

HHPD APPLICATION

Quick Reference Guide



Information Needed Before Applying:

Read the [HHPD Grant Guidance](#) found on the HSEM Resource Center for the Notice of Funding priorities, compliance requirements, and eligible projects.

- The online grant application must be completed by someone authorized on behalf of the applying community/agency (fiscal agent for the grant).
- A screen shot of your community/SAU/ agency DUNS #'s "Active" status on <https://www.sam.gov/SAM/> for a DUNS # look up or obtain here: <https://fedgov.dnb.com/webform/index.jsp?source=fedgov>.
- Dam Name and State Dam Inventory Number
- Contact Information for Primary and Secondary Points of Contact and Fiscal/ Financial Agent.
- Project Milestones – Detailed with estimated time-frames for each milestones (post award forward).
- Detailed Project Description and Population at Risk (PAR)
- Scope of Work Budget
- Explanation as to how quotes/vendors were determined based upon your procurement policies.
- Copy of your current procurement policy.

- Detailed explanation of cash or soft/in-kind match and/or a combination thereof and completed [Match Commitment Letter](#)
- Date of FEMA-Approved Local Hazard Mitigation Plan
- Copy of COMPLETED [Local Hazard Mitigation Plan Review Tool](#) "Optional: High Hazard Potential Dam Risks" section
- Copy of Floodplain Management Plan and/ or certification of development/ implementation of Floodplain Management Plan
- Completed [Environmental & Historic Preservation \(EHP\) Checklist](#)
- Assurances: At the end of the application, be prepared to download and sign up to three (3) certifications titled:
 1. Lobbying; Debarment, Suspension & Other Responsibility Matters; and Drug-Free Workplace Requirements;
 2. Disclosure of Lobbying Activities Form (only if applicable);
 3. A Non-Construction Assurances Form; or
 4. A Construction Assurances Form.

HHPD Application092120

Please contact your assigned HSEM Field Representative or the State Hazard Mitigation Officer at 271-2231 for any questions or assistance.