

Grant Applicant Resources

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Click on the above links to navigate the resources on this page for grant applicants and sub-applicants for the [Hazard Mitigation Grant Program \(HMGP\)](#), [Flood Mitigation Assistance \(FMA\)](#) program, [Pre-Disaster Mitigation \(PDM\)](#) program, [Repetitive Flood Claims \(RFC\)](#) program, and [Severe Repetitive Loss \(SRL\)](#) program. These programs utilize similar tools and guidance materials for developing grant applications and implementing grant activities. For program-specific guidance, including application periods, funds availability, and program guidance, please click on the name of the program above.

Planning Application Development

A Sample Local Mitigation Planning Scope of Work was developed to assist applicants with developing a scope of work for a local mitigation planning application. The [Sample Local Mitigation Planning Scope of Work](#) is available from the FEMA Information Resource Library. A [Plan Tip Sheet](#) is also available for use when developing a Planning sub-application. For more information on mitigation planning, please see the [Mitigation Planning web page](#).

Project Application Development

FEMA has developed procedures to assist applicants applying for funding under FEMA's mitigation grant programs for several project types. The purpose of these documents is to provide guidance to applicants regarding collection of the administrative and technical data that FEMA requires. The Procedures for Developing Scopes of Work listed below are available from the FEMA Information Resources Library:

- [Acquisition of Floodprone Properties](#)
- [Elevation of Floodprone Structures](#)
- [Acquisition and Relocation of Floodprone Structures](#)
- [Drainage/Stormwater Management Project](#)
- [Protective Measures Retrofit Projects for Utility, Water, and Sanitary Systems and Infrastructure](#)

- [Seismic Structural and Non-Structural Retrofit Projects](#)
- [Wind Retrofit Projects](#)

In addition, a [Project Tip Sheet](#) is available for use when developing project sub-applications.

Engineering Case Studies by Project Type

FEMA has developed sample engineering case studies to provide the types of information and data needed to ensure completeness of the sections of project applications affecting engineering feasibility for several common mitigation measures. The Engineering Case Studies below are available from the FEMA Information Resources Library:

- [Minor Structural Flood Control Projects](#)
- [Elevation](#)
- [Acquisition](#)
- [Wind Shutters](#)
- [Non-Structural Seismic Retrofit](#)
- [Structural Seismic Retrofit](#)

In addition, FEMA developed an Engineering Help Module to clarify what is requested in the eGrants project sub-application, and provides information that would assist users in developing more complete applications. The [Engineering Help Module](#) is available from the FEMA Information Resources Library.

Benefit-Cost Analysis for Projects

Benefit-Cost Analysis (BCA) is the method by which the future benefits of a mitigation project are determined and compared to its cost. The end result is a Benefit-Cost Ratio (BCR), which is derived from a project's total net benefits divided by its total cost. The BCR is a numerical expression of the cost-effectiveness of a project. BCRs of 1.0 or greater have more benefits than costs, and are therefore cost-effective. **FEMA must fund cost-effective mitigation projects.** For more information, please see the [Benefit-Cost Analysis web page](#).

Project Technical Assistance

FEMA established Technical Assistance Helplines to provide assistance to Applicants and Sub-applicants with engineering feasibility and effectiveness; Benefit-Cost Analysis (BCA), including BCA software, technical manuals, and other BCA references; and Environmental/Historic Preservation compliance for project sub-applications. However, in no case will technical assistance involve conducting a BCA, or reviewing project-specific information for completeness or technical feasibility. The Helplines can be reached via phone (1-866-222-3580) or e-mail (as listed below) and guarantee a 48-hour response time.

- Engineering feasibility and effectiveness: enghelpline@dhs.gov
- Cost-effectiveness: bchelpline@dhs.gov
- Environmental/Historic Preservation compliance: ehhelpline@dhs.gov

Pre-Award Documents for Mitigation Grants

For planning and project sub-applications selected for further review, FEMA will work with Applicants to to implement required pre-award activities, including complete the Environmental/Historic preservation compliance review for projects, prior to award. *For property acquisition projects*, the Sub-applicant acquiring property must deed restrict all acquired property using the Model Deed Restrictions. Pre-award documents, including Model Deed Restrictions for each FEMA mitigation grant program, are available on the [Pre-Award Documents for Mitigation Grants web page](#). Additional compliance information for the Environmental/Historic Preservation review is available on the [Environmental/Historic Preservation Program web page](#). For more information on acquisition project pre-award requirements, please see the the [Acquisition Project Requirements web page](#).

Post-Award Mitigation Grant Requirements

Grantees must submit quarterly financial and performance reports for each grant award to the FEMA Regional Office within 30-days from the end of the first Federal quarter following the initial grant award. The Regional Director may waive the initial report. The Grantee shall submit quarterly reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30. Financial and Performance Reports are available for completion in the [Mitigation eGrants system](#).

The Grantee shall submit a Final Financial Status Report and Performance Report within 90-days from Grant Award Performance Period expiration date, per 44 C.F.R. Part 13.50 available on the web at: <http://www.whitehouse.gov/omb/grants/sf272.pdf>

For property acquisition projects, Applicants must submit a completed Statement of Voluntary Transaction for each participating property that has been acquired. A [Model Statement of Voluntary Transaction](#) is available for use. In addition, for repetitive loss properties mitigated as a result of FEMA mitigation grants, FEMA requires the submission of Form AW-501, *NFIP Repetitive Loss Update Worksheet* (OMB #1660-0022) available on the [Post-Award NFIP Property Mitigation Documents web page](#). Please see the [Acquisition Project Requirements web page](#) for more information on acquisition project requirements

References

- [Pre-Award Documents for Mitigation Grants](#)
- [Acquisition Project Requirements](#)
- [Model Statement of Voluntary Transaction for Property Acquisition Projects](#)

Solutions

- [Best Practices Portfolio](#)
- [Find a Flood Map](#)

Online Tools

- [Mitigation Electronic Grants \(eGrants\) Management System](#)
- [FEMA Library](#)
- [Photo Library](#)

Training

- [Plan Tip Sheet](#)
- [Project Tip Sheet](#)

Related Topics

- [Mitigation Planning](#)
- [Benefit-Cost Analysis](#)
- [EHP Guidance for FEMA Grant Applicants](#)

SOURCE:

<http://www.fema.gov/government/grant/resources/index.shtm>