

HAZARD MITIGATION GRANT PROGRAM

Quick Reference Guide



HMGP

Hazard Mitigation Grant Program

Information Needed Before Applying:

- Online grant application must be completed by someone authorized on behalf of the applying community/agency.
- The application is a multi-step process and all applicable steps must be completed in order for your grant application to be considered.
- Before completing this application all applicants **MUST** complete a **Benefit Cost Analysis** and an **EHP Screening Form**.
- If you have questions throughout the application process, please contact your Field Representative or the State Hazard Mitigation Officer.

HMGP Application Information Requirements:

- Location of the proposed project in your Local Hazard Mitigation Plan's strategy (Page/Section)
- Tax ID and FIPS code
- DUNS # - Look up or obtain via <https://fedgov.dnb.com/webform/index.jsp?source=fedgov>.
- U.S. Congressional District & Congressman Name
- State Senatorial District & Senator Name
- State Legislative District & Representative Name
- Primary & Secondary Point of Contact Information
- Project Description, to include:
 - Site Address
 - Tax Parcel ID
 - Property Tax ID
 - Latitude/Longitude of the project site
 - Flood Zone Designation (if applicable)
 - Panel Number of the FIRM with date
 - Description of the area and population affected/protected by this project, including location

- Scope of Work, to include:
 - Describe, in detail, the proposed project.
 - Explain how the proposed project will solve the problem(s) and provide the level(s) of protection.
 - Include a description of the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.
- Describe the process used to determine this project is the best solution to the problem. Explain why this project is the best alternative.
- The Following Maps:
 - Flood Insurance Rate Map (FIRM). If the FIRM for your area is not published, attach a copy of the Flood Hazard Boundary Map (FHBM)
 - Scale map (large enough to show the entire project area.)
 - USGS 1:24,000 topo map
 - Parcel Map (Tax Map, Property Identification Map, etc.)

(continued on next page)



Overview photographs.

- Representative of the project area, including any relevant streams, creeks, rivers, etc., and
- drainage areas which affect the project site of will be affected by the project.
- Photos of damages or recent events.



Site Plan (engineering report, feasibility study report)



Line Item Budget (include quotes/ estimates if available)



Non-Federal Funding Share (25% of Total Cost) with [match commitment letter](#)



Timeline - Total Timeframe (must not exceed 1,095 days, 36 months, or 3 years)



Alternative Actions

- Discuss two feasible alternatives to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project.
- Include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.



Environmental & Historic Preservation (EHP) Checklist, if applicable

- [EHP Screening Form](#)
- Wetlands Map
- Aerial Photograph
- Exterior Ground Level Photos, etc.



Exported Benefit Cost Analysis

Benefit Cost Analysis (BCA) Information Requirements



Download [FEMA Benefit Cost Analysis Software 5.3.0](#)

Primary Point of Contact



Latitude/Longitude of the project site in decimal degrees (xx.xxxx/-xx.xxxx)



Reoccurrence interval for events (e.g 10 year event, 100 year event, etc.)



Historical damage data for at least three past events (if reoccurrence interval is unknown) to include, with back up documentation:

- Total cost of damages
- Road closures
- Labor costs
- Equipment costs



One way traffic counts with back up documentation



Detour route with maps, additional time and miles



Date of original construction



Damages after mitigation (acquisition is the only project that doesn't have damages after mitigation)



Cost of loss of utilities (if applicable)



Elevation certificate (if applicable)



Base flood elevation documentation (if applicable)



Environmental Benefits (if applicable)