

Planning Grant: Instructions

**The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand the FEMA Hazard Mitigation Grant Program (HMGP) application process.*

This document provides instructions on how to complete the application for the hazard mitigation planning grants under FEMA's Hazard Mitigation Grant Program (HMGP). Planning grants funded under HMGP are designed to develop and update state, territorial, local, and tribal mitigation plans that meet the planning requirements outlined in Title 44, Code of Federal Regulations (CFR), Part 201. While planning grants are usually geared toward developing and updating hazard mitigation plans, under HMGP they may include other planning-related activities such as integrating information from mitigation plans and other planning efforts, building capability through technical assistance and training, or evaluating the adoption/implementation of ordinances to increase resiliency. This application can be used for planning grants that will produce hazard mitigation plans.

The user can provide the requested information by adding text or comments to the form, or by including the information in a separate document with their subapplication.

A. Applicant/Subapplicant Information

1. **Applicant/Subapplicant Legal Name:** Enter your organization's legal name.
2. **Organizational Unit:** Enter the name of the department or agency within your organization that is pursuing the grant.
3. **Planning Grant Title:** Enter the name of the planning grant. The title should be short but descriptive (e.g., Everytown Mitigation Plan Update).
4. **Applicant/Subapplicant Type:** Enter the type of applicant or subapplicant; refer to Hazard Mitigation Assistance (HMA) Guidance (Part III, Sections A and B) for information on Eligible Applicants and Subapplicants.
5. **Proposed Planning Grant Total Cost:** Enter the total cost of the planning grant in the first field provided. In the fields beneath that, indicate the percentage and dollar amount of both the federal and local shares for the project.
6. **Certifications:** Read the statement provided and enter the requested information to certify the Applicant/Subapplicant reviewed and concurred with the HMGP program requirements.
7. **Mitigation Plan:** Mark the appropriate box—Yes or No. If Yes was marked, provide the specified information for the Local and State or Tribal Mitigation Plan.
8. Enter the **Tax ID Number**, five-digit Federal Information Processing Standards (FIPS) code, six-digit **Community Identification Number**, and Data Universal Numbering System (DUNS) number for the Applicant/Subapplicant.
9. Enter the **U.S. Congressional District** for your jurisdiction, if applicable.
10. Enter the **State Legislative District** for your jurisdiction, if applicable.



11. **Primary Point of Contact:** Enter the contact information for the person coordinating the implementation of this grant throughout the application process.
12. **Alternate Point of Contact:** Enter the name and contact information for the alternate point of contact who can coordinate the implementation of this grant when the primary point of contact is not available.
13. **Authorized Applicant/Subapplicant Agent:** Enter the name and contact information for the authorized agent for your organization. The Authorized Applicant/Subapplicant Agent **MUST** be the chief executive officer, mayor, or person of comparable status who is authorized to sign contracts, authorize funding allocations or payments, etc.

B. Project Narrative and Scope of Work

Planning grant subapplications should identify, in a clear, concise and meaningful narrative, the steps required to complete a hazard mitigation plan. This narrative will become part of the conditions of the FEMA award, so it should accurately represent a community's needs.

1. Enter the name and Applicant/Subapplicant type for your organization proposing to create/update a hazard mitigation plan. Using the check boxes, indicate if the planning grant will create a NEW or an UPDATE/REVISION of a mitigation plan; a *current* hazard mitigation plan has not lapsed, meaning that it is still within five years of its approval date.
2. Certify by checking YES that you understand that the activities of the planning grant will result in a hazard mitigation plan that must be reviewed and approved by FEMA (or a state, if delegated local mitigation plan approval under the Program Administration by States [PAS]), including adoption by the jurisdiction. For multijurisdictional plans, each participating jurisdiction is expected to adopt the mitigation plan and finish the process with an approved mitigation plan within the period of performance.
3. Indicate if your jurisdiction has previously submitted for funding to produce a hazard mitigation plan. If so, describe past mitigation plans and mitigation efforts to identify priorities for plan updates. The FEMA plan review tool from the previous plan should be included as an attachment.
4. Describe the planning grant scope. Make sure you describe all planning grant activities in detail (see HMA Guidance and applicable state, local, and/or tribal mitigation planning policies) and include key milestones, required activities, and deliverables. Include expectations for the future use of the products prepared as a result of this grant funding. The following example elements may be included in the planning grant scope:
 - Describe the planning area, including any noncontiguous land holdings or assets (such as dams) and demographics. The description must include the number and names of participating governments, special districts, or other partners. Planning areas may include governments, such as states, territories, tribal lands, cities, townships, counties, or other districts. Planning areas may also be defined by watersheds or other natural features. Planning areas can crossover or encompass other jurisdictions, such as a fire protection district or a utility district.
 - Determine the planning area and resources.
 - Build the planning team.
 - Create and implement an outreach strategy.
 - Review community capabilities.
 - Conduct a risk assessment.

- Develop a mitigate strategy.
 - Establish plan maintenance procedures.
 - Review and adopt the plan.
5. Describe coordination efforts and adoption procedures for participating entities. Describe how the lead jurisdiction will ensure participation and adoption.
 6. If this grant will support a hazard mitigation plan update, describe any deficiencies noted in the review of the previously approved plan and how these will be addressed. Describe how this plan will address recent and future changes to the built environment, mitigating risk to underserved communities, and considerations for climate change.

C. Estimated Work Schedule

1. Specify the duration of each process component required to complete the project. Although the components' occurrences are not necessarily sequential and activities may be carried out concurrently, the total timeline cannot exceed the period of performance for HMGP, which is 36 months. If needed, include a detailed schedule in the attached documentation.

D. Budget Estimating

1. **Costing Methodology:** Indicate which method(s) were used to determine the grant costs. Choose whether the estimates were prepared by a contractor or consultant OR if the cost of a previous planning grant was used (with an inflation factor) to obtain the estimate. If neither of these, please choose "Other" and describe the methodology used to develop the cost estimate.
2. **Cost Estimate:** Enter the costs associated with the cost categories specified, as applicable. Indicate which of the line items apply to the grant, and ensure they match the information provided in all other documentation provided with the subapplication. All costs should be detailed and not contain any lump sums. The cost estimate includes a line-item breakdown of costs associated with all elements described in B. Project Narrative and Scope of Work and E. Budget Estimating sections of this application. Personnel hours should be detailed by position title, estimated number of hours to the planning grant, and estimated cost per hour for that position. Common line items include:
 - a. Organize to prepare the plan
 - b. Involve the public, all participating jurisdictions, and partners
 - c. Coordinate with all participating jurisdictions, stakeholder agencies and other partners
 - d. Assess the hazards or profile the hazards based on current and future conditions
 - e. Assess the problem and develop solutions that can be implemented using a wide range of resources; address all assets, including those outside of geopolitical boundaries, such as dams
 - f. Set goals and objectives
 - g. Review possible mitigation activities
 - h. Prioritize mitigation strategies/actions
 - i. Draft mitigation strategies for a range of applicable hazards

- j. Submit to state/FEMA for review and approval
 - k. Implement, evaluate, and revise
 - l. Coordinate state and FEMA grant closeout
 - m. Other eligible expenses such as pre-award costs (incurred after the relevant disaster declaration date), professional development and training, and travel associated with carrying out the planning tasks
3. **Budget Narrative:** Provide a budget narrative with explanations, justifications, and line-item details of the planning grant cost. Describe which activities will be completed by personnel versus contractors, as appropriate. Disclose any assumptions or referenced information used and explain how costs were derived and any details not included in the line items. If needed, indicate in the box that supporting documentation is located in an attachment to the application and provide with application submittal.

The budget narrative should explain how costs were derived, including any details not in the line items.

E. Non-federal Funding Share (25% of Total Planning Grant Costs)

List all sources and amounts used in the non-federal share, including all in-kind services. In-kind services may not exceed the 25% non-federal share. For each source, indicate the name of the source agency, describe the type of funding, and the amount.

Attach letters of funding commitment for each source.

F. Required Documentation Attached

Indicate all attachments to be included with this form. Please also indicate any additional documentation in the box below.

- Fund commitment letter, which lists the sources and amounts used in the non-federal share requirement, including all in-kind services. Fund commitment letters are also required from non-applicant sources.
- Assurances (FEMA Form 112-0-3C or 20-16c (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), and SF-LLL (Disclosure of Lobbying Programs) if applicable)
- Include a completed SF-424 (Application for Federal Assistance), signed by the authorized representative of the jurisdiction.
- Detailed budget with additional budget narrative if box provided is not sufficient.
- Designated Authorized Agent documentation that is signed by the ruling body of the applicant and designates authority for the signatory to sign contracts, authorize funding allocations or payments, or apply for grant funding.
- FEMA Statement of Assurances: Include a signed copy of the FEMA Statement of Assurances. Refer to HMA Guidance Addendum, Section A.6.3 for additional guidance.
- Voluntary Participation Notice from all communities named in the application. Not required for state or tribal mitigation plans.
- If there will be additional items not listed, please indicate those items in the comment box below this section.