home elevation and acquisition projects typically require a cash match. In the case of an acquisition the price offered for the home will be reduced by the amount of the match. In the case of an elevation the reimbursement rate will be equal to the federal cost share (e.g. the reimbursement amount will be 75% of the costs).

#### K. Estimated Project Cost Share

Provide the cost and funding cost share information (round figures to the nearest dollar). The maximum FEMA share for a HMGP project is 75%.

<b>Funding Sources</b>	<b>Funding Amount</b>	<b>% of Total Costs</b>
Federal		Maximum 75%
Non Federal (local share)		Minimum 25%
Total Project Cost		100%

A match commitment letter is required for all projects. For private homeowner elevation/utility retrofit and acquisitions projects, where the non-federal share is being provided by the homeowner(s), please include a letter from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance. For a municipal project application please include a letter from the municipal Chief Executive Official committing to the non-federal share and any ongoing or necessary maintenance.

#### L. Other Funding Agencies

Has this project been submitted to any other Federal agency as a possible source of funding?

Yes

No

Unknown

Has funding been approved for this project from any other Federal or State agency?

Yes

No

If Yes, from either of the above, provide the following information:

Agency

Name

Address

Contact Name

Phone Number

Amount

M. Mitigation Plan Status & Information (plan must meet requirements of 44 CFR Part 201):

**Approved** (and Locally adopted) – please indicate FEMA approval date:

**Expired Plan:** Expiration Date of Local Hazard Mitigation Plan:

**Mitigation Plan Status Comments:**

**No Plan:** A FEMA-approved hazard mitigation plan – consistent with 44 CFR Part 201 – is a pre-requisite for all FEMA mitigation grant programs project applications.

*All municipalities that do not have a currently approved Local Hazard Mitigation Plan must submit a planning application for the creation or updating of their Local Hazard Mitigation Plan concurrent with any application for a project grant. Although a municipality may apply for a planning grant and also a project grant concurrently, project grants will not be awarded unless a municipality has a fully approved Local Hazard Mitigation Plan.*

**Briefly describe how the proposed project is consistent with the goals, actions and strategies in the community's local or multi-jurisdiction hazard mitigation plan:**

## N. Public Notice/Official Newspaper Information

FEMA is required to publish a Public Notice for any project that has the potential to affect a wetland or floodplain.

Provide the following about your community's official newspaper(s):

Newspaper #1

Name

Address

Telephone #

Newspaper #2

Name

Address

Telephone #

## O. Required Benefit-Cost Analysis (BCA) Information

**Sub-grantees will be required to submit one (1) electronic copy of the completed BCA (exported zip file) and one (1) printed hardcopy of the BCA report from the FEMA Benefit-Cost Analysis Software Version 6.0 as part of the official HMGP Sub-Application.**

Benefit-cost analysis (BCA) is a standardized, systematic way to count the benefits of a mitigation project and to compare these benefits to the costs of mitigation. A complete benefit-cost analysis counts **all** of the significant direct benefits of a mitigation project. A benefit-cost analysis always involves looking at damages and losses twice: first, before mitigation (the "as-is" situation) and second, after mitigation. The benefits of a mitigation project are simply the difference in expected damages and losses before and after the mitigation project are completed.

To be eligible for federal funding assistance thru any of FEMA's hazard mitigation grant programs, a mitigation project must be cost-effective (benefit-cost ratio of 1.0 or greater using the FEMA BCA software). The FEMA Benefit-Cost Analysis is the method used to determine the cost-effectiveness of a proposed hazard mitigation project. FEMA has developed a new/revised BCA Tool [Version 6.0] to assist Sub-grantees to determine the cost-effectiveness of their proposed mitigation project.

FEMA will not accept project Sub-Applications with a benefit-cost analysis conducted using older versions of the BCA software; Sub-grantees must use Version 6.0. The FEMA BCA software (and related training materials) are available for download at: <https://www.fema.gov/benefit-cost-analysis>

Benefits of a proposed mitigation project can generally be sorted into four main categories:

<b>Avoided Physical Damages</b>	<ul style="list-style-type: none"><li>▪ Buildings</li><li>▪ Contents</li><li>▪ Infrastructure</li><li>▪ Landscaping</li><li>▪ Site Contamination</li><li>▪ Vehicles</li><li>▪ Equipment</li></ul>
<b>Avoided Loss-of-Function Costs</b>	<ul style="list-style-type: none"><li>▪ Displacement costs for temporary quarters</li><li>▪ Loss of rental income</li><li>▪ Loss of business income</li><li>▪ Lost wages</li><li>▪ Disruption time for residents</li><li>▪ Loss of public services</li><li>▪ Economic impact of loss of utility services</li><li>▪ Economic impact of road/bridge closures</li></ul>
<b>Avoided Casualties</b>	<ul style="list-style-type: none"><li>▪ Deaths</li><li>▪ Injuries</li><li>▪ Illnesses</li></ul>
<b>Avoided Emergency Management Costs</b>	<ul style="list-style-type: none"><li>▪ Emergency operations center costs</li><li>▪ Evacuation or rescue costs</li><li>▪ Security costs</li><li>▪ Temporary protective measure costs</li><li>▪ Debris removal and cleanup costs</li><li>▪ Other management costs</li></ul>

## P. Environmental/Historic Preservation Information

Please identify the environmental permits anticipated for project implementation (local Conservation Commission approval, Army Corps, etc.)

Does your project affect or is it in close proximity to any buildings or structures 50-years or more in age? If 'yes' please describe:

Yes                    No                    Unknown

Does your project involve the disturbance of ground? If 'yes' please describe the past use and dimensions of the area to be disturbed:

Yes                    No                    Unknown

Are State and/or Federally listed threatened or endangered species or their critical habitat present in the area affected by the project? If 'yes' please describe

Yes                    No                    Unknown

## Q. Waterway/Waterbody/Wetlands Information

This information can be obtained from the National Parks Service.

1. Name:
2. Nationwide Rivers Inventory Designation:

<https://www.nps.gov/subjects/rivers/nationwide-rivers-inventory.htm>

Wildlife                    Fishery                    Scenic                    Historic                    Recreational

Cultural                    Geologic                    Water Quality                    Other

Is there a Flood Insurance Study (FIS) available for your community?

Yes                    No                    Unknown

## R. Floodplain Location

Flood mitigation and drainage improvement project Sub-Applications must include a **Firmette** or copy of the flood insurance rate map (FIRM). **The project location and community panel number must be clearly identified.** Firmette's can be created on-line from FEMA's map service center at: [FEMA Flood Map Service Center](http://FEMA Flood Map Service Center)

## S. National Flood Insurance Program (NFIP)

1. Is the Community participating in the NFIP? Yes No

*If "Yes" provide the following:*

NFIP Community ID #(CID)

Map Date:

2. Is the project located in a Special Flood Hazard Area (SFHA)? Yes No

3. Is the project located in a Regulatory Floodway? Yes No

4. Based on the FIRM, indicate the flood zone(s) of the project site(s), (e.g., A10, C, AE, V):

500-Year (base) flood elevation at the site is	Ft. [NGVD 29 (MSL) or NAVD 88]
100-Year (base) flood elevation at the site is	Ft. [NGVD 29 (MSL) or NAVD 88]
50-Year (base) flood elevation at the site is	Ft. [NGVD 29 (MSL) or NAVD 88]
10-Year (base) flood elevation at the site is	Ft. [NGVD 29 (MSL) or NAVD 88]

Source of the (base) flood elevation

*(This information can be provided as best available data from sources such as: CT DEEP, local planning and zoning offices or town engineering departments, etc.)*

Coastal Barrier Resources Area

Otherwise Protected Area

5. Floodplain Consultation (*Coordination/consultation with the local floodplain administrator is strongly encouraged if the proposed project is located in, or near mapped special flood hazard areas.*)

Local Floodplain Administrator:

Name:

Phone:

Local Floodplain Administrator consulted?

Date:

Provide Floodplain Administrator Comments:

## T. General Conditions

The undersigned submits this Sub-Application under the Federal Emergency Management Agency's **Hazard Mitigation Grant Program (HMGP)**, and does hereby certify that the Sub-grantee will fulfill all requirements of the program.

The undersigned acknowledges that actions initiated and or completed without fulfilling the specific documentation and procedural requirements of the National Environmental Policy Act (NEPA) may not be considered for FEMA funding. In addition, no project Sub-grant can be considered for FEMA funding if the project was initiated prior to the award of the Sub-grant from the Connecticut Division of Emergency Management and Homeland Security (DEMHS).

The undersigned acknowledges that to retain eligibility for funding, the Sub-grantee may not initiate work on this project prior to FEMA and State approval. Furthermore, that as a condition of any project approval, the Sub-grantee acknowledges that they are responsible for obtaining all required permits and approvals (federal, state & local) prior to project initiation, including but not limited to obtaining easements, right-of-way access, etc. necessary for project implementation and long-term maintenance of the proposed mitigation activity. Copies of all permits are to be forwarded to DEMHS prior to project construction. Any modifications to the approved scope of work must be submitted to DEMHS and FEMA for approval. All site inspections and maintenance should be documented and maintained by the Sub-grantee, since this would be essential in determining the eligibility of federal funding for future damages arising at the sites.

The undersigned acknowledges that other types of federal assistance that have been received for this project have been identified within this Sub-Application. In addition, all requests or anticipated requests for funding made to other federal agencies or sources are also identified within this Sub-Application.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## U. Match Funding Certification

I hereby certify that the 25% local share of this project is available from:

The individual homeowner/property owner(s) will provide the local match in its entirety.  
*(Please include a commitment letter from each homeowner/property owner committing to the non-federal share and any ongoing or necessary maintenance.)*

Will be available within 3 months of submitting this project Sub-Application or before FEMA award.

Will be available within months of submitting this project Sub-Application and will require the following action by the Sub-grantee:

Describe the source of local share:

Signature \_\_\_\_\_

Date \_\_\_\_\_



## V. Maintenance Agreement<sup>2</sup>

The *City/Town* of \_\_\_\_\_, State of Connecticut, hereby agrees that if it receives any Federal aid as a result of the attached project Sub-Application, it will accept responsibility, at its own expense if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

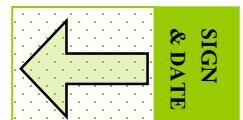
The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by any Federal law or regulation and which are in force on the date of project award.

Annual inspections should be documented and maintained by the Sub-grantee, since this would be essential in determining the eligibility of Federal funding for future damages arising at the project site.

To the best of my knowledge and belief, all data/information that is submitted within this Sub-Application is true and correct. I represent this Sub-grantee and am authorized by the governing body of this jurisdiction to commit the local matching share.

Signature \_\_\_\_\_

Date \_\_\_\_\_



<sup>2</sup> Note: the local share will be utilized to support the undertaking of this project during the specified performance period. Evidence of commitment will be made available to DEMHS and/or FEMA upon request.

## W. Property Acquisition/Relocation/Elevation Worksheet

**(Prepare separate worksheets for each individual property)**

Property Owner	Public	Private
Tax Map, Lot or Parcel Number		
Rental Property		
Tenants Full Legal Name		
<i>(If more than one tenant provide separate sheet w/ complete list)</i> Include three or more photographs showing the front, side and rear views of the structure as well as illustrating the surrounding properties. Digital photos are required.		
If the structure has been certified “ <b>Substantially Damaged</b> ” please attach a copy of certification from your local flood plain administrator or local building inspector. For this property provide property owner’s name, street address and complete section 3 of this worksheet.		

### 1. Site Information

Address (or Physical Legal Location):

- Structure located in 100-year floodplain: Yes No
- Base Flood Elevation for Property: ft
- Lowest Finished Floor of Structure: ft (indicate elevation datum)

### 2. Structural Information

- Year of Construction
- Total Square Footage of Principal Structure (sf)
- Building Type:

1-Story w/o basement	1-Story w/ basement
2-Story w/o basement	2-Story w/ basement
Split Level w/o basement	Split Level w/ basement
Mobile Home	Other

- Foundation Type:

Basement: Walkout (  ) Yes      No

Crawlspace

Slab-on-grade      Other

### **3. Structure Cost Information**

#### **a. Acquisition – Total Cost**

- Pre-Event Fair Market Value (*FMV*)
- Estimated Cost for Demolition
- Estimated Cost for Appraisal
- Estimated Closing Costs
- Estimated Cost for Site Restoration
- Additional Fees/Surveys/Relocation Assistance
- Other (*describe*)

#### **b. Relocation – Total Cost**

- Fair Market Value of Existing Land
- Architectural, Engineering, Surveying, etc.
- Relocation Costs
- Estimated Cost for Site Restoration
- Estimated Cost for Appraisal
- Other (*describe*)

#### **c. Building Elevation – Total Cost**

- Utility Disconnection
- Elevation of Structure
- Construction of Foundation
- Utility Relocation/Reconnection
- Architectural, Engineering, Surveying, etc.
- Incidental sitework/restoration
- Finish Carpentry
- Other (*describe*)

**d. Utility Elevation – Total Cost**

- Construction of Utility Room
- Moving Utilities
- Connecting Utilities and Re-Ducting
- Residual Value of Utilities<sup>1</sup> (If Unable to Move)
- Finish Carpentry
- Other (*describe*)

<sup>1</sup>The residual value of a utility is used in the estimate if the utility cannot be moved (e.g. old cast iron furnaces) by a contractor. The residual value is defined as the present value of the utility based on the operational capacity of the utility and the amortized value based on commonly accepted depreciation standards.

**X. Property Acquisition/Relocation/Elevation Certification**

Participation in this Sub-Application is voluntary and prospective homeowners may withdraw their participation at any time prior to contract initiation.

Select one option:

The Sub-grantee (municipality) will contribute the local matching share in its entirety.

The individual homeowner/property owner(s) will provide the local match in its entirety. Please include documentation (commitment letter) from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.

The Sub-grantee has asked homeowners to voluntarily donate up to 25% of proceeds of their property towards the Sub-grantee's matching share. In doing so, the homeowner is essentially agreeing to accept a minimum of 75% of the fair market value for the purchase of their real property. Participation in property acquisition and relocation projects by property owners is voluntary. Documentation of voluntary interest for property acquisition must be submitted as part of the sub-application.

**For structures that remain in the SFHA after the implementation of the mitigation project, flood insurance must be maintained for the life of the structure to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less.** Insurance coverage on the property must be maintained during the life of the property regardless of transfer of ownership of such property.

The sub-grantee (or property owner) must legally record, with the county or appropriate jurisdiction's land records, a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

*This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. 5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the floodplain management criteria of 44 CFR Part 60.3 and City/County Ordinance.*

Sub-grantees receiving assistance for projects sited in an SFHA must ensure that these requirements are met by requesting the participating property owner(s) to sign an Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds form and providing a letter to FEMA prior to award or final approval.

#### Y. Contact Information

For additional information concerning ***HMGP project eligibility and/or Sub-Application process*** contact:

Ken Dumais  
State Hazard Mitigation Officer  
State of Connecticut  
Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security  
1111 Country Club Road  
Middletown CT 06457  
860-685-8151

## Appendix A – Mitigation Grant Program resources

### **Sub-Grant Applicant Resources:**

- Benefit-Cost Analysis Software Download and related Toolkit:  
<https://www.fema.gov/benefit-cost-analysis>
- Hazard Mitigation Assistance Job Aids  
<https://www.fema.gov/media-library/assets/documents/102051>
- Environmental Planning and Historic Preservation  
<https://www.fema.gov/environmental-and-historic-preservation>

### **DHS Help Lines:**

- Benefit-Cost Analysis Helpline: (855) 540-6744, [bchelpline@fema.dhs.gov](mailto:bchelpline@fema.dhs.gov)
- Env./Historic Helpline: (866)222-3580, [ehhelpline@dhs.gov](mailto:ehhelpline@dhs.gov)

# CIHMC Ranking Questions

Question	Project Title						Y	N	Total
1	Mitigation Planning (5) – via state set aside	Infrastructure (5)	Property Acquisition of Structures in SFHA (5 each)	Property Elevation of Structures in SFHA (3 each)	Other Mitigation Projects (1)	Other Community Capacity Building (2)			
2	Does the project mitigate risk to one or more <a href="#">FEMA lifelines</a> ?	<ul style="list-style-type: none"> <li>• 1 (1)</li> <li>• 2 (2)</li> <li>• 3 or more (3)</li> </ul>							
3	Does the project incorporate nature-based solutions? (1)								
4	Does the project demonstrate community-wide benefits and identify the proportion of the population that will be impacted, including how impacts (positive or negative) to socially vulnerable populations informed project selection and design? (1)								
5	Does the project protect a critical facility such as a police, fire station, hospitals, or wastewater facility? (1)								
6	Does the project meet a State Hazard Mitigation Plan Priority? (1 per goal) <ul style="list-style-type: none"> <li>• <a href="#">Goal 1</a>: Promote implementation of sound floodplain management and other natural hazard mitigation principles on a State and local level.</li> <li>• <a href="#">Goal 2</a>: Implementation of effective Natural Hazard Mitigation Projects on a State and local Level</li> <li>• <a href="#">Goal 3</a>: Increase Research and Planning activities for the mitigation of natural hazards on a State and local level.</li> </ul>								
7	Is the proposed measure located in a community that has had or repeatedly has damages from natural disasters in the past? (1)								
8	Does the project impact vulnerable populations as defined under CT House Bill 7006, <a href="https://www.cga.ct.gov/2020/ACT/PA/PDF/2020PA-00005-R00HB-07006SS3-PA.PDF">https://www.cga.ct.gov/2020/ACT/PA/PDF/2020PA-00005-R00HB-07006SS3-PA.PDF</a> ? (1)								
9	Does the project represent an innovative approach which can serve as a pilot project in another jurisdiction? (1)								
10	Is the sub-application generated from a previous FEMA HMA Advance Assistance/Project Scoping Award						<u>Final Score</u>		

## **Appendix C – Assurances and Certifications**



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY



## Federal Assurances and Certifications

The following assurances and federal forms are required by Department of Homeland Security/FEMA and the Connecticut Department of Emergency Services and Public Protection. Form usage is dependent on the project and funding source (see *breakdown below*). Click on the paperclip attachment to download the individual form. For copies of the forms, please email [DEMHS.HMGP@ct.gov](mailto:DEMHS.HMGP@ct.gov) or visit <https://www.grants.gov/forms/sf-424-family.html>

### Form Usage Requirements:

#### **FEMA Application for Federal Assistance SF-424**

This is the application for Federal Assistance and must be filled out in entirety and signed by the agency authorized representative.

#### **Budget Information for Non-Construction Programs (SF-424A)**

This form includes the budget summary for non-construction related projects (ie. salary/equipment) and is required when completing such projects with federal funding received in this grant.

#### **Assurances for Non-Construction Programs (SF-424B)**

This is the signature page for the required assurances. Signature on this form is **REQUIRED** by all subrecipients. The subrecipient should select all that apply and sign.

#### **Budget Information for Construction Programs (SF-424C)**

This form includes the budget summary for construction related projects (ie. Elevation Construction) and is required when completing such projects with federal funding received in this subgrant.

#### **Assurances for Construction Programs (SF-424D)**

This is the signature page for the required assurances. Signature on this form is **REQUIRED** by all subrecipients. The subrecipient should select all that apply and sign.

#### **Disclosure of Lobbying Activities (SF-LLL)**

This form explains rules regarding lobbying, debarment and other subrecipient responsibility matters. Only required if using federal funds for lobbying purposes.

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
Federal Assurances and Certifications



Next  
& Date