

Division of Homeland Security and Emergency Management

Hazard Mitigation Grant Program (HMGP)

Planning Application



Applicant _____

Project Location _____
(street, city, borough, state, zip code)

Project Title (descriptive) _____

Estimated Project Cost (total) _____

THIS SECTION FOR STATE USE ONLY

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> HMGP 5% Initiative | <input type="checkbox"/> Eligible Applicant | <input type="checkbox"/> Sanctioned |
| <input type="checkbox"/> HMGP 7% Planning Initiative | Community NFIP Status: | |
| <input type="checkbox"/> Initial Submission | <input type="checkbox"/> Participating Community | |
| <input type="checkbox"/> Resubmission | ID #: _____ | |
| | <input type="checkbox"/> CRS Participant | |
| | <input type="checkbox"/> In Good Standing | |

State Reviewer: _____ Reviewer Phone: _____

Date Received: _____ Reviewer Fax: _____

Reviewer email: _____

Federal Share (Typically 75% of project cost):	\$	\$
Other Federal Share:	\$	\$
State Share (Typically 25% of project cost):	\$	\$
Applicant's Share (Any amount available to supplement the project cost):	\$	\$
Other Non-Federal Shares (Describe):	\$	\$
Total funds required to complete project:	\$	\$

INTRODUCTION

The Hazard Mitigation Grant Program (HMGP) assists States and local communities in implementing long-term hazard mitigation measures following a major disaster. The funding for this program is based on a 75/25 federal and State share. Further information concerning Alaska's involvement in the HMGP can be found in the current Alaska Hazard Mitigation Admin Plan at: <https://ready.alaska.gov/Grants/HMGP> or be obtained by calling the State Hazard Mitigation Officer (SHMO), Division of Homeland Security and Emergency Management (DHS&EM), at (800) 478-2337 or (907) 428-7000.

PROJECT ELIGIBILITY CRITERIA:

DHS&EM, as the grantee, is responsible for ensuring applicants meet the eligibility requirements for sub-grantees and for selecting eligible projects for which funding is requested. Additionally, DHS&EM may require the applicant to hire a planning contractor to assist in development of the Local Hazard Mitigation Plan.

Before you start completing the attached application forms, check your proposed planning project for eligibility in the HMGP. All planning projects must meet the following criteria to be eligible for Hazard Mitigation funding. This information can be found in the State Hazard Mitigation Plan at the above referenced web address.

1. YES: NO: Does your community currently have a FEMA approved and locally adopted Local Hazard Mitigation Plan?
2. YES: NO: Does your community participate in the National Flood Insurance Program (NFIP)?
3. YES: NO: Is your community eligible to join the NFIP?
4. NEW: UPDATE Is the planning application submitted to create a new, or update an existing, local hazard mitigation plan?
5. What Type of Plan?
 - Local Multi-Jurisdictional Multi-Hazard Mitigation Plan
 - Local Multi-Hazard Mitigation Plan
 - Tribal Multi-Jurisdictional Multi-Hazard Mitigation Plan
 - Tribal Multi-Hazard Mitigation Plan
6. YES: NO: Are you an eligible applicant? (i.e., Borough/City/Community/Tribe/eligible Private Non-Profit Agency or Organization).

SIGNATURE OF AUTHORIZED AGENT:

The undersigned has the authority to commit the jurisdiction to complete this project and to submit this application for financial assistance under the Alaska State Hazard Mitigation Grant Program. Further, the undersigned certifies that the applicant will fulfill all requirements of the State and Federal Hazard Mitigation Grant Program.

Print Name: _____

Signature: _____

Date: _____

Title: _____

In preparing your application, use as many extra pages as is necessary to clearly define the Scope of Work for your proposed project.

WHEN COMPLETED, THIS APPLICATION SHOULD BE RETURNED TO:

State of Alaska
Alaska Division of Homeland Security and Emergency Management
State Hazard Mitigation Officer
HMGP Planning Application
P.O. Box 5750
JBER, AK 99505-0750

1. APPLICATION DATA

Completely fill out this application and the accompanying *Project Schedule, Timeline, and Milestone Worksheet*

1.1. Project Title:

1.2. Application Identification:

Name of Sub-grantee Organization/Agency:

Check one:

State Government Local Government Recognized Indian Tribe Private Non-Profit

Type of Organization/Agency

Check one:

Borough Municipality City Tribal Private Non-Profit Special District

Tax ID Number:

FIPS Code (If Known):

1.3. Applicants Representative: (The applicant's agent, project manager, or official contact)

Name: Ms. Mr. Mrs. :

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

1.4. Alternate Representative:

Name: Ms. Mr. Mrs. :

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

1.5. Chief Financial Officer:

Name: Ms. Mr. Mrs.:

Title:

Address:

Business Phone: () -

FAX Number: () -

Email Address:

1.6. Cost Share Summary:

(This column Office Use Only)

	<u>Amt Requested</u>	<u>DPC Approved</u>
1.6.1. Federal Share (HMGP):	\$	\$
1.6.2. Other Federal Share:	\$	\$
1.6.3. State Share:	\$	\$
1.6.4. Applicant's Share:	\$	\$
1.6.5. Other Non-Federal Shares (Describe):	\$	\$
1.6.6. Total funds required to complete project:	\$	\$

1.7. Planning Project Budget: Provide details of all allowable costs for the planning project. Reasonable project cost estimates are essential. Projected or increased costs due to a potential delayed starting date should be built into the categories line item. Do not include project administrative allowances or contingency costs in the budget. (Please attach any spreadsheets or supporting project cost documentation along with the HMGP Planning Application.)

1.7.1. Materials (Expand as needed)

Item	Dimension	Quantity	Cost Per Unit	Total Cost

1.7.2. Labor (Include equipment costs -- please indicate all "soft" or "in-kind" matches.) (Expand as needed)

Description of Activities	Hours	Rate	Cost

1.7.3. Fees Paid (Indicate contracts costs here. Include any other associated project costs.) (Expand as needed)

Description of Task	Hours	Rate	Cost

Total Estimated Project Cost \$ _____

2. PROJECT DESCRIPTION

2.1. Planning Project Description: Describe the proposed project (Scope of Work) **in detail**. The Scope of Work must include a detailed description of the planning process, identify how the public will be involved, who will participate in the plans development, and who will be involved in the risk assessment of the population and facilities.

- Describe and annotate community involvement in the planning process
- An assessment of the risks (List the facilities that are at risk)
- List the facilities, or portions of public infrastructure, that are vulnerable to a disaster
- Develop a mitigation strategy to reduce potential losses and target resources
- Describe how each community will periodically evaluate, monitor, maintain, and update the plan
- Describe how the community will implement the plan after receiving approval and adoption by the community
- Explain how long the planning project will take to complete
- Complete Project Work Schedule, Timelines, and Milestone Sheet located as Attachment 1
- Explain how the community is going to prioritize projects

Use separate pages as needed to ensure a complete project description

2.2. Scope of Work: Develop local Hazard Mitigation Plan for (insert name of community here)

- Mitigation plans developed for communities with a substantial flood risk must develop the flood portion of the plan to qualify as a Flood Mitigation Plan under the National Flood Insurance Program must follow the Flood Mitigation Assistance guidelines. A community is considered to have a substantial threat if they have received federal assistance from flooding events
- All products produced in relation to this grant will be the property of the State of Alaska
- The plan will fulfill the John T. Stafford Act as amended in DMA 2000, Local Mitigation Planning in accordance with (IAW) 44 CFR 201.6 and Flood Mitigation Assistance (FMA) criteria 44 CFR 78.5. This planning project will ensure coordination between the applicant, DHS&EM, and the Department of Commerce, Community and Economic Development (DCCED). Focus will be on communities that could potentially participate in the National Flood Insurance Program (NFIP) and are eligible for Pre-Disaster Mitigation, Hazard Mitigation Grant Program, and Flood Mitigation Assistance Program Grant funding
- Every effort should be made by local lead and contractor to conduct two in person community visits using a town hall forum or community workshop meeting, with the community planning team. When in person meetings are not available due to weather, pandemic mandates or other events the below methodology components shall be employed and documented. Communities will use all technologies available to enhance public engagement within a given communities cultural and infrastructure capabilities and limitations. Documented methodologies shall include but not limited to:
 - Computer based meetings such as Zoom, Microsoft Teams, WebX. To meet with community members and leadership for initial kick off meetings, facilitation meetings and final draft mitigation plan presentation meeting
 - Downloadable forms that can be printed and filled out by hand so members of the planning team and planning area public can capture risks, hazards and vulnerabilities in the area
 - Advertisements of meetings, actions, dates and status on all applicable community social media platforms (City and or Tribal web sites and community Facebook pages)
 - Email distribution lists that will include members of the planning committee, all agencies assisting and their associated representatives with the development of the plan
 - Advertisement of meetings on local radio stations and newspapers (if available)
 - Coordinate with local planning team leadership to ensure flyers are posted in public places such as post office, washeteria, tribal hall / city hall
- All public meetings will be documented with sign-up sheets

- Preliminary meeting with the (“insert name of community and other participants here”) will identify all hazards in the community (natural, technological, biological, and human)
- Identify, describe, and provide location of hazards affecting the community
- Prior history will include: identifying, describing, and providing location of previous occurrences
- Identify and describe probable future hazard events
- Develop an overall summary of each hazard and their impacts
- Provide a list of vulnerable structures and critical facilities, with description, location, and, jurisdiction’s vulnerability to each hazard in term of types and number of building, infrastructure, and critical facility in each hazard area will be identified, to include defining why the facility is a critical facility. This list must include GPS coordinates for each facility in the community
- Provide a list of the number of inhabitants in vulnerable structures whether public or private
- For each hazard: estimate the potential dollar losses to the identified vulnerable structure, and describe the methodology used to prepare the estimate
- Describe and develop land use and development trends
- Develop a map of existing and proposed land uses and known hazard areas. (Develop a separate map for each jurisdiction’s risk for multi-jurisdictional plans.)
- Identify and prioritize future mitigation goals, objective and proposed activities and task action
- When complete with all tasks listed above, provide all information to the State Hazard Mitigation Officer for review
- Present description of identified hazards to the public for review
- The mitigation strategy will be based on existing authority, policy, programs, and resources, as well as the ability to improve or expand these tools
- Develop a description of mitigation goals, objectives, and action(s) taken to reduce or avoid long- term risk or damage
- Identify, evaluate, and analyze these actions or projects, with emphasis on new and existing buildings and infrastructures
- Include a description of how the mitigation strategies will be prioritized, implemented, and administered
- Include an implementation timeline, potential funding sources, and the responsible agency
- Determine how the mitigation strategies are cost effective, environmentally sound, and technically feasible
- Develop a method and schedule to monitor, evaluate, and update the plan every five years
 - Plan maintenance is the process the planning team establishes to track the plan’s implementation progress and to inform the plan update. The plan must include a description of the method and schedule for monitoring, evaluating, and updating it within a 5-year cycle.
 - Plan evaluation may not occur as frequently as plan monitoring, but it is an important step to ensure that the plan continues to serve a purpose. Many communities commit to, at a minimum, annually reconvening the planning team to evaluate the plan’s effectiveness and to prepare a report for their governing bodies that demonstrates progress to date. This information also serves as the basis of the next plan update.
- Once the planning team is confident the plan meets the required elements and includes all supporting documentation, forward the plan to your State of Alaska Hazard Mitigation Officer (SHMO) or State Mitigation Planner. The State will review the plan and work with you on any required revisions for approval.
- Review and revise the plan once the plan has been reviewed by the SHMO. Then, have the public review the finalized plan at a public meeting prior to resubmitting to the State.

- Once the State is satisfied that the plan meets the requirements, the SHMO will forward the plan to the FEMA Regional Office for review and approval
- When FEMA determines the plan meets the regulation, FEMA will notify the SHMO that the plan is approvable pending adoption (APA)
- Adoption by the local governing body demonstrates the community's commitment to implementing the mitigation strategy and authorizes responsible agencies to execute their actions. The final plan is not approved until the community adopts the plan and FEMA receives documentation of formal adoption by the governing body of the jurisdiction(s) requesting approval.
- Upon receiving the record of adoption from the State, FEMA will issue an official approval letter stating which jurisdictions have adopted and are approved and eligible for FEMA Hazard Mitigation Assistance programs

*Include any other plan, data, or unintentionally overlooked information if required by FEMA that was not mentioned in this scope of work

HMGP Mitigation Planning Projects Work Schedule, Timelines, and Milestones

Attachment 1

Grant Performance Period: enter beginning date of grant period through enter ending date of grant period

1. **Estimated Starting Date:** , or within days after final project approval. (Please explain if more than sixty (60) days):
2. **Estimated Completion Date:** , or within months after project initiation. (Please explain if more than twelve (12) months):
3. **Provide a General Outline of the Work Schedule Necessary to Complete This Project:** Use Attachment 1 to list “Timelines and Milestones” for each item in the Scope of Work. This application *must* include a comprehensive work schedule that clearly describes project milestones and shows the anticipated flow of the project from the time of initiation through completion.
- 4: **Sample Planning Scope of Work:**

Community	Timelines	Milestones
- Identify and describe <i>Hazards</i> to community		Provide list of identified hazards to SHMO
- Assess and describe <i>Vulnerability</i> of assets		Provide hazard vulnerability information for identified hazards to SHMO for review
- Assess and describe <i>Risk</i> to population		Provide hazard risk information for identified hazards to SHMO for review
- Provide description of estimated losses for each hazard identified		Provide estimate of losses for each hazard identified to SHMO for review
- Identify and prioritize future mitigation goals, objectives and proposed activities / task actions		Provide prioritized list of future hazard mitigation goals, objectives and task items to SHMO for review
- Submit Draft of Local Plan (Plan) for State review		As stated
- Submit Draft of plan for FEMA review		As stated
- Submit FEMA approved Local Hazard Mitigation Plan to City Assembly/Council for <i>adoption</i>		As stated
- Submit additional analysis of <i>uncompleted</i> hazards for State review		As stated
- Submit <i>Technological</i> hazards list for State review		As stated
- Submit <i>Final</i> Local Hazard Mitigation Plan for FEMA review		As stated