ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker   **Alicia Tate-Nadeau**
Governor   Director

Hazard Mitigation Grant Program Covid Disaster 4489

Dear Jurisdiction,

Illinois Emergency Management Agency (IEMA) will begin accepting pre-applications for the FEMA Hazard Mitigation Grant Program from state, local, tribal and territorial governments. **The deadline to submit a pre-application to IEMA is September 30, 2021.**

- IEMA will be posting the pre-application form for the HMGP programs on the IEMA Website ([Illinois IEMA Mitigation Website](#)). The completed pre-application forms must submitted to IEMA at ema.mitigation@illinois.gov to begin your application process for HMGP funding opportunity.

- The Hazard Mitigation Grant Program (HMGP) funding is available as a result of DR 4489-Declaration. For the HMGP Grant Program eligible activities please refer to FEMA Hazard Mitigation Assistance Guidance available at [FEMA Hazard Mitigation Assistance Guidance](#)

IEMA Funding Priorities are:

- Completion of FEMA Hazard Mitigation Plans.
- Adoption of 2018 or 2021 versions of the International Building Code and International Residential Code.
- Mitigation projects to enhance adaptation to climate change and developing an effective response to climate change.
- Mitigation projects to address equities and inequities to provide the greatest support to economically disadvantaged rural communities.
- Acquisition of substantially damaged flood-prone structures, severe repetitive loss structures, and repetitive loss structures.

Eligibility Criteria

To be considered for funding, all Jurisdictions must submit the attached IEMA pre-application form and if selected will be invited to complete an application through the FEMA's GO Grant Portal application system.

- All sub-applicants submitting project sub-applications must have a FEMA-approved mitigation plan by the application deadline and at the time of the award.
- Sub-applicants who submit an IEMA pre-application for a project that does not have an approved and adopted mitigation plan as of the sub-application deadline and award are ineligible.
- All mitigation project pre-applications submitted must be consistent with the goals and objectives identified:
    - the current, FEMA-approved State Mitigation and,
    - the local mitigation plan for the jurisdiction in which the project is located.

Cost Share or Match
- Cost-share is required for all FEMA grant programs
- Federal funding is available for up to 75 percent of the eligible activity costs.
- The remaining 25 percent of eligible activity costs must be derived from non-Federal sources

Content and Form of Pre-application Submission.

- *All sub applicants must complete and submit the attached IEMA pre-application form by COB on September 30, 2021.*
- Blank copies of the IEMA pre-application forms will not be accepted and therefore rejected.

Benefit-Cost Analysis for Mitigation Projects.

- Sub applicants submitting IEMA pre-applications for mitigation projects, if selected to complete a sub-application must provide a Benefit-Cost Analysis.

- For all FEMA Grant Program, the mitigation project must have a BCA > or equal to [BCA ≥1] to be considered by IEMA and FEMA*. IEMA encourages all Jurisdictions with project pre-applications to initiate the BCA discussion with the local Jurisdiction Engineer.*

- A BCA is a method of estimating the future benefits of a project compared to its cost. The result is a benefit-cost ratio (BCR), which is derived from a project's total net benefits divided by its total project cost. The total benefits and costs must be entered in the Cost-Effectiveness section of the project sub-application and a FEMA-approved BCA must be

attached as documentation, as applicable. Planning sub-applications do not require a BCA.

FEMA's Benefit-Cost Toolkit is available on the FEMA website at. It is mandatory with no exceptions that all BCAs submitted to FEMA must use Version 6.0.

The following directions are for using BCA Toolkit 6.0 in the desktop version of Excel. (Excel 2013 or newer is required.)

1. Click the "Download the BCA Toolkit Version 6.0" button on the Benefit-Cost Analysis page and open the Excel file.
2. (FEMA computers should skip this step) In the Insert tab, in the Add-ins section, click on My Add-ins. Select the Store option and search for FEMA Benefit-Cost Analysis Calculator. Click Add.
3. On the Home tab, you should now see the FEMA BCA V6.0 icon in the upper righthand ribbon.
4. Click on the FEMA BCA V6.0 icon. A sidebar will open.
5. Click Open Calculator to begin your BCA.
6. The add-in window will open and take you to the home screen. From here you can start a new project by clicking Add Project.
7. To save your work, click "Finish" on the second screen, close the add-in window, and save the Excel file, renaming it as desired.

If the Jurisdiction is invited to submit a complete sub-application, a Jurisdiction requiring technical assistance with the BCA Toolkit may contact the BCA Helpline at bchelpline@fema.dhs.gov or 1-855-540-6744. Installation instructions for Version 6.0 may be found at www.fema.gov/benefit-cost-analysis. A BCA Toolkit Version 6.0 User Guide may be found here.

How to Create a FEMA GO Account?

If the Jurisdiction is selected and invited to submit a complete sub-application, the Jurisdiction must create a FEMA GO account. The following are the steps to create a FEMA GO Account:

External Needs: DUNS Number & SAM Date

- You must have a current DUNS number through Grants.gov
- You must have a current System for Awards (SAM) date through SAM.gov

1) The Agency Point of Contact [POC] (the name associated with the DUNS#) must create a FEMA GO Website account first.
2) FEMA GO Portal Communicates with SAMs.gov account

3) FEMA GO account is based on and tied to the Agency DUNs #.
4) The POC must add your name and assign you the role of "Subrecipient Authorized Representative" [SAR].
5) Register / create your account. If step #4 is not completed and after entering Jurisdiction DUNs#, FEMA GO will direct you to reach out to the Jurisdiction DUNs# POC listed Sams.gov.
6) Once steps 1-5 are completed, please Contact IEMA personal to let them know that steps 1-5 are completed.
7) IEMA will go into the FEMA GO portal and assign you the same SAR role so you can start developing the sub-application under one of the FEMA mitigation programs that you have access to.
8) Please send an E-Mail to Sam Al-Basha (State of Illinois Hazard Mitigation Officer) at sma.m.al-basha@illinois.gov when you complete Steps #1-#6.

Here's a link with all of the FEMA GO instructions.

<u>Deadline</u>

Please be sure to complete the IEMA pre-application form in detail. Failure to include information required on the pre-application form will delay the processing and/or potential funding of your project. ***The deadline to submit an IEMA pre-application is September 30, 2021.***

If you have any questions, please contact **Sam Al-Basha, the Illinois State Hazard Mitigation Officer at** Sam.m.Al-Basha@illinois.gov **or (217) 785-9942.**