

Appendix 2
NEW YORK STATE EMERGENCY MANAGEMENT OFFICE
MITIGATION BRANCH

PLANNING ACTIVITY APPLICATION EVALUATION AND RANKING SYSTEM
FOR
PRE-DISASTER MITIGATION (PDM), FLOOD MITIGATION ASSISTANCE (FMA),
AND HAZARD MITIGATION GRANT PROGRAM (HMGP)

I. REQUIREMENT FOR PLANNING ACTIVITY APPLICATION
EVALUATION AND RANKING

The Robert T. Stafford Act, as amended by Pub.L. 106390, October 30, 2000, Section 203 Predisaster Hazard Mitigation Sub-Section (d) State Recommendations.- (C) Criteria, references use of criteria established in sub-section (g) in determining awards for assistance (Allocation of Funds). In summary, the criteria includes; extent & nature of hazards to be mitigated, degree of commitment, contribution to mitigation goal/priorities of State & similarly, consistent with own plan, consistent with other assistance provided by this Act, extent of eligible activities produce meaningful /definable outcomes are clearly define, maximize net benefits to society, extent to which assistance funds activity in small impoverished communities, and such other criteria the President establishes.

II. PLANNING ACTIVITY APPLICATION EVALUATION AND
RANKING METHODOLOGY

Given the potential number of planning applications likely to be submitted by eligible applicants for the Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), and Hazard Mitigation Grant Program (HMGP) funding, it is imperative that the applications be evaluated and ranked using an objective methodology. The methodology to be used entails the selection of activity and application evaluation and rating criteria as identified above from the Stafford Act. It also establishes assignment of weights - based on importance - to each criterion and the scoring of each criterion as presented in the planning activity application. The product of the criteria weights and the criteria scores for the plan application being evaluated will provide weighted scores. The sum of the weighted scores will be used towards the planning application final score. The final score that is used for ranking purposes will be the total sum of a review board members scores.

Prior to submission to the Project Review Board (PRB), project applications are first reviewed by SEMO staff for completeness. All planning activity applications reviewed by the PRB are also checked to insure that the proposed activity conforms with Federally established eligibility criteria. Eligibility criteria as described in the Stafford Act, and supporting documents such as 44 CFR, Chapter 1 Part 201 Mitigation Planning, Subpart N, Hazard Mitigation grant Program Section 206, and the implementing regulation for the Flood Mitigation Assistance program. In particular the applications should be clear that mitigations plan development will follow Disaster Mitigation Act (DMA) 2000 criteria.

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III. HOW TO USE THE PLANNING ACTIVITY RATING FORM

1. Assign a score to the evaluation and rating criteria for each planning activity application using a scale of 0 to 10, with 0 being assigned to criterion that is not applicable to the activity or not addressed at all, even though required, and 10 being assigned to a criterion that is addressed in an excellent manner.
2. Multiply the criterion weight by the criterion score to obtain a weighted score for each evaluation and rating criterion.
3. Add all weighted scores to obtain a Total Weighted Score for each applicant. This will comprise the activity application score for use in establishing a prioritized list that will be submitted to FEMA for review and approval.

I:\HazardMIT\PLANNING\PDM Info\PDM plan apps Ranking Forms

Appendix 2
NEW YORK STATE EMERGENCY MANAGEMENT OFFICE
GRANT APPLICATION FOR THE DEVELOPMENT OF AN

As of November 1, 2004 an approved all-hazard mitigation plan will be a prerequisite for FEMA Hazard Mitigation Grant Program (HMGP) project funding and future Pre-Disaster Mitigation Program (PDM) project funding. The Flood Mitigation Assistance (FMA) Program continues to require communities to have a FEMA approved mitigation plan prior to requesting project implementation funds. A mitigation plan prepared under the all-hazard mitigation planning guidelines should satisfy the planning requirements of the PDM, HMGP and FMA. It should also satisfy the mitigation planning requirements of other agencies, e.g., the US Army Corps of Engineers. Properly completed plans should also meet the Community Rating System (CRS) planning requirements of the National Flood Insurance Program (NFIP). The latter will contribute towards the requirements for NFIP premium reduction.

A. COMMUNITY INFORMATION

Name of Municipality/Municipalities:

Political Designation:

___ County ___ Town ___ Other Specify: _____
___ City ___ Village _____

Proposed Plan Type:

___ Single Municipality ___ Multi-jurisdictional*

If multi-jurisdictional, how many communities will be included in the plan?

___ cities ___ towns ___ villages

* If you are doing a multi-jurisdictional plan (i. e., your municipality jointly, or collectively, working with one or more municipalities to prepare a combined plan) please provide the information for all communities. For county-wide plans, please provide contact information for the county. In addition, please submit a list of municipalities within your county that will be involved in the planning effort.

If multi-jurisdictional, are statements of participation for each of the municipalities attached?

___ No ___ Yes

Proposed Plan Cost:

Total Cost: _____ Federal Share (75%) _____

General Information

Population _____

Land area
(sq mi.) _____

County _____

NYSEMO
Region _____

County Hazard Mitigation Coordinator: _____

Landuse (%): ___ Residential ___ Commercial ___ Industrial/manufacturing

___ Mixed Use ___ Agricultural ___ Open Space

___ Recreational

___ Other: _____

Have you ever submitted an application to SEMO Mitigation Section for a planning grant prior to this time? ___ Yes ___ No

If yes, please list the programs under which you submitted your application and the dates of submission: _____

Is there potential for future development in your community?

___ Yes - vacant land is available for development

___ Yes - redevelopment of previously developed areas

___ No – the community is “built out” with little to no room for future development

1. Does the plan area include one or more **small and impoverished communities**? *(Small and impoverished communities are defined as communities consisting of 3,000 or less people, that is identified by the State as a rural community, and is not a remote area within the corporate boundaries of a larger city, it must be economically disadvantaged, with residents having an average per capita annual income not exceeding 80% of the national per capita income (based on best available data) and it must have a local unemployment rate that exceeds by one percentage point or more the most recently reported average yearly national unemployment rate.)*

___No, ___Yes

If Yes, list: _____

National Flood Insurance Program (NFIP) & Community Rating System (CRS) Information:

2. Is the community (or communities) a participant in good-standing in the National Flood Insurance Program (NFIP)?: ___yes, ___no

(NFIP) If yes, A. How many communities?: _____

B. Total Number of claims?(list time frame): _____

C. Total Dollar Amount of claims?:(list time frame)\$_____

3. Does the planning area include communities with **Community Rating System (CRS)** classification (Activity 510 Floodplain Management Planning)?
 ___yes, ___no

If yes, list community name and CRS rating classification number:

Community:	CRS rating number:

Other Programs:

4. Do any communities within the planning area participate in the Code Enforcement Disaster Assistance Response (**CEDAR**) program? ___No ___Yes

If Yes, list: _____

5. Does the plan area include one or more **Firewise communities**?

___No, ___Yes

If Yes, list: _____

6. Does the plan area include one or more communities whose building codes have been assessed on the **Building Code Effectiveness Grading Schedule (BCEGS)**? ___No ___Yes

If yes, list community name and BCEGS rating:

Community:

BCEGS rating:

7. Does the plan area include **Storm Ready communities** ___ No ___ Yes

If Yes, list: _____

Contact Information:

Point of Contact:

Name: _____

Title: _____

Address: _____

Telephone: _____ FAX: _____

Email: _____

Chief Executive Officer:

Name: _____

Title: _____

Address: _____

Telephone: _____ FAX: _____

Email: _____

B. INDICATION OF INTEREST IN PRE-DISASTER MITIGATION

(Use additional sheets for any questions in this section if desired)

1. Describe your community's **exposure to natural, human-caused and technological hazards**; e.g., number and type of development at risk; types of hazards, etc.

If your community has conducted a Hazard Analysis Workshop (HAZNY), please attach a copy of the report.

2. How many **federal disaster declarations** have been designated in your County. _____ # of Disaster(s), **(Please attach a separate sheet listing the disasters.)**

3. Identifying the community's disaster loss history by disaster type, and include disaster damage \$ amounts. As appropriate, identify repetitive loss properties

4. Please indicate your interest in developing a local All-Hazard Mitigation plan.

5. Does the Plan area include one or more communities with an approved and adopted **Flood Mitigation Assistance (FMA) Plan**?

_____ No, _____ Yes

If Yes, List: _____

6. Within the **Planning Area**, have any mitigation measures or projects been initiated or **completed** relative to the hazards you identified?

If so, please list the applicant, the project and note mitigation grant funding source:

7. Have any of the communities applying for the planning grant ever had to withdraw from funding for a mitigation grant? _____ No _____ Yes

If yes, please provide the reason for withdrawing and the funding source of the grant: _____

8. Describe the opportunity for, and current experience with, **private sector** interest and involvement in **hazard risk reduction activities** for your community.

9. Describe how **long-term mitigation planning is supported by local elected officials**, including the commitment to consider programmatic, policy and legislative remedies in addition to fiscal and other local government resources.

10. Include any additional information that you believe strongly supports your interest in developing an all-hazard mitigation plan.

A. ENDORSEMENT OF PARTICIPATION

The undersigned does hereby submit this application for a matching grant to develop an All-Hazard Mitigation Plan under the coordination of the New York State Emergency Management Office. This planning effort has the full support and commitment of the municipality.

Chief Executive Officer:

Name _____
Title _____
Signature _____
Date _____

New York State Emergency Management Office Mitigation Section
 Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), and Hazard Mitigation Grant Program (HMGP)

Planning Activity Application Evaluation & Ranking System Form

Select Grant program: _____ **FMA** _____ **HMGP** _____ **PDM**

Sub-Applicant Name : _____

Evaluators Name: _____

Application Prescreening Criteria	Application Score (assign a score from 0-10, or a fixed score)	Selected Score	Criteria Weight (fixed)	Weighted Score
1. Is the applicant community a NFIP repetitive flood loss community ?	Yes=10 No=0** **Special Note: Flood Mitigation Assistance (FMA) Program Only: If No, suspend the review process and notify program manager.		HMGP - 1 PDM* - 2 *Note - weighting based on PDM FY03 program criteria, program priority may change weight.	
Hazard Mitigation Grant Program(HMGP) Only. 2. Is the application from a declared county?	Yes=1 No=0		10	
Plan Focus Details				
1. How well does the application thoroughly and clearly defines eligible planning activity ?	Poor = 0 Fair = 3 Good = 6 Excellent= 10		2	
2. Does the plan (area) include one or more small impoverished communities ? <small>A community of 3,000 or fewer individuals that is identified by the State as a rural community, an is not a remote area within the corporate boundaries of a larger city; is economically disadvantaged, having an average per capita annual income of residents not exceeding 80 percent of national, per capita income, based on best available data; the local unemployment rate exceeds by one percentage point or more, the most recently reported, average yearly national unemployment rate; and any other factors identified in the State Plan in which the community is located.</small>	Yes=1 No=0		5	
3. Is the plan multijurisdictional ?	Yes=1 No=0		10	0
4. Number of jurisdictions committed to the planning effort? (application must include verification of commitment)	1 = 1 2-5 = 3 6-10 = 5 11-15 = 7 16-20 = 9 21-25 = 11 26+ = 13		1	0
5. Population covered in the planning effort?	up to 5,000 = 1 5,001 to 15,000 = 3 15,001 to 25,000 = 5 25,001 to 35,000 = 7 35,001 to 45,000 = 9 45,001 to 55,000 = 11 55,001 to 65,000 = 13 65,001 to 75,000 = 15 75,001 to 85,000 = 17 85,001+ = 20		1	0
6. Population trend ?	Declining = 0 Unchanged = 2 Growing = 4		1	
7. Land area in square miles in the planning area?	up to 10 = 1 10 to 20 = 3 20.01 to 40 = 5 40.01 to 60 = 7 60.01 to 80 = 9 80.01 to 100 = 11 100.01 to 120 = 13 120.01 to 140 = 15 140.01 to 160 = 17 160.01+ = 20		1	0
8. Is there potential for future development in the planning area?	Yes=1 No=0		1	0
9. Intensity of development pressures. (as described on application)	High = 5 Low = 1 None = 0		1	0
Background Info				
1. Was application previously submitted with no funding results ? If Yes, How many times? _____ (see response to question in application)	1 = 1 2 = 2 3 = 3 4 = 4 5+ = 5		3	0
2. Number of Federal Disaster Declarations in your County ?	How many? _____ (score) (score = 1 point for each)		5	0

3. Disaster Damage amounts by Jurisdiction totals since 1985.	up to \$30,000 = 1 \$30,001 to 60,000 = 2 \$60,001 to 100,000 = 3 \$100,001 to 150,000 = 4 \$150,001 to 210,000 = 5 \$210,001 to 280,000 = 6 \$280,001 to 360,000 = 7 \$360,001 to 450,000 = 8 \$450,001 to 550,000 = 9 \$550,001 to 1,000,000 = 10 Greater than 1,500,000 = 13		2	0
National Flood Insurance Program				
1. How many communities within the planning area are NFIP repetitive loss communities?	1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 etcetera (one pt for each)		1	0
2. Number of repetitive loss properties in planning area. (as reported on the application)	1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 etcetera (one pt for each)			
2. Number of claims	up to 10 = 1 11 to 20 = 2 21 to 30 = 3 31 to 40 = 4 41 to 50 = 5 to 60 = 6 61 to 70 = 7 71 to 80 = 8 etcetera (1 pt for each increment of 10)	5	1	0
3. Dollar Amounts of claims.	up to \$30,000 = 1 \$30,001 to 60,000 = 2 \$60,001 to 100,000 = 3 \$100,001 to 150,000 = 4 \$150,001 to 210,000 = 5 \$210,001 to 280,000 = 6 \$280,001 to 360,000 = 7 \$360,001 to 450,000 = 8 \$450,001 to 550,000 = 9 \$550,001 to 1,000,000 = 10 \$1,000,001 to 1,500,000 = 11 Greater than 1,500,000 = 13 etcetera		1	0
Other Programs				
CRS SINGLE JURISDICTION ONLY	Yes=1 No=0		1	
CRS MULTI JURISDICTION ONLY	0 = 0 1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 ...one point for each community...		1	
CRS Rating 3. If yes, What is the rating? _____ <i>(for Multi-Jurisdictional (more than 1) use average rating)</i>	CRS rating 1 = 50 score 2 = 50 3 = 50 4 = 50 5 = 50 6 = 28 7 = 21 8 = 14 9 = 7 10 = 0		1	
SINGLE JURISDICTION ONLY	Yes=1 No=0		1	0
4. Is the applicant a Firewise community?				

MULTI JURISDICTION ONLY	0 = 0 1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 ...one point for each community...		1	0
5. How many communities within the planning area are Firewise communities ?				
SINGLE JURISDICTION ONLY	Yes=1 No=0 (plus 1 pt for each if more than one)		1	0
6. Is the applicant a Storm Ready community?				
MULTI JURISDICTION ONLY	1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 etcétera		1	0
7. How many communities within the planning area are Storm Ready communities?				
SINGLE JURISDICTION ONLY	BCEGS score of: 1 = 10 2 = 9 3 = 8 4 = 7 5 = 6 6 = 5 7 = 4 8 = 3 9 = 1 10 = 0		1	0
8. What is the BCEGS score of the community?				
MULTI JURISDICTION ONLY	BCEGS score of: 1 = 10 2 = 9 3 = 8 4 = 7 5 = 6 6 = 5 7 = 4 8 = 3 9 = 1 10 = 0		1	0
9. What is the average BCEGS score of the communities within the planning area?				
Previous Mitigation Efforts				
HMGP & PDM APPLICATIONS ONLY				
1. Does the community have a draft or approved and adopted FMA plan ?	Approved/Adopted=5 No=0		1	
MULTI JURISDICTION ONLY	0 = 0 1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 ...one point for each community...		1	
2. Do any communities have a draft or approved and adopted FMA plan ? If Yes, How many are there? _____				
3. Has the applicant received mitigation grant funds previously ?	Yes=5 No=0		1	0
MULTI JURISDICTION ONLY	0 = 0 1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 ...one point for each community...		1	
4. If there are communities within planning area that received mitigation grant funds previously, How many? _____				
5. If yes, how well did the applicant perform? (for Multi-Jurisdictional (more than 1) use average score)	Completed successfully = 5 Withdrew with reason = -2 withdrew (performed poorly) = -10		1	0
			Total	0

Lowest score of
score of

In general, high

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