



The Roles of the Local Community, State and FEMA in HMGP

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All levels of Government each have an important, but different role within the Hazard Mitigation Grant Program. The attached summary provides key aspects of each role within the Program.

Community Applicant/Subgrantee's Role

- Submit individual project applications to the State (if the proposed measure is selected as an approved project, the applicant becomes a subgrantee).
- Coordinate with participating homeowners and businesses who will benefit from the grant to develop the application, and subsequently oversee distribution of grant funds to subrecipients or contractors.
- Manage implementation of the approved project
- Comply with all HMGP requirements and applicable Federal, State and local laws and standards, including compliance with National Flood Insurance Program.
- Account for the appropriate use of grants to the State grantee.
- Maintain records on the program and projects as required by law.

State/Grantee's Role

- Manage the overall program within the State.
- Ensure that the FEMA Regional Director has approved the State Hazard Mitigation Plan and the State's administrative plan for implementing the HMGP.
- Establish funding priorities, and select projects for funding based on those priorities.
- Solicit program interest and help potential applicants develop complete applications.
- Establish deadlines for applications.
- Provide applicants with technical assistance (mitigation techniques and/or HMGP policy).
- Forward selected projects to FEMA for final eligibility review.

- Act as grantee, receiving funds from FEMA and disbursing them to successful applicants.
- Ensure that applicants and subgrantees adhere to all program and administrative requirements.
- Perform grantee responsibilities of monitoring the progress of projects and submitting quarterly reports to FEMA indicating the status and completion date for each approved project.

FEMA's Role

- Oversee and manage the HMGP.
- Establish minimum criteria for project eligibility.
- Keep the State apprised of the anticipated amount of available funding.
- Assist the State in setting priorities for the use of HMGP funds in the aftermath of a disaster.
- Review projects selected and submitted by the State for eligibility.
- Prepare the environmental decision document based on information submitted by the applicant.
- Provide technical assistance to States, applicants, and subgrantees in order to ensure effective and efficient implementation of the program.
- Review State's quarterly reports and follow up on issues as necessary.

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