



Pennsylvania Emergency Management Agency Bureau of Recovery and Mitigation

**PDM / FMA Planning Grant Fiscal
Brief
Feb 2020**

Purpose

- Fiscal Briefing is required by FEMA as a condition of the grant
- Help Counties effectively manage the planning project
- Obtain timely advances and reimbursements for expenses

Agenda

- Getting Started
- Contracting planning expertise
- Quarterly Reports
- Reimbursements
- Documenting your planning project
- PEMA and FEMA review
- Closing Out the planning project

Getting Started - Guidance Documents

- 44 CFR - <http://www.gpo.gov/fdsys/pkg/CFR-2012-title44-vol1/pdf/CFR-2012-title44-vol1-part201.pdf>
 - Code of Federal Regulations – Title 44:
Emergency Management
 - Subchapter D: Disaster Assistance
 - Section 201: Mitigation Planning
- PAHMP.COM
- FEMA Unified Guidance for HMA
- FEMA Local Mitigation Plan Review Guide
- Standard Operating Guide
- Beginner's Guide
- FEMA Region III Community Planning Team

PAHMP.Com

2018 COMMONWEALTH OF PENNSYLVANIA STATE HAZARD MITIGATION PLAN UPDATE



2018 State Hazard Mitigation Plan Update Submitted to FEMA

[Click here to read the updated version of the plan](#)

[Download the Plan!](#) ▶



SHMP Snapshots

[Click here to view highlights from the Draft 2018 SHMP](#)

[View the snapshots!](#) ▶



Discussion Board

[Click here to join the discussion about the HMP Update.](#)

[Join the discussion!](#) ▶

The Pennsylvania Emergency Management Agency (PEMA) is proud to use this website as a tool in its continuing work to make Pennsylvania more disaster-resistant. The 2013 State Standard All-Hazard Mitigation Plan was approved by the Federal Emergency Management Agency (FEMA) on October 18, 2013, and PEMA is currently updating its plan for adoption in 2018. PEMA will continue to engage local, county, state and national partners in hazard mitigation projects and planning throughout the Commonwealth of Pennsylvania during the planning process.

General comments and ideas for hazard mitigation projects are welcome from everyone. If you have disaster-related stories and/or photographs that you would like to share, or if you have

UHMA Projects

- **Updated July 2013**
- **Background Info on HM**
- **What's allowed, what's not**

Hazard Mitigation Assistance Unified Guidance

Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program,
and Flood Mitigation Assistance Program

July 12, 2013

Federal Emergency Management Agency

<http://www.fema.gov/media-library/assets/documents/33634?id=7851>

Essential Tool



Local Mitigation Plan Review Guide

October 1, 2011



- **Contains detailed plan requirements from FEMA**
- **Use crosswalk format on p. 13**
- **Ensure plan answers detailed requirements in crosswalk**

<http://www.fema.gov/media-library/assets/documents/23194?id=4859>

FEMA Review Checklist

4.1 ELEMENT A: PLANNING PROCESS

Requirement §201.6(b)	An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:
§201.6(b)(1)	(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
§201.6(b)(2)	(2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
§201.6(b)(3)	(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.
§201.6(c)(1)	[The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.
§201.6(c)(4)(i)	[The plan maintenance process shall include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
§201.6(c)(4)(iii)	[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.

ELEMENT	REQUIREMENTS
<p>A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? 44 CFR 201.6(c)(1)</p> <p><i>Intent: To inform the public and other readers about the overall approach to the plan's development and serve as a permanent record of how decisions were made and who was involved. This record also is useful for the next plan update.</i></p>	<p>a. Documentation of how the plan was prepared must include the schedule or timeframe and activities that made up the plan's development as well as who was involved. Documentation typically is met with a narrative description, but may also include, for example, other documentation such as copies of meeting minutes, sign-in sheets, or newspaper articles.</p> <p><i>Document means provide the factual evidence for how the jurisdictions developed the plan.</i></p> <p>b. The plan must list the jurisdiction(s) participating in the plan that seek approval.</p> <p>c. The plan must identify who represented each jurisdiction. The Plan must provide, at a minimum, the jurisdiction represented and the person's position or title and agency within the jurisdiction.</p> <p>d. For each jurisdiction seeking plan approval, the plan must document how they were involved in the planning process. For example, the plan may document meetings attended, data provided, or stakeholder and public involvement activities offered. Jurisdictions that adopt the plan without documenting how they participated in the planning process will not be approved.</p> <p><i>Involved in the process means engaged as participants and given the chance to provide input to affect the plan's content. This is more than simply being invited (See "opportunity to be involved in the planning process" in A2 below) or only adopting the plan.</i></p> <p>e. Plan updates must include documentation of the current planning process undertaken to update the plan.</p>
<p>A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? 44 CFR 201.6(b)(2)</p>	<p>a. The plan must identify all stakeholders involved or given an opportunity to be involved in the planning process. At a minimum, stakeholders must include:</p> <ol style="list-style-type: none"> 1) Local and regional agencies involved in hazard mitigation activities; 2) Agencies that have the authority to regulate development; and 3) Neighboring communities. <p><i>An opportunity to be involved in the planning process means that the stakeholders are engaged or invited as participants and given the chance to provide input to affect the plan's content.</i></p>

Include filled out checklist in ms.word

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT A. PLANNING PROCESS				
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))				
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))				
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))				
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))				
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))				
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))				
<u>ELEMENT A: REQUIRED REVISIONS</u>				

Municipalities must participate!

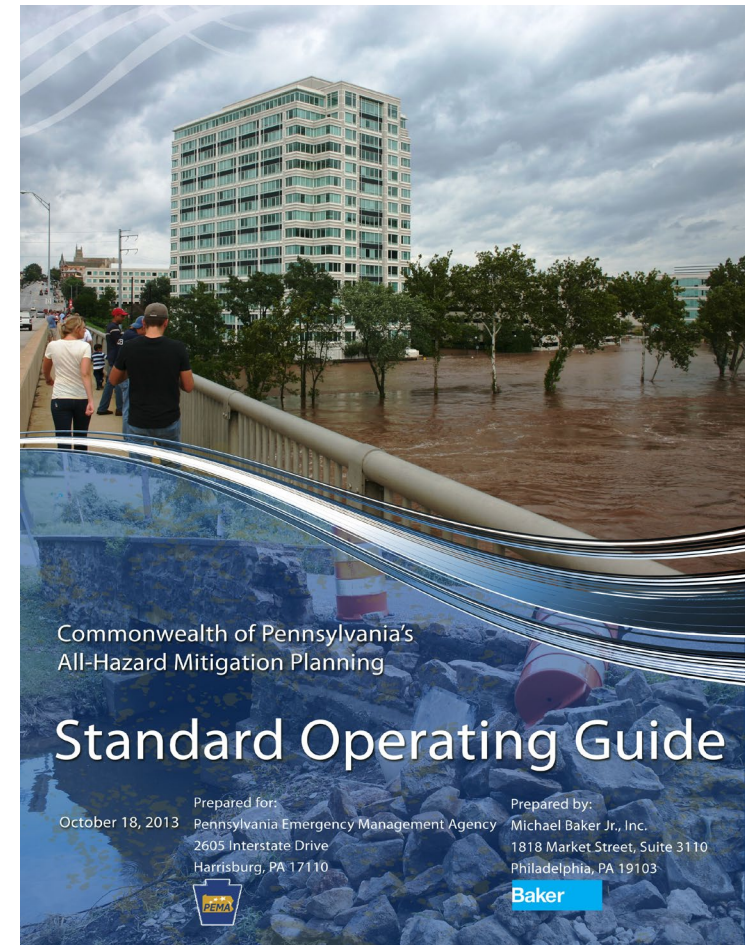
INSTRUCTIONS: For multi-jurisdictional plans, a Multi-jurisdiction Summary Spreadsheet may be completed by listing each participating jurisdiction, which required Elements for each jurisdiction were 'Met' or 'Not Met,' and when the adoption resolutions were received. This Summary Sheet does not imply that a mini-plan be developed for each jurisdiction; it should be used as an optional worksheet to ensure that each jurisdiction participating in the Plan has been documented and has met the requirements for those Elements (A through E).

MULTI-JURISDICTION SUMMARY SHEET												
#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)					
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Requirements
1												
2												
3												
4												
5												
6												
7												
8												
9												



Standard Operating Guide

- Updated Oct 2013
- How we do it in PA
- **Use plan format in appendix 1**
- **Use standard hazard descriptions in appendix 7**



Do you have the current SOG?

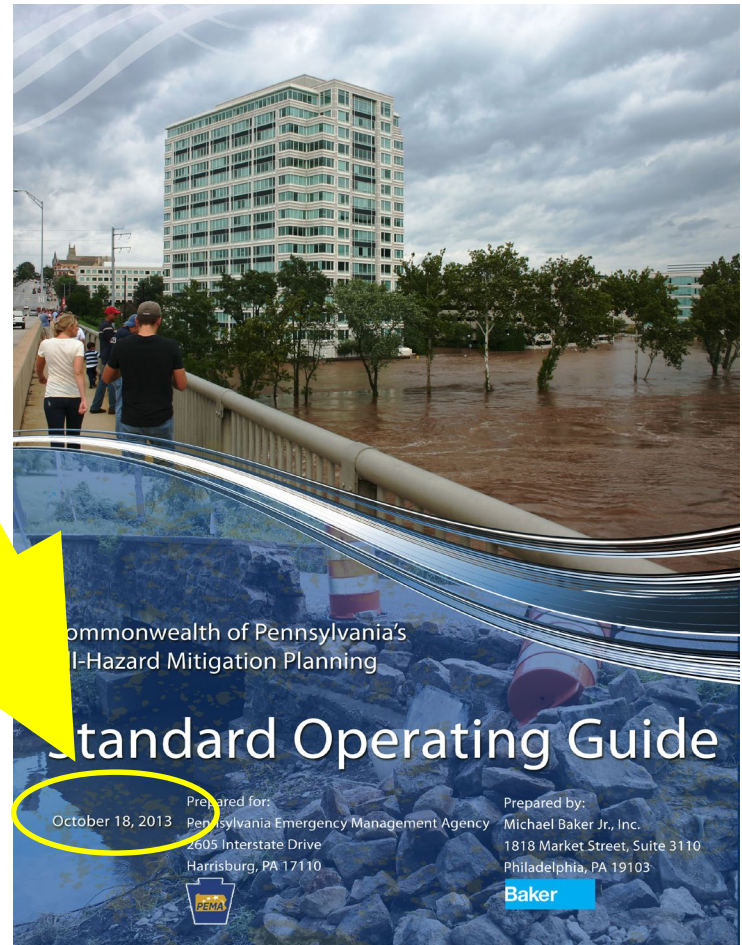
- Updated Oct 2013

3. Planning Process

- 3.1. Update Process and Participation Summary*
- 3.2. The Planning Team*
- 3.3. Meetings and Documentation*
- 3.4. Public & Stakeholder Participation*
- 3.5. Multi-Jurisdictional Planning*

5. Capability Assessment

- 5.1. Update Process Summary*
- 5.2. Capability Assessment Findings*
 - 5.2.1. Planning and Regulatory Capability*
 - 5.2.2. Administrative and Technical Capability*
 - 5.2.3. Financial Capability*
 - 5.2.4. Education and Outreach*
 - 5.2.5. Plan Integration*

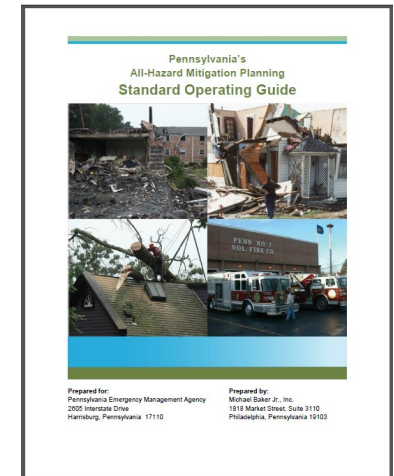


Do you have the old SOG?

- ***Still getting plans with old, pre 2013 SOG***
- Quick check:
 - New SOG has section 3.1 – 3.5 and 5.1 – 5.5
 - New has plan integration in section 5
 - If your SOG has 3.6 or 5.6 – 5.9...

It's too old,

delete...delete...delete!!!!!!!!!!!!!!!



Follow the entire SOG Format!!!

- Notice 4.3
- Every hazard must have
 - 4.3.2.1 location and extent
 - 4.3.2.2 Range of Magnitude
 - 4.3.2.3 Past Occurrence
 - 4.2.2.4 Future Occurrence
 - 4.2.2.5 Vulnerability assessment

3.5. Multi-Jurisdictional Planning

4. Risk Assessment

4.1. Update Process Summary

4.2. Hazard Identification

4.2.1. Table of Presidential Disaster Declarations

4.2.2. Summary of Hazards

4.3. Hazard Profiles

4.3.1. Hazard 1

4.3.1.1. Location and Extent

4.3.1.2. Range of Magnitude

4.3.1.3. Past Occurrence

4.3.1.4. Future Occurrence

4.3.1.5. Vulnerability Assessment



If you don't follow all of the format...

ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT		Met	Not Met
B1. Does the Plan include a description of the type, location, and extent of <u>all natural</u> hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Appendix I, Hazard Profiles pgs. I.1 through I.28		X
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(j))	Appendix I, Hazard Profiles pgs. I.1 through I.28		
B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Appendix I, I.1 through I.28, and Table I.0		
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Chapter 4, Risk and Hazard Vulnerability Analysis, pgs. 4-15 and 4-16, Table 4.4		

ELEMENT B: REQUIRED REVISIONS	
B.1. Not Met. For each hazard, you must have	
4.3.1. Hazard 1	
4.3.1.1.	Location and Extent
4.3.1.2.	Range of Magnitude
4.3.1.3.	Past Occurrence
4.3.1.4.	Future Occurrence
4.3.1.5.	Vulnerability Assessment

B.1. Not Met. For each hazard, you must have

4.3.1. Hazard 1

4.3.1.1. Location and Extent

4.3.1.2. Range of Magnitude

4.3.1.3. Past Occurrence

4.3.1.4. Future Occurrence

4.3.1.5. Vulnerability Assessment

This is a recently (summer 2019) submitted HMP Update from a county that had
A lot of rework to do ☹️

Beginner's Guide



1

**An introductory
guide to
mitigation
planning for
planning team,
local officials,
public**

FEMA Region III Community Planning Team

- Invite FEMA to HMP meetings, share ideas, ask questions
- Mari Radford
 - Matt McCullough, Joe Bucovetsky
- Mari.Radford@fema.dhs.gov

On Wed, Sep 12, 2018 at 2:09 PM, Radford, Mari <Mari.Radford@fema.dhs.gov> wrote:

“Dear Bob –

Congratulations – your plan is Approved Pending Adoption (APA).....

*.....Ernie will tell you that few plans get off our desks without multiple edits. Yours has pretty much sailed through and that is a testament to **the strong feedback loop you established with us** and the focus you brought to all planning elements. It’s a VERY GOOD PLAN that well represented all of your Franklin County communities.”*

Hazard Mitigation Grant Agreement

- **Required prior to contracting a vendor**
- **A binding document between the state and the sub grantee**
- **Attachment A – Mitigation Project Work Schedule**
 - **Comes from HMGP Planning Grant Application estimated schedule**
- **Must return *paper* copy with *wet, pen and ink* signature to PEMA**
 - **Include all pieces of paper that came from PEMA**

GRANT AGREEMENT
BETWEEN
THE PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY
AND
“XXXXXX” COUNTY FOR
FEDERAL FISCAL YEAR 2016
PRE-DISASTER MITIGATION GRANT PROGRAM

This Grant Agreement (“Agreement”) is entered into this ____ day of _____, 2017, by and between the Pennsylvania Emergency Management Agency, an agency of the Commonwealth of Pennsylvania, hereinafter referred to as PEMA, and XXXXXXXXX County, hereinafter referred to as XXXXXXXX County.

WHEREAS, the Pre-Disaster Mitigation (PDM) Program, CFDA No. 97.047, was authorized by Section 203 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (42 U.S.C. § 5133) to provide funds to States, Territories, federally recognized Indian Tribal governments, and communities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. Funding these plans and projects reduces overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations; and

WHEREAS, XXXXXXXXX County intends to use funding provided by the Pre-Disaster Mitigation Grant Program, Catalog of Federal Domestic Assistance number (CFDA) 97.047, to update XXXXXXXXX County’s Hazard Mitigation Plan; and

WHEREAS, XXXXXXXXX County submitted a PDM Program Grant Application to PEMA in order to receive a PDM grant for XXXXXXXXX County’s Hazard Mitigation Plan update from PEMA; and

WHEREAS, XXXXXXXXX County intends to use the PDM Program grant for the Hazard Mitigation Plan update; and

WHEREAS, the Federal Emergency Management Agency (FEMA) and PEMA have determined that XXXXXXXXX County’s PDM grant application meets the eligibility criteria for funding under the PDM program; and

WHEREAS, PEMA has received a federal allocation from FEMA for the purpose of XXXXXXXXX County’s Hazard Mitigation Plan update; and

WHEREAS, the purpose of this Agreement is to set forth the responsibilities between PEMA and XXXXXXXXX County for the distribution of the federal funds stated above for the XXXXXXXXX County Hazard Mitigation Plan update.

Supporting Documents for GA

- Before PEMA Grants Management can prepare the Grant Agreement, they need the County to send them:
- Designation of Agent Form
- PA Electronic Payment Program form(PEPP)
- Federal Funding Accountability and Transparency Data Sheet
- Once GM has those documents they will send the Grant Agreement within 2-3 months
- CC PEMA Project Manager - Ernie Szabo on all traffic with PEMA Grants Management

Designation of Agent form:

- Board of Elected officials must appoint a Point of Contact that administer the grant.
- Identifies primary person responsible for all project related activities, point-of-contact with PEMA.
- New form must be submitted to PEMA if a new Agent is appointed.

**DESIGNATION OF AGENT
RESOLUTION**

BE IT RESOLVED _____ OF _____
(Governing Body) (Public Entity)

THAT _____
(Name) (Title)

is hereby authorized to execute for and in behalf of

a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-283 as amended by Public Law 100-707).

Passed and approved this _____ day of _____, 20__.

CERTIFICATION

I, _____
(Name) (Title)

of _____
(Public Entity), do hereby certify that the above is a true and correct copy of

a resolution passed and approved by the _____
(Governing Body)

of _____ on the _____ day of _____, 19__.

(Signature) (Official Position) (Date)

FORM 7000 PEMA HMGP Application A-1 Designation of Agent

PA Electronic Payment Program form(PEPP)

All funds are transferred electronically. You must complete a PEPP form to receive funds.

You must have a SAP Vendor Number, go to:

http://www.portal.state.pa.us/portal/server.pt/community/supplier_service_center/5104/pa_supplier_portal_home/488794

- Select “New Supplier Registration” for Non-Procurement Vendor
- or call Customer Service at 877-435-7363
- or fax to: 717-214-0140
- or email to RA-PSC_Supplier_Requests@state.pa.us
- While PEMA Grants Management will want a copy of your PEPP... **The county must send the PEPP and canceled check directly to the budget office.** They don't want it from PEMA.

89PA-ACH-1
09-2007

Commonwealth of Pennsylvania
Pennsylvania Electronic Payment Program (PEPP) Enrollment Form

Only the Owner of the Bank Account or an Authorized Company Official may request payments via ACH.

ACTION REQUESTED: (check one) NEW CHANGE STOP

Recipient Information (Please PRINT or TYPE Information)

Federal Taxpayer Identification Number:

SAP Vendor Number:

Name: _____

If receiving payments from PA Dept of Transportation, identify type of payments to be deposited:

Street Address: _____
Or
PO Box: _____
City: _____ State: _____ Zip Code: _____

Financial Institution Information

Account Type: (check one) CHECKING SAVINGS

Bank Routing Number (9-digit number): _____

Bank Account Number: _____

Bank Name: _____

Bank Street Address: _____
Or
PO Box: _____
City: _____ State: _____ Zip Code: _____ Phone #: _____

Please inform your financial institution that you will be having ACH transactions posted to the above account.

Please provide a contact person and phone number for recipient. Please notify Commonwealth of PA, Vendor Data Management at 717-346-2676 (Fax 717-214-0140) if you change your financial institution or account number.

Contact: _____ Phone No.: _____

Signature of Account Holder or Authorized Official & Title _____ **Date** _____

Federal Funding Accountability and Transparency Data Sheet

- **FFATA Data Sheet – Attachment B to Grant Agreement**
- Requires a DUNS number for your community, if needed go to: www.dnb.com
- You must also be registered with Central Contractor Registration at: www.ccr.gov
- Check this box

COMMONWEALTH OF PENNSYLVANIA

Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet

Grantees must provide information along with Grantee's item of the signed grant agreement. The Commonwealth will not process the grant until such time that Grantee provides such information.

DUNS NUMBER

DUNS Number:
DUNS Number - 4 (if applicable):

(INSTRUCTIONS: Grantees must provide its assigned DUNS number, and DUNS + 4 number if applicable. Grantees must maintain current registration in the Central Contractor Registration (www.ccr.gov) at all times during which they have active Federal awards funded pursuant to their subgrant agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.)

PRIMARY LOCATION

City:
State:
Zip:

(INSTRUCTIONS: Grantees must provide to the Commonwealth the primary location of performance under the award, including the city, State, and zip code including 4-digit extension. If performance is to occur in multiple locations, then Grantee must list the location where the most amount of the grant award is to be expended pursuant to the grant agreement.)

Compensation of Officers

Officer #	Name	Compensation
Officer 1	Name	Compensation
Officer 2	Name	Compensation
Officer 3	Name	Compensation
Officer 4	Name	Compensation
Officer 5	Name	Compensation
Officer 6	Name	Compensation

By marking the following box
Grantee affirms they do not meet
the conditions for reporting highly
compensated officers.

(Grantee must provide to the Commonwealth the names and total compensation of the five most highly compensated officers in the preceding fiscal year received—
(i) 50 percent or more of its annual gross revenues in Federal awards; and
(ii) \$25,000,000 or more in annual gross revenues from Federal awards; and
(3) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 13(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78d(d)) or section 6104 of the Internal Revenue Code of 1986.
If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.)

November 4, 2010

“By marking the following box
Grantee affirms they do not
meet the conditions for reporting
highly compensated officials”

Contracting Planning Expertise

- Request For Proposal
- Amount
- Options
 - Bids – per CFR
 - Professional Services Contract – PA Municipal code
 - Be careful to comply with all pertinent regulations
- Statement of Work
- Invoices

Professional Services Contract

- Municipal Code Article XVIII, Section 18.
 - 📄 Section 1802 h (5) indicate personal services involving professional expertise are exempt from bidding
 - 📄 http://www.lgc.state.pa.us/pennsylvania_municipal_codes.shtml
 - 📄 Those involving services of members of the medical or legal profession, registered architects, engineers, certified public accountants or other personal services involving professional expertise.

Requests For Proposal (RFP)

- Ensure you objectively describe required deliverables (product)
- Be careful what you ask for –
 - Too little = poor plan
 - Too much = no bids
- PEMA has standard RFP
- Contract should be < 90% of grant amount

REQUEST FOR PROPOSALS
CONSULTANT SERVICE TO DEVELOP THE COUNTYWIDE HAZARD MITIGATION PLAN UPDATE
PART I
GENERAL

1. PURPOSE

[COUNTY NAME] County, Pennsylvania seeks proposals from qualified consultants to provide assistance for development and completion of a FEMA approved Hazard Mitigation Plan Update (HMP) to fulfill federal, state and local hazard mitigation planning responsibilities.

2. DEFINITIONS

The following definitions will be used for identified terms throughout the specification and proposal document:

Agreement - A mutually binding legal document obligating the Vendor to furnish the goods, equipment or services and obligating the County to pay for it.

County - Identifies the County of [COUNTY NAME], Pennsylvania.

Deliverables - The goods, products, materials, and/or services to be provided to the County by Respondent if awarded the agreement.

Goods - Represent materials, supplies, commodities, intellectual property/work product and equipment.

Improvement - Describes any work or modification to County property that adds to the overall value of the property.

Proposal - Complete, properly signed response to a Solicitation that if accepted, would bind the Respondent to perform the resulting contract.

Proposer/Respondent - Identified persons and entities that submit a proposal.

Services - Work performed to meet a demand. The furnishing of labor, time, or effort by the vendor and their ability to comply with promised delivery dates, specification and technical assistance specified.

Subcontractor - Any person or business enterprise providing goods, labor, and/or services to a Vendor if such goods, equipment, labor, and/or services are procured or used in fulfillment of the Vendor's obligations arising from a contract with the County.

Vendor - (Sometimes referred to as Contractor) A person or business enterprise providing goods, equipment, labor and/or services to the County as fulfillment of obligations arising from an agreement.

Mitigation Planning - Request for Proposal Guidelines Page 1

RFP - Bidding Process

- Your organization must have written procedures that cover all procurement actions, which must, at minimum, comply with Federal requirements, as stated by 44 CFR part 13.36 and the municipal code.
- A sample copy of the initial bid specifications *can* be sent to PEMA-HM for review prior to being advertised in a local medium.
- **Ensure that total vendor charges will be < 90% of grant amount to allow for County expenses.**

Statement Of Work (SOW)

- The Scope of Work (SOW) for the **contract** is based on the information submitted, reviewed, and approved in the original **application**
- Changes to the SOW must be approved prior to work beginning by the PEMA Mitigation Project Officer – submit on quarterly report
- All changes to *application* SOW must be in writing

Key Contract SOW Requirements

- Vendor shall ensure County HM Plan receives Approval Pending Adoption by FEMA
 - Use FEMA Local Mitigation Plan Review Guide 1 Oct 2011
 - Rework plan until it meets FEMA concerns
- Vendor shall invoice in accordance with approved project budget
- Vendor shall use standard FEMA hazard descriptions
- Vendor shall provide a web based planning process that encourages public participation via internet, social media and other non-physical methods

Key Questions about Contractors

- How many County plans have they done in PA in the last five years?
- Do they provide references so you might ask those counties how they liked their performance?
- How many tries did it take to get plan through to FEMA APA?
- Will the personnel who wrote those plans be the same one writing yours's?
- Do they have the current PEMA SOG and plan format?
- Do they know how an acceptable invoice is formatted?
- Feel free to contact PEMA for past performance data on your potential planning contractors.

Quarterly Reports

- Sub-grantee quarterly reports provide PEMA with the progress on your grant.
 - **Your vendor can help prepare the report, but it is your responsibility to turn it in, correctly filled out.**
- Please be sure to provide a sequence of events for possible time extensions or scope of work changes.
- Failure to provide QT reports in the designated timeframe will jeopardize the grant.
- Use 'fillable pdf' format, not regular pdf

Quarterly Reports

Reset Print

**DHS / FEMA REGION III
HAZARD MITIGATION QUARTERLY PROGRESS REPORT**

1. Reporting Period: Federal FY		2. Period of Performance:		3. Program and Grant/Project Number:	
Jan. 1 - Mar. 31 (2nd Qtr) 2011		Start End		PDMC - PI 03 200	
SECTION I					
4. Applicant Name:					
5. Project Title:					
6. Project Status: On Schedule: <input checked="" type="checkbox"/> Delayed: <input type="checkbox"/> Completed: <input type="checkbox"/> Percent Complete: <input type="text"/> %					
7. Site Visit This Quarter: Yes <input type="checkbox"/> No <input type="checkbox"/> 7a. Date of Site Visit: <input type="text"/>					
7b. Site Visit Conducted By: <input type="text"/> Grantee: <input type="checkbox"/> Sub-Grantee: <input type="checkbox"/>					
8. Project Status Comments (including problems or delays):					
SECTION II					
9. Financial Data:		9a. Funds Approved		9b. Funds Paid *	
				9c. Remaining Funds	
Federal Share	\$	\$	0.00	\$	0.00
Non-Federal Share	\$	\$	0.00	\$	0.00
Total Project	\$	0.00	\$	0.00	\$
* Funds paid equals actual Smartlink (PARS) drawdown as of the last day of the reporting period.					
SECTION III					
10. Anticipated Cost:		On Budget		Over Budget	
				Under-Budget	
Amount	\$	\$	0.00	\$	0.00
11. Project Cost and Scope of Work Comments:					
12. Description of Work Completed During the Reporting Period:					
13. Anticipated Work Next Quarter:					
I certify to the best of my knowledge that this report is correct and as of this date, all project activities are in accordance with the Assurances and Certifications agreed to in the award documents.					
14. Submitted By:		Title:		Date:	

- **QUARTERLY REPORT**

- Required report to detail progress, problems, project completion, etc.
- Due January 5, April 5, July 5 and October 5
- Continue to submit until you receive final closeout letter

Quarterly Reports

Federal Fiscal quarter. This changes each report

Period of Performance from FEMA Award Letter. This never changes

FEMA #

PEMA # -For example:
4030-61-001 Venango County HM Plan Update

Read Print

DHS / FEMA REGION III
HAZARD MITIGATION QUARTERLY PROGRESS REPORT

1. Reporting Period: Federal FY: 2011
2. Period of Performance: Start: End: POMC - PI: 03: 200

3. Program and Grant/Project Number:

SECTION I

4. Applicant Name:

5. Project Title:

6. Project Status: On Schedule: Delayed: Completed: Percent Complete: %

7. Site Visit This Quarter: Yes No 7a. Date of Site Visit:

7b. Site Visit Conducted By: Sub-Grantee:

8. Project Status Comments (including problems or delays):

SECTION II

9. Financial Data:	9a. Funds Approved	9b. Funds Paid *	9c. Remaining Funds
Federal Share	\$	\$ 0.00	\$ 0.00
Non-Federal Share	\$	\$ 0.00	\$ 0.00
Total Project	\$ 0.00	\$ 0.00	\$ 0.00

* Funds paid equals actual Smartlink / PARS drawdown as of the last day of the reporting period.

SECTION III

10. Anticipated Cost: On Budget Over Budget

Amount \$ 0.00 \$ 0.00

11. Project Cost and Scope of Work Comments:

12. Description of Work Completed During the Reporting Period:

13. Anticipated Work Next Quarter:

I certify to the best of my knowledge that this report is correct and as of this date, all project activities are in accordance with the Assurances and Certifications agreed to in the award documents.

14. Submitted By: Title: Date:

Where is the plan right now? Is it on track? Is it on budget? If not, why? Do not use 'no change' or 'not applicable'.

Funds Paid means only checks from PEMA to your County, not money you spent

How is the contractor performing according to the SOW? On track? Late? Ahead? Do you need to modify the SOW at all? Ask for it here and get permission first.

What was accomplished this period. What specific SOW actions were accomplished? Did you have any meetings? Who showed up? Was anyone from PEMA or FEMA there? Anyone else from outside the County?

What specific tasks will be accomplished next quarter? What meetings are scheduled? Have you invited anyone from outside the county? (FEMA, PEMA, Corporations, DCED, USACE, PENNDOT, USDAG etc.)

Accounting System Requirements

- The sub-grantee must keep a master file for each plan work accomplished.
- You are required by PEMA to maintain all documentation on file for at least 7 years.
- Requests for funds must justify expenses and be 'auditable'
- Grants Management will not approve reimbursements that do not meet their standards

Non-Federal Local Match Requirement

- **PDM** requires at least 25% local match
- **FMA** at least 25% of total project cost must be met by the sub grantee.
- **HMGP** requires 25% local match. PEMA provides 22% and the County 3%.

Non-Federal Local Match Requirement

- Allowable matching funds could include:
 - Municipal Funds Donated
 - HUD Community Block Grant (CDBG)
 - Force Account Costs-Labor, Material, Equipment
- Local match must be documented
- Food and beverages at meetings are **not** reimbursable expenses

Grant Documentation and Payment Requests

- Proper documentation should exhibit that the approved budget was followed and purchases were made within the approved Period of Performance (POP) and after the grant agreement is signed.
- Requests for Reimbursement require specific documentation
- You must supply ***proof*** of the in-kind service (administration, force account labor, material, equipment).

Reimbursement Requests

- Counties are reimbursed by PEMA for allowable expenses relating to project
- Continues to be a challenge for many counties
- Please call with any questions before sending packet
- Send all material via email
- How often?
 - Every 3 – 6 months
 - Do not wait until the very end or the plan is approved
 - PEMA will want to see payroll records for County labor.

Why you shouldn't wait too long....

“I’m sorry but I am recommending that PEMA not reimburse for these meetings because they are outside of xxxx county and not part of the xxxx County HMP update. They were not discussed in the SOW or other parts of the application. PEMA can pay for, but that is a different pot of money and needs prior approval.”

I hate to give you the bad news, but if we had seen reimbursement requests every quarter like we stated in the fiscal brief, I could have let you know sooner.”

Call PEMA before preparing 1st reimbursement request

- It will likely be six months or more before you submit your first reimbursement request.
- The person preparing the request is not likely in the room today
- If they are here, it's a lot to remember
- Call me first and get a refresher so you don't waste your time

REQUEST FOR REIMBURSEMENT

- Require a cover letter
- Require PDM-4
- Invoices from vendors
- Receipts for goods and services
- Payroll records of staff time – documentation on how time allocated between project and other duties
- Statement from Comptroller to cover in house printing, copying and other expenses without receipts

Request for Reimbursement - Paperwork

- Cover Letter
- PDM-4
- Invoices
- Receipts
- Payroll docs.
- Cancelled Checks
or voucher statement
etc

COVER LETTER

Dear State Emergency Officer
Pennsylvania Department of
Public Safety
Harrisburg, PA 17101

Re: [Project Name]

[Project Description]

I am requesting reimbursement for the following expenses:
[List of Expenses]

Each has an original copy of the purchase of [item] and
[other documentation]

The total amount for this project is \$[Total Amount]. I am enclosing
[Documentation]

I respectfully request you to please contact me if you need any
more information. Thank you for your time.

Signature of Designated Agent
[Name] [Title]

REQUEST FOR REIMBURSEMENT/PAYMENT
FOR:
LOCAL HAZARD MITIGATION PLAN UPDATE

APPLICANT: _____ HMRP PROJECT NUMBER: _____
COUNTY: _____ DISASTER NUMBER: FEMA-1888 _____

COST INCURRED

ITEM	FORCE ACCOUNT			CONTRACTOR VENDOR & OTHER	COST INCURRED (SUBTOTAL)
	LABOR	EQUIPMENT	MATERIALS		
	\$	\$	\$	\$	\$

TOTAL COST INCURRED (100%) = \$ _____
REBURSED FEDERAL SHARE (75%) = \$ _____
STATE SHARE (25%) = \$ _____

CERTIFICATION BY SUBGRANTEE:
I certify that to the best of my knowledge and belief the information above is correct and all reported costs were incurred in accordance with the approved grant and project scope of work. I further certify that the originals of all the copies of attached canceled checks, payrolls, time records, contracts, etc. are being maintained for review by appropriate federal/state officials.

SIGNATURE OF APPLICANT'S AGENT _____ DATE _____

Invoice

Receipt

Payroll

CANCELLED CHECKS

If you haven't paid the vendor yet...then you need to do an advance

Step 1: Cover Letter

- County Letter Head
- Project name and PEMA number
- Rockland County would like to be reimbursed for the amount of **\$3,000.00** for work on the County Hazard Mitigation Plan update.
- **The cost share for this phase is Federal - 75%_ \$2,250.00_____ County 25% ___\$750.00_____**
- Please find attached an PDM-4 along with supporting documentation
- **(Signature of Designated Agent)
Printed Name, Title, Address**

Typical Cover Letter

County Commissioners
Matthew B. McConnell, Chairman
Scott Boyd
Timothy M. McGonigle



County of Mercer

Mercer Co. D.P.S.
EMA/9-1-1
205 S. Erie Street
Mercer, PA 16137
Phone: (724) 662-6100 ext. 2440
Fax: (724) 662-6145

December 1, 2017

State Hazard Mitigation Officer
PEMA
2801 Valley Road
Harrisburg, PA 17112

RE: PDMC-PL – 03 PA 2015 9

Mercer County PDM HM Planning Grant/PDM2015 43 001

Mercer County would like to be reimbursed the amount of \$32,844.97 for work on the County Hazard Mitigation Plan update.

The cost share for this phase is Federal – 75% \$24,633.71 County 25% \$8,211.24

Please find attached a PDM-4 along with supporting documentation.

Respectfully Submitted,

Frank A. Jannetti, Jr., Director
Mercer County D.P.S.
205 S. Erie Street
Mercer, PA 16137

Step 2: PDM-4

- Form used to itemize and request grant funds from PEMA
- Should include a cover letter itemizing and requesting funds
- Requests for advances will require a phased spend plan.
- Items must match original budget

<div style="border: 1px solid black; padding: 2px; display: inline-block;">HMGP-4 July 2009</div>		REQUEST FOR REIMBURSEMENT/PAYMENT FOR LOCAL HAZARD MITIGATION PLAN UPDATE			
APPLICANT: COUNTY:			HMGP PROJECT NUMBER: DISASTER NUMBER: FEMA-1898		
COST INCURRED					
ITEM*	FORCE ACCOUNT			CONTRACTOR, VENDOR & OTHER	COST INCURRED (SUBTOTAL)
	LABOR	EQUIPMENT	MATERIALS		
	\$	\$	\$	\$	\$
*EACH ITEM LISTED SHOULD BE AN ITEM IN THE APPROVED PROJECT BUDGET				TOTAL COST INCURRED (100%) =	
THIS SECTION TO BE COMPLETED BY PEMA only →				REIMBURSED FEDERAL SHARE (75%) =	
				STATE SHARE (25%) =	
CERTIFICATION BY SUBGRANTEE: I certify that to the best of my knowledge and belief the information above is correct and all reported costs were incurred in accordance with the approved grant and project scope of work. I further certify that the originals of all the copies of attached canceled checks, payrolls, time records, contracts, etc. Are being maintained for review by appropriate federal/state officials.					
_____ SIGNATURE OF APPLICANT'S AGENT				_____ DATE	

Sample PDM-4

PDM-4 Request For Reimbursement or Payment						
APPLICANT:						
COUNTY:						
ITEM*	COST INCURRED					COST INCURRED (SUBTOTAL)
	LABOR	EQUIPMENT	MATERIALS	CONTRACTOR & VENDOR	OTHER	
Organize, review previous plan & gap information						
Hazard Analysis and Risk assessment						
Plan development, research and writing						
Public Outreach						
Develop mitigation strategy						
Assess capabilities						
Develop goals/objectives & Review						
Develop Action Items and Projects & Review						
Prioritize						
Public forums						
Prepare draft Compend review						
Public review and comments						
Prepare grant application						
Advertising						
Meetings (travel or)						
Printing (Maps, materials, etc)						
Supplies (paper, etc)						
Closeout activities						
* EACH ITEM SHOULD BE AN ITEM IN THE APPROVED PROJECT BUDGET						\$0.00
						\$0.00
						\$0.00
						\$0.00

County expenses go here

Contractor goes here

Budget Line Items

CERTIFICATION BY SUBGRANTEE:
 I certify that to the best of my knowledge and belief the information above is correct and all reported costs were incurred in accordance with the approved grant and project scope of work. I further certify that the originals of all the copies of the attached checks, payrolls, time records, contracts, etc. Are being maintained for review by appropriate federal/state officials.



Typical PDM-4

PDM-4 Request For Reimbursement or Payment

APPLICANT: Mercer County Dept. of Public Safety
COUNTY: MERCER

ITEM	COST INCURRED				COST INCURRED (SUBTOTAL)
	LABOR	EQUIPMENT	MATERIALS	CONTRACTOR, VENDOR & OTHER	
Organize, review previous plan & gap information				2000	\$2,000.00
Hazard Analysis and Risk assessment				9000	\$9,000.00
Assess capabilities				5000	\$5,000.00
Develop Mitigation Strategy				8000	\$8,000.00
Public forums and outreach	131.74			2000	\$2,131.74
Prepare draft Copy and review				6000	\$6,000.00
Public review and comments					
Prepare and submit Final Draft					
Prepare grant application					
Advertising				286.8	\$286.80
Postage				346.57	\$346.57
Printing (Maps, plan, materials, etc) GIS. (Provide GIS data)	79.86				\$79.86
Supplies (paper, materials, etc)					
Classroom activities					

*EACH ITEM LISTED SHOULD BE AN ITEM IN THE APPROVED PROJECT BUDGET

Total \$31,844.97

Fed 75% \$24,433.73
Local 25% \$7,411.24

CERTIFICATION BY SUBGRANTEE:

I certify that to the best of my knowledge and belief the information above is correct and all reported costs were incurred in accordance with the approved grant and project scope of work. I further certify that the originals of all the copies of attached canceled checks, payrolls, time records, contracts, etc. Are being maintained for review by appropriate federal/state officials.

[Signature]

Step 3: Invoices and Checks

- Every expense for which you paid money requires an invoice /bill/receipt
 - Consulting work
 - Printing, Advertising, facility rental
- Include invoices and cancelled checks/bank statements with requests for reimbursement
- PEMA Grants Management (PGM) must be able to track project expenses from budget line items in PDM-4 to invoices to checks paying those invoices
- Amounts on invoices should match amount on check
 - Do not pay multiple invoices for different expenses with a single check

Invoices from Planning Consultants

- Invoices from planning consultants must use budget line items from Grant Application /agreement
- Amounts should match proposed budget
- PEMA will not reimburse for incorrect invoices
- If invoices categories and amounts do not match – do not pay it!
- Reject and demand the vendor correct the invoice
- Do not apply local match calculations ***anywhere, on any documents*** other than cover sheet

Typical Vendor Invoice and Check

INVOICE

INVOICE # 18P-01-0017
DATE: 10/02/2017

MCM Consulting Group, Inc.
601 Marquis Street
St Marys, PA 15857
Phone 814-834-4714
Fax 814-834-4714
EIN# 20-2261746

Terms: Due Upon Receipt

Mercer County Office of Emergency Services
801 To: Frank Jannotti
205 South Erie Street
St Marys, PA 15817
fjannotti@mcc.co.mercer.pa.us

800 To: Frank Jannotti
205 South Erie Street
St Marys, PA 15817
fjannotti@mcc.co.mercer.pa.us

DESCRIPTION	AMOUNT
Payment of professional services for hazard mitigation updates for Mercer County	
Organize, review previous plan and gap information	\$1,200.00
Hazard analysis and risk assessment	\$ 300.00
Assess gaps/risks	73,250.00
Develop mitigation strategy	58,000.00
Public forums and outreach	42,000.00
Prepare draft copy and review	86,000.00
TOTAL	\$19,350.00

Invoice uses budget line items

MERCER COUNTY CLEARING
30173 10092017 524604

Invoice Number	Date	Description	Amount	Debit	Total
WFO3-2017	10/02/2017	HAZARD MITIGATION	\$19,350.00	\$0.00	\$19,350.00
			\$19,350.00	\$0.00	\$19,350.00

Amount of invoice matches amount of check

VOID VOID VOID VOID VOID VOID VOID VOID

PAY NINETEEN THOUSAND THREE HUNDRED FIFTY DOLLARS AND NO CENTS

MCM CONSULTING GROUP INC
601 MARQUIS STREET
ST MARYS, PA 15857

Step 4: Internal Expenses

- Any in-kind labor, equipment, and material that you do not have an invoice, bill or receipt
- Must be actual and reasonable.
- Must document who worked on the plan, when and how much
- If printed in house, how are charges computed
- Cannot charge labor for EMPG or other Fed. Funded personnel, even if only partially EMPG funded
- ❖ Note: The sub-grantee must have already included the match in their original budget.

When there is no receipt or invoice

- Use memo to account for County labor, supplies, printing and expenses
- Labor
 - Who worked, when, how much, pay rate?
 - Statement that these hours are only for HM plan, nothing else
- Copies or Printing
 - How many? How much each?
 - How you figured the cost
- Other
 - Who, What, When, Where, Why, How?

COUNTY LETTERHEAD

State Hazard Mitigation Officer
Pennsylvania Emergency Management Agency
200 Valley Road
Harrisburg, PA 17112

RE: (Project Number) _____ Date _____
(Project Name) _____

1. This memo is to document the County's expense as it updated its Hazard Mitigation Plan under grant #1000-04-000.

2. Labor: The following County personnel worked on the Hazard Mitigation Plan Update during the period 10/00 to 11/11. These hours were derived exclusively from the HM Plan and no other source. These personnel are funded by the County General Budget and are not paid through FEMA or any other Federal or State grant.

Employee Name	Hours worked	Rate/Amount	Total
John Smith	15	\$45/hr	\$675.00
Betty Jones	10	\$20/hr	\$200.00
Total labor (details on attached DRES 90-123)			\$875.00

3. Printing: The County made the following copies:

Item	Size	Page quantity	Cost per copy	Total
FEMA Maps	24 x 36	10	\$10.00	\$100.00
HM Plan Draft	8 1/2 x 11	200 pages / 10 copies	\$1.00 / 2000	\$200.00
Total Printing				\$300.00

The County compares its printing cost using the following formula:

3. Other: The County needed (some other thing), to complete the plan because of (some other reason). The County expended \$1000 on date 11/11. The County compares its cost for this other thing according to the following formula: _____ (Who? What? Where? When? Why? How?)

Total Other _____ \$1000.00

Signature of Payroll Clerk, County Executive, etc.)
Printed Name, Title, Address

Doc # 100

Sample labor/internal expense Memo

COUNTY LETTERHEAD

State Hazard Mitigation Officer
 Pennsylvania Emergency Management Agency
 2801 Valley Road
 Harrisburg, PA 17112

RE: (Project Number)

Date

(Project Name)

1. This letter is to document the County's expenses as it updated its Hazard Mitigation Plan under grant XXXX-00-000.

2. **Labor:** The following County personnel worked on the Hazard Mitigation Plan Update during the period XXXX to YYYY. These hours were devoted exclusively to the HM Plan and no other duties. These persons' salaries are funded by the County General Budget and are not paid through EMPG or any other Federal grant.

Workers' name /	Dates /	Budget line /	hours worked /	rate /	Total
John Smith	1 – 12 Dec 15	Develop mitigation Strategy	15	\$45/hr	\$675.00
Betty Jones	1 – 12 Dec 15	Develop mitigation Strategy	10	\$25/hr	\$250.00
Total labor					\$925.00

2. **Printing:** The County made the following copies.

Item Copied	size	Pages/quantity	Cost per copy	Total
FIRM Maps	24 x 36	10	\$10.00	\$100.00
HM Plan Draft	8 1/2 x 11	200 pages / 10 copies	\$.10/ 2000	<u>\$200.00</u>
Total Printing				\$300.00

The County computes its printing cost using the following formula:

3. **Other:** The County needed (some other thing) to complete the plan because of (some other reason). The County expended \$ XXXX on date YYYY. The County computes its costs for this other thing according to the following formula: _____ (Who? What? When? Where? Why? How?)

Total Other

\$XXX.XX

(Signature of Payroll Clerk, County Executive etc.)
 Printed Name, Title, Address

Labor details

2. **Labor:** The following County x personnel worked on the Hazard Mitigation Plan Update during the period XXXX to YYYY. These hours were devoted exclusively to the HM Plan and no other duties. These persons salaries are funded by the County General Budget and are not paid through EMPG or any other Federal grant.

<u>Workers' name</u>	<u>/</u>	<u>Date</u>	<u>s</u>	<u>/</u>	<u>Budget line</u>	<u>/</u>	<u>hours worked</u>	<u>/</u>	<u>rate</u>	<u>/</u>	<u>Total</u>
John Smith		1 – 12 Dec 15			Develop mitigation Strategy		15		\$45/hr		\$675.00
Betty Jones		1 – 12 Dec 15			Develop mitigation Strategy		10		\$25/hr		\$250.00
<hr/>											
<hr/>											
Total lab											\$925.00

Printing

. **Printing:** The County made the following copies.

<u>Item Copied</u>	<u>size</u>	<u>Pages/quantity</u>	<u>Cost per copy</u>	<u>Total</u>
FIRM Maps	24 x 36	10	\$10.00	\$100.00
HM Plan Draft	8 1/2 x 11	200 pages / 10 copies	\$.10/	<u>\$200.00</u> 2000
Total Printing				\$300.00

The County computes its printing cost using the following formula: blah blah blah blah

Other Expenses

3. **Other:** The County needed GIS computers, software and plotter printers to complete the plan and conduct HAZUS flood mapping. The County expended these funds from 18 June 2018 to 21 Aug 2019. The County computes its costs for GIS capability according to the following formula:

GIS capable computers annual amortized cost (2 stations) @ \$1,000.00 = \$2,000.00

GIS software license annual (2 stations) @ \$150.00 = \$300.00

GIS plotter printer annual amortized cost @ \$1,000.00 = \$1,000.00

Total GIS cost per year \$3,300

Percent GIS use on HMP update = 75% x \$3,300 = \$2,475

Proof of Labor

- In addition to the memo listing all employees
- **You need actual payroll records (pay stub) for each employee:**
 - By month/pay period
 - Official payroll record, not summary
 - Listing benefits, taxes, withholding etc. etc.
 - Redact PII – bank account #, SSN, addresses, garnishments etc.

“We follow the federal guidance for the grant program, including 2 CFR Part 200, in requiring documentation verifying the details on all expenditures attributed to a federal grant. When employee time is an approved expense, that documentation includes the specific hours worked on the grant project, the task(s) performed, and proof the funds were paid to the employee (i.e. paystub or bank statement).”

Example of Accepted Payroll Document

Must have this

CITY OF PHILADELPHIA Earnings and Deductions		10-EP-00-00		
			PAY PERIOD ENDING	11-22-2015
			DATE PAYABLE	11-25-2015
REGULAR GROSS	2,099.24		YTD GROSS PAY	29,419.11
ADJUSTMENTS	0.00		YTD W-2 GROSS	27,744.07
PREMIUM PAY / OT	0.00		YTD FEDERAL TAX	4,382.09
POLICE STRESS	0.00		YTD F.I.C.A.	1,795.87
TOTAL GROSS EARNINGS	2,099.24		YTD MEDICARE TAX	420.00
FEDERAL TAX	309.80		YTD CITY TAX	1,025.15
F.I.C.A.	127.81		YTD STATE TAX	888.28
MEDICARE TAX	29.89		YTD UNEMPLOYMENT COMPENSATION TAX	20.28
CITY WAGE TAX	73.11		PENSION PLAN	Y
STATE TAX	63.29		YTD NON TAXED PENSION	1,222.40
UNEMPLOYMENT COMPENSATION TAX	1.44		YTD TAXED PENSION	0.00
CURRENT NON-TAXED PENSION CONTRI.	88.91		LTD NON TAXED PENSION	1,222.40
FLEX SALARY REDUCTION	37.72		LTD TAXED PENSION	0.00
			REGULAR EARNINGS DETAIL	
			EARNINGS TYPE	TIME
			RATE 1 PAY - 010/00	(DAYS/16THS) 2,099.24
			REGULAR EARNINGS TOTAL	2,099.24
			EXCEPTION EARNINGS TYPE	TIME
			EXCEPTION EARNINGS TOTAL	0.00
			SPECIAL COMP:	0
			VACATION :	5 13/16
			SICK :	7 12/16
			REGULAR COMP:	0
			HOLIDAY COMP:	0
			ANNUAL LEAVE:	5
NET PAY	1,389.27			
STATEMENT OF EARNINGS AND DEDUCTIONS				

CITY OF PHILADELPHIA

Deposit
on account for:

**DIRECT DEPOSIT
NON-NEGOTIABLE**

EMPLOYEE NUMBER	DATE PAYABLE		
	MO	DAY	YEAR
	11	25	2015

DEPOSIT AMOUNT
***1,389.27

NON-NEGOTIABLE

Or this...to justify labor and benefits rate

EE EARNINGS BY DEPT COPY

December 28, 2018


Description	Curent		Month-to-Date		Quarter-to-Date		Year-to-Date	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
[REDACTED]								
Government Pay	36.0000	1,199.52	104.0000	3,465.28	460.0000	15,327.20	1,687.5000	56,227.50
Gov't Pay - Holiday	0.0000	0.00	0.0000	0.00	24.0000	799.68	104.0000	3,465.28
Govt Pay - Vacation	44.0000	1,466.08	56.0000	1,865.92	76.0000	2,532.32	224.0000	7,463.68
Govt Pay - Sick	0.0000	0.00	0.0000	0.00	0.0000	0.00	64.5000	2,149.14
Gross Pay	80.0000	2,665.60	160.0000	5,331.20	560.0000	18,659.20	2,080.0000	69,305.60
FICA-SS		161.14		321.80		1,130.67		4,192.15
FICA-MED		37.68		75.26		264.43		980.42
FIT		319.88		638.04		2,248.63		8,338.52
Pennsylvania SIT		79.79		159.34		559.85		2,075.74
Pennsylvania SUI		1.60		3.20		11.20		41.60
Pennsylvania [REDACTED]		49.38		98.61		346.48		1,284.62
Pennsylvania [REDACTED]		2.00		4.00		14.00		52.00
Township of [REDACTED]								
S D [REDACTED]								
HEALTH INSURANCE DED		66.50		133.00		399.00		1,596.00
VISION INSURANCE		0.00		7.85		23.55		94.20
Retirement		133.28		266.56		932.96		3,465.28
Unifted Way		2.00		4.00		14.00		52.00
Net Pay		<u>1,812.35</u>		<u>3,619.54</u>		<u>12,714.43</u>		<u>47,133.07</u>

hourly rate : \$ 33.32

Please Ensure That:

- The items on the invoices exactly match the proposed budget from Grant application /agreement
- Charges from vendors are placed in column labeled 'contractor, vendor, other' on the PDM-4
- The check to vendor must exactly match the amount invoiced and recorded on the PDM-4.
- **Everything must add up, match and make sense at PEMA. Follow the process**
- Packet should be readily understandable without explanation
- Do not attempt to allocate local match to particular expenses. Justify all expenses at 100% and PEMA will take 25% local match off the top at the end

Typical Problems

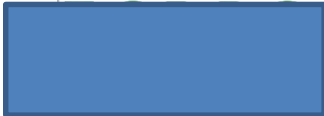
- Invoice item description does not match budget or HMGP-4
- Receipts with multiple charges, only some of which apply to HM plan.
- Excessive charges...50 cents a copy
- Numbers do not add up across all forms
 - **To the penny**, round to two places in all calculations
- FEMA does not pay for food or beverages
- **Failure to follow PEMA/FEMA guidelines** because..... someone has a 'good idea', 'a better way', 'it makes more sense to us' 
- **County attempts to 'account for' local match in supporting documents.**
 - Do not consider/mention/'account for' the 75/25 split until you get to the cover sheet. **Don't tell me how you are going to apply the 25%.**



What NOT to do



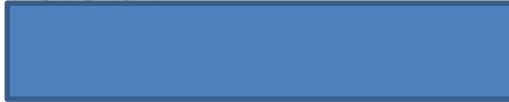
INVOICE



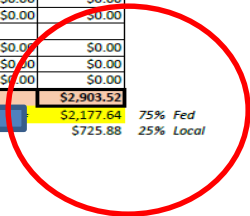
DATE:
11/6/2018
INVOICE:
2

Harrisburg, PA 17101
Phone 717-234-2639 Fax 717-234-4058

Bill To:



ITEM	STAFF	HOURS	RATE	STAFF COST	TOTAL ITEM COST
Organize, review previous plan & gap information				\$0.00	\$0.00
Hazard Analysis and Risk assessment	[Redacted]	28	\$48.29	\$1,352.21	
		8	\$34.47	\$275.77	
		8	\$38.71	\$309.67	\$1,937.65
Assess capabilities		11	\$48.29	\$531.23	\$531.23
Develop Mitigation Strategy		2	\$48.29	\$96.59	\$96.59
Public forums and outreach		7	\$48.29	\$338.05	\$338.05
Prepare draft Copy and review				\$0.00	\$0.00
Public review and comments				\$0.00	\$0.00
Prepare and submit Final Draft				\$0.00	\$0.00
Prepare grant application				\$0.00	\$0.00
Advertising				\$0.00	\$0.00
Printing (Maps, plan, materials, etc)				\$0.00	\$0.00
Supplies (paper, materials, etc)				\$0.00	\$0.00
Closeout activities				\$0.00	\$0.00
TOTAL				\$2,903.52	
	Amount			\$2,177.64	75% Fed
				\$725.88	25% Local



voice, contact

Invoice checked by: DMK

THANK YOU!

How Much Will PEMA Pay?

			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
				\$2,903.52

Amount County to Reimburse = **\$2,177.64** 75% Fed
\$725.88 25% Local

Check to vendor was for \$2,177.64. PEMA check to county was for \$1,633.23



Suppress the good idea fairy



What NOT to do



*Put in three (3) hours but actually worked in excess of 36 hours. Used the 3 to close out the amount remaining.

3. **Advertising Costs:** The County needed to advertise as required. As a result, the County expended \$593.71. The detail is listed below and all documentation is attached.

8/17/2017	County Transcript	\$ 63.00
9/5/2017	Mulligan Printing Corp	\$ 68.78
9/12/2017	The Daily Review	\$ 154.08
1/5/2018	The Forest City News	\$ 27.00
1/8/2018	The Daily Review	\$ 110.92
1/18/2018	Mulligan Printing Corp	\$ 90.55

TOTAL ADVERTISING \$ 514.36

Which number is correct?



What NOT to do



- * Put in three (3) hours but actually worked in excess of 36 hours. Used the 3 to close out the amount remaining.
- 3. Advertising Costs: The County needed to advertise as required. As a result, the Cou

Put in actual labor worked. Do not try and make it match grant amount.



What NOT to do



ITEM*	LABOR	EQUIPMENT	MATERIALS	CONTRACTOR, VENDOR & OTHER	COST INCURRED (SUBTOTAL)
Organize, review previous plan & gap information [redacted] 5/10-7/3/2017	538.4				\$538.40
Hazard Analysis and Risk assessment [redacted] 21 hrs between 7/9-10-25/2017	282.66				\$282.66
Assess capabilities [redacted] 21 hrs between 7/9-10-25/2017	282.66				\$282.66
Develop Mitigation Strategy [redacted] 21 hrs between 7/9-10-25/2017	282.66				\$282.66
PUBLIC forums and outreach [redacted] 21 hrs between 7/9-10-25/2017 [redacted] 6 hrs between 6/1 -10/24/2018	767.22				\$767.22
Prepare draft Copy and review [redacted] 21 hrs between 7/9-10-25/2017	282.66				\$282.66
Public Review and comments [redacted] 21 hrs between 7/9-10-25/2017 [redacted] 36 hrs between 6/1 -10/24/2018	767.22				\$767.22
Prepare and submit Final Draft	0				\$0.00
Prepare grant application [redacted] 3 hours 6/1-10/24/2018	0				\$40.38
Advertising				514.36	\$514.36
TOTAL					\$3,758.22
Printing (Maps, plan, materials, etc)					\$0.00
Supplies (paper, materials, etc)					\$0.00
Closeout activities					\$0.00

Exact same numbers look suspicious

No names or dates in this column

Suppress the Good Idea Fairy



Reimbursement Recap



County Commissioners
 Richard A. Lippert, Chairman
 Joseph J. DeSantis
 Timothy M. McGuire

Mercer Co. B.P.A.
 c/o B.P.A. LLC
 200 N. 9th St.
 Mercer, PA 19362
 Phone: (717) 684-2000 ext. 1000
 Fax: (717) 684-2011

December 1, 2017

State Hazard Mitigation Officer
 FEMA
 2801 Valley Road
 Harrisburg, PA 17112

RE: FEMA-PL-A-FY16-019

Mercer County FEMA-EM Planning Grant#17042015-41-001

Mercer County would like to be reimbursed the amount of \$12,841.97 for work on the County Hazard Mitigation Plan update.

The work done for this phase is Federal: 75% **STATE: 25%** **FEDERAL**

Please find attached a PDF of a along with supporting documentation.

Respectfully Submitted,

 Frank A. Jackson, Sr., Director
 Mercer County B.P.A.
 201 S. Elm Street
 Mercer, PA 19362

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Professional Services	2000	\$12,000.00	\$24,000.00
Materials	2000	\$1,000.00	\$2,000.00
Equipment	2000	\$1,000.00	\$2,000.00
Travel	2000	\$1,000.00	\$2,000.00
Telephone	2000	\$1,000.00	\$2,000.00
Printing	2000	\$1,000.00	\$2,000.00
Supplies	2000	\$1,000.00	\$2,000.00
Other	2000	\$1,000.00	\$2,000.00
TOTAL			\$38,000.00

INVOICE

INVOICE # 1809-00-0017
 DATE: 11/28/17

RCF Consulting Group, Inc.
 601 Belmont Street
 Easton, PA 18042
 Phone: (610) 762-1100
 Fax: (610) 762-1101
 EMail: info@rcfg.com

Mercer County Office of Emergency Services
 601 N. 9th Street
 Easton, PA 18042
 Phone: (717) 684-2000
 Fax: (717) 684-2011
 EMail: info@mercer.gov

DESCRIPTION	AMOUNT
Payment of professional services for hazard mitigation update for Mercer County	\$12,841.97
TOTAL	\$12,841.97

MERCER COUNTY CLAIMS

CLAIM NO.	DATE	AMOUNT	STATUS
1809-00-0017	11/28/17	\$12,841.97	PAID

VOID VOID VOID VOID VOID

RCF CONSULTING GROUP INC
 601 BELMONT STREET
 EASTON, PA 18042

COUNTY LETTERHEAD

State Hazard Mitigation Officer
 Federal Emergency Management Agency
 2801 Valley Road
 Harrisburg, PA 17112

RE: (Project Number) _____ **Date** _____

(Project Name) _____

1. This letter is to document the County's response as to updated Hazard Mitigation Plan under grant #17042015-41-001.

2. Labor: The following County's personnel worked on the Hazard Mitigation Plan Update during the period 10/02/17 to 11/17/17. These hours were derived exclusively on the SOI's Plan and no other data. These personnel are to be billed for the County's Hazard Mitigation Plan update project through FEMA's grant.

Personnel Name	Hours worked	Hourly rate	Total
John Smith	10	\$45/hr	\$450.00
Jane Doe	10	\$25/hr	\$250.00
Total labor (details on attached 8805-01-121)			\$700.00

3. Printing: The County made the following expense:

Item	Quantity	Price per item	Total
Professional Services	2000	\$12,000.00	\$24,000.00
Materials	2000	\$1,000.00	\$2,000.00
Equipment	2000	\$1,000.00	\$2,000.00
Travel	2000	\$1,000.00	\$2,000.00
Telephone	2000	\$1,000.00	\$2,000.00
Printing	2000	\$1,000.00	\$2,000.00
Supplies	2000	\$1,000.00	\$2,000.00
Other	2000	\$1,000.00	\$2,000.00
Total Other			\$12,841.97

Department of Fiscal Control, County of Mercer
 Forward Name, Title, Address

CITY OF PHILADELPHIA
 Earnings and Deductions
 10-EP-00-00

REGULAR EARNINGS	REGULAR PAY	REGULAR PAY
REGULAR EARNINGS	2,000.00	2,000.00
REGULAR PAY	2,000.00	2,000.00
TOTAL GROSS EARNINGS	2,000.00	2,000.00

CITY OF PHILADELPHIA
 Earnings and Deductions
 10-EP-00-00

REGULAR EARNINGS	REGULAR PAY	REGULAR PAY
REGULAR EARNINGS	2,000.00	2,000.00
REGULAR PAY	2,000.00	2,000.00
TOTAL GROSS EARNINGS	2,000.00	2,000.00

CITY OF PHILADELPHIA
 Earnings and Deductions
 10-EP-00-00

REGULAR EARNINGS	REGULAR PAY	REGULAR PAY
REGULAR EARNINGS	2,000.00	2,000.00
REGULAR PAY	2,000.00	2,000.00
TOTAL GROSS EARNINGS	2,000.00	2,000.00

CITY OF PHILADELPHIA
 Earnings and Deductions
 10-EP-00-00

REGULAR EARNINGS	REGULAR PAY	REGULAR PAY
REGULAR EARNINGS	2,000.00	2,000.00
REGULAR PAY	2,000.00	2,000.00
TOTAL GROSS EARNINGS	2,000.00	2,000.00

Reimbursement Recap

County Commissioners
 Matthew A. Schemm, Chairman
 David M. Berman
 Timothy M. McLaughlin
 County of Mercer

December 1, 2017

State Hazard Mitigation Officer
 FEMA
 2801 Valley Road
 Harrisburg, PA 17112

RE: FIRM-PA-18-PA-2819

Mercer County FEMA-DM Planning Grant#7942015-41-001

Mercer County would like to be reimbursed the amount of \$32,848.97 for work on the County Hazard Mitigation Plan update.

The work done for this phase is Federal #79-33443-12 County 31%-83411-12

Please find attached a PDM-4 along with other supporting documentation.

Respectfully Submitted,

 Frank A. Jankovic, Sr., Director
 Mercer County EPM
 201 S. Elm Street
 Mercer, PA 19372

Public Request for Reimbursement of Expenses

PROJECT: Mercer County Dept of Public Safety

EXPENSE CATEGORY:

DATE	DESCRIPTION	AMOUNT	CURRENT BALANCE	REMAINING BALANCE
12/01/17	Public Safety	2000	\$2,000.00	
12/01/17	Public Safety	1000	\$3,000.00	
12/01/17	Public Safety	1000	\$4,000.00	
12/01/17	Public Safety	1000	\$5,000.00	
12/01/17	Public Safety	1000	\$6,000.00	
12/01/17	Public Safety	1000	\$7,000.00	
12/01/17	Public Safety	1000	\$8,000.00	
12/01/17	Public Safety	1000	\$9,000.00	
12/01/17	Public Safety	1000	\$10,000.00	
12/01/17	Public Safety	1000	\$11,000.00	
12/01/17	Public Safety	1000	\$12,000.00	
12/01/17	Public Safety	1000	\$13,000.00	
12/01/17	Public Safety	1000	\$14,000.00	
12/01/17	Public Safety	1000	\$15,000.00	
12/01/17	Public Safety	1000	\$16,000.00	
12/01/17	Public Safety	1000	\$17,000.00	
12/01/17	Public Safety	1000	\$18,000.00	
12/01/17	Public Safety	1000	\$19,000.00	
12/01/17	Public Safety	1000	\$20,000.00	
12/01/17	Public Safety	1000	\$21,000.00	
12/01/17	Public Safety	1000	\$22,000.00	
12/01/17	Public Safety	1000	\$23,000.00	
12/01/17	Public Safety	1000	\$24,000.00	
12/01/17	Public Safety	1000	\$25,000.00	
12/01/17	Public Safety	1000	\$26,000.00	
12/01/17	Public Safety	1000	\$27,000.00	
12/01/17	Public Safety	1000	\$28,000.00	
12/01/17	Public Safety	1000	\$29,000.00	
12/01/17	Public Safety	1000	\$30,000.00	
12/01/17	Public Safety	1000	\$31,000.00	
12/01/17	Public Safety	1000	\$32,000.00	
12/01/17	Public Safety	1000	\$33,000.00	
12/01/17	Public Safety	1000	\$34,000.00	
12/01/17	Public Safety	1000	\$35,000.00	
12/01/17	Public Safety	1000	\$36,000.00	
12/01/17	Public Safety	1000	\$37,000.00	
12/01/17	Public Safety	1000	\$38,000.00	
12/01/17	Public Safety	1000	\$39,000.00	
12/01/17	Public Safety	1000	\$40,000.00	
12/01/17	Public Safety	1000	\$41,000.00	
12/01/17	Public Safety	1000	\$42,000.00	
12/01/17	Public Safety	1000	\$43,000.00	
12/01/17	Public Safety	1000	\$44,000.00	
12/01/17	Public Safety	1000	\$45,000.00	
12/01/17	Public Safety	1000	\$46,000.00	
12/01/17	Public Safety	1000	\$47,000.00	
12/01/17	Public Safety	1000	\$48,000.00	
12/01/17	Public Safety	1000	\$49,000.00	
12/01/17	Public Safety	1000	\$50,000.00	
12/01/17	Public Safety	1000	\$51,000.00	
12/01/17	Public Safety	1000	\$52,000.00	
12/01/17	Public Safety	1000	\$53,000.00	
12/01/17	Public Safety	1000	\$54,000.00	
12/01/17	Public Safety	1000	\$55,000.00	
12/01/17	Public Safety	1000	\$56,000.00	
12/01/17	Public Safety	1000	\$57,000.00	
12/01/17	Public Safety	1000	\$58,000.00	
12/01/17	Public Safety	1000	\$59,000.00	
12/01/17	Public Safety	1000	\$60,000.00	
12/01/17	Public Safety	1000	\$61,000.00	
12/01/17	Public Safety	1000	\$62,000.00	
12/01/17	Public Safety	1000	\$63,000.00	
12/01/17	Public Safety	1000	\$64,000.00	
12/01/17	Public Safety	1000	\$65,000.00	
12/01/17	Public Safety	1000	\$66,000.00	
12/01/17	Public Safety	1000	\$67,000.00	
12/01/17	Public Safety	1000	\$68,000.00	
12/01/17	Public Safety	1000	\$69,000.00	
12/01/17	Public Safety	1000	\$70,000.00	
12/01/17	Public Safety	1000	\$71,000.00	
12/01/17	Public Safety	1000	\$72,000.00	
12/01/17	Public Safety	1000	\$73,000.00	
12/01/17	Public Safety	1000	\$74,000.00	
12/01/17	Public Safety	1000	\$75,000.00	
12/01/17	Public Safety	1000	\$76,000.00	
12/01/17	Public Safety	1000	\$77,000.00	
12/01/17	Public Safety	1000	\$78,000.00	
12/01/17	Public Safety	1000	\$79,000.00	
12/01/17	Public Safety	1000	\$80,000.00	
12/01/17	Public Safety	1000	\$81,000.00	
12/01/17	Public Safety	1000	\$82,000.00	
12/01/17	Public Safety	1000	\$83,000.00	
12/01/17	Public Safety	1000	\$84,000.00	
12/01/17	Public Safety	1000	\$85,000.00	
12/01/17	Public Safety	1000	\$86,000.00	
12/01/17	Public Safety	1000	\$87,000.00	
12/01/17	Public Safety	1000	\$88,000.00	
12/01/17	Public Safety	1000	\$89,000.00	
12/01/17	Public Safety	1000	\$90,000.00	
12/01/17	Public Safety	1000	\$91,000.00	
12/01/17	Public Safety	1000	\$92,000.00	
12/01/17	Public Safety	1000	\$93,000.00	
12/01/17	Public Safety	1000	\$94,000.00	
12/01/17	Public Safety	1000	\$95,000.00	
12/01/17	Public Safety	1000	\$96,000.00	
12/01/17	Public Safety	1000	\$97,000.00	
12/01/17	Public Safety	1000	\$98,000.00	
12/01/17	Public Safety	1000	\$99,000.00	
12/01/17	Public Safety	1000	\$100,000.00	

APPROVED BY: [Signature]

Total amount on cover letter matches total on PDM-4

INVOICE

INVOICE # 888-01-2017
 DATE: 12/01/17

Invoice: One Upon Receipt

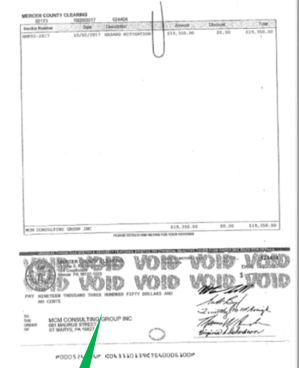
Mercer County Office of Emergency Services
 801 N. Elm Street
 Mercer, PA 19372

DESCRIPTION	AMOUNT
Payment of professional services for hazard mitigation update for Mercer County	\$32,848.97
TOTAL	\$32,848.97

Make all checks payable to MRC Group, Inc. If you have any questions concerning this invoice, please contact the person listed below.

THANK YOU FOR YOUR BUSINESS!

Amount on invoice matches amount on check



Once Draft Plan is Complete

- Send final version out to municipalities for review
- Integrate their comments into final version
- Send final digital version with all appendices and annexes to PEMA on a USB drive or via FTP. *PEMA cannot process data on CDs any more*
- Include digital copy of Local Mitigation Plan Review Crosswalk. Plan may be in a .pdf, however, the crosswalk must be in .doc format.
- PEMA will review Crosswalk within 2 weeks

PEMA/FEMA Review

- PEMA will forward comments to FEMA
- County should send revised copy to FEMA in paper and electronic form
- FEMA review takes approximately 45 days
- FEMA will conduct teleconference to review required revisions
- Once complete, FEMA will issue Approved Pending Adoption
- County will then send plan out for municipal Adoption – no more changes
- First municipal adoption starts 5 year clock

Key PEMA Requirements

- *Plan must use PA standard format (table of contents) from SOG*
- Plan must use FEMA standard hazard descriptions as found on FEMA website or PA SOG
- Plan must describe changes to geography: population, development, hazard areas
- Plan must include coordination with adjacent Counties and major stakeholders in county (industry, Federal and state agencies, academic and other institutions, etc.)

Highly Suggested Common Mitigation Actions

- Acquisition and Demolition of flood prone properties
 - County wide or list every municipality by name
- Emergency electrical power for critical facilities
 - County wide or list every municipality by name
- Elevation of flood prone properties
- Demolition and rebuild of flood prone properties

FEMA has been extremely picky when reviewing HM Project requests. They insist they must find the exact matching words in the HMP for the requested mitigation project

Did you invite stakeholders?

- Look at inviting more folks to include **all** potential stakeholders
- Adjacent, up and down stream counties
- Every organization that:
 - Has assets in your county
 - Passes through your county
 - Could be effected by hazards in your county
 - Health Care, Educational, Residential Institutions
- Invite lots of people, you are not responsible if they don't participate, but are responsible to invite them.
- Do virtual as well as physical meetings
 - Teleconferences, BLOGs, County website, social media
 - Set up table or booth at other events that draw crowds
 - How did you make it easy for others to participate?
- Document the invitation process and the responses.

Integration

- Integrate hazard mitigation into existing plans and documents
 - Comprehensive, Emergency, Zoning
 - Plans should *complement not contradict* each other
 - Identify conflicts/opportunities and required decisions
 - Find ways to accomplish mutual goals with less money
- Discuss what you learned in detail in HM Plan

PROJECT CLOSEOUT

- Closeout of grants must be completed within 60 days from the end of the Performance Period
- Your grant cannot be closed out until the Plan is approved by FEMA. The County and One Municipality will need to approve/adopt the plan as well.
- Your grant will be closed when all applicable administrative and required work has been completed or when the period of performance has ended, whichever is sooner as described in 44 CFR Part 13.50.

Close Out Letter

(County's Letterhead)

(Date)

From: Designated Agent

To: Tom Hughes, SHMO

Hazard Mitigation Division
Pennsylvania Emergency Management Agency
2605 Interstate Drive
Harrisburg, Pa 17110

Dear Mr. Tom Hughes:

XXXXXXXX County's Hazard Mitigation Plan Update, FEMA project number DR 1898 PA 0xx, PEMA 1898-xx-121- has been completed as per scope and we request closeout.

The project was to update the County All Hazards Mitigation Plan. The Statement of Work (SOW) is complete as outlined in the Application and Grant Agreement. The plan is complete and has been approved pending adoption by FEMA. The original budget was \$46,500 (75%/\$22,500 Federal and 25%\$11,625 State). The project was completed on budget and ...all funds expended /or/ the following amount remains and may be de-obligated \$_____. A detailed accounting spreadsheet is attached.

(Applicant Agent Signature)

Cc: as needed

RECORDS AND RECORD RETENTION

- Complete records and cost documents for all approved work must be maintained for at least 7 years from the date that the project is closed.
- During this time, your project is subject to State and Federal audit/review and the Pennsylvania Right to Know Law .

HM Resources

- <https://pahmp.com/>
- PEMA HM Forms Page:
 - <https://www.pema.pa.gov/responseandrecovery/Disaster-Assistance/Pages/Hazard-Mitigation-Forms-and-Documents.aspx>
- FEMA HM Unified Guidance:
 - <http://www.fema.gov/library/viewRecord.do?id=4225>
- <http://silverjackets.nfrmp.us/State-Teams/Pennsylvania>
- Pennsylvania Interagency Flood Mitigation Program Guide, 2015 (PDF, 394 KB)

Hazard Mitigation Planning Resources

- Risk Map Products from FEMA:
 - <https://www.rampp-team.com/pa.htm> , <http://pafloodmaps.pa.gov/>
- PA Education Grants Website: <http://egrants.ed.state.pa.us/>
- Federal Laws:
 - Stafford Act of 1968:
 - <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>
 - Biggert Waters Act of 2012:
 - <http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf>
 - Home Owners Flood Insurance Affordability Act of 2014
 - <http://www.gpo.gov/fdsys/pkg/PLAW-113publ89/pdf/PLAW-113publ89.pdf>



- **Your Planning Project Officer is**
 - **Ernie Szabo at (717) 651-2159 / cell (717) 756-2892**
 - erszabo@pa.gov
- **The State Hazard Mitigation Officer is**
 - **Tom Hughes at (717) 651-2726**
 - thughes@pa.gov
- **State Hazard Mitigation Office**
 - ra-shazmitoff@pa.gov
 - **Please note: ra-shazmitoff is not a person's name, it stands for: Resource Account State Hazard Mitigation Office**



PROOF

That things can always get worse