

HAZARD MITIGATION ASSISTANCE

Quick Reference Guide



HMGP

Hazard Mitigation Grant Program



BRIC

Building Resilient Infrastructure and Communities

Information Needed Before Applying:

- Grant applications 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 project applications, all applicants **MUST** complete a **Benefit Cost Analysis**.
- If you have questions throughout the application process, please contact HSEM Hazard Mitigation.

HMGP/BRIC Application Information Requirements:

- Location of the proposed project in your Local Hazard Mitigation Plan's strategy (Page/Section).
- Tax ID and FIPS code.
- UEI # - Look up or obtain via <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>
- 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)

HMGP/BRIC Application Information Requirements:

- Overview photographs.
 - Representative of the project area, including any relevant streams, creeks, rivers, etc., and
 - drainage areas which affect the project site or 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 (typically 25% of Total Cost) with [match commitment letter](#)
- Timeline - Total Time-frame (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
 - 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 6.0](#)
- Primary Point of Contact.
- Latitude/Longitude of the project site in decimal degrees (xx.xxxx/-xx.xxxx).
- Historical damage data for at least three past events (if re-occurrence interval is unknown) or a licensed engineer's analysis of expected damages. Supporting documentation should include:
 - 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).

Please contact HSEM Hazard Mitigation Officer at 603-271-2231 or nh.hm@dos.nh.gov for any questions or assistance.