

## Pre-Disaster Mitigation (PDM) Application Guide

Mitigation Planning Grant Component	Information and Tips to Meet the Requirement
<b>Overall Grant Information</b>	<p>Before you get started on the grant application process, be sure to think about the following items:</p> <ul style="list-style-type: none"> <li>• Why are you applying for this grant?</li> <li>• Who will sign as the Authorized Representative?</li> <li>• How will the community pay for the non-federal cost share? Most grants have a 75% Federal share and 25% Local share.</li> <li>• Have all of the necessary community partners been informed of this grant opportunity?</li> </ul>
<b>Scope of Work (SOW)</b>	<p>In this section, FEMA wants to know the full scope of what you will do with this grant, as well as the importance of obtaining the grant funds. Answer the six questions: Who, What, Where, When, Why and How. Paint a detailed picture of the intent of the grant and how it will be administered. Be sure to include the process for implementing the planning activity, including the following plan development requirements: 1) participation of agencies, stakeholders, and the public; 2) hazard identification and risk/vulnerability assessment; 3) mitigation strategy; 4) plan adoption; and 5) plan maintenance.</p>
Who	<ul style="list-style-type: none"> <li>• Who will administer the grant and finances? This may be a position or department.</li> <li>• Who will write the plan? Will it be written in-house or contracted out? Include the responsible position title or agency.</li> <li>• Who will participate in the planning process? Include other county/jurisdiction departments, municipalities, special districts, non-profit groups, etc.</li> <li>• Who in the community will benefit from the plan and the grant?</li> <li>• Who will be responsible for the reviewing and maintaining the plan?</li> </ul>
What	<ul style="list-style-type: none"> <li>• What is the intent of the grant? Is this a plan update or is this a new plan?</li> <li>• What hazard types do you plan on assessing?</li> <li>• What are your mitigation goals for your county or community?</li> </ul>
Where	<ul style="list-style-type: none"> <li>• What is the geographic area covered under this plan/grant? For example, which jurisdictions, municipalities, special purpose districts, etc, will be included in the plan? Only those identified and analyzed will be covered under your hazard mitigation plan.</li> </ul>
When	<ul style="list-style-type: none"> <li>• The SOW should tie directly into the work schedule. There are key planning stages that should be mentioned, such as public meetings (at least 2) and grant related activities (grant kick-off and closeout).</li> <li>• When will plan writing begin and when will it be finished?</li> </ul>

<p>Why</p>	<ul style="list-style-type: none"> <li>• Why are you applying for this grant and what are the benefits of receiving grant funds?</li> <li>• Why are you writing or updating a hazard mitigation plan?</li> <li>• What would the result be if the grant were not funded?</li> </ul>
<p>How</p>	<ul style="list-style-type: none"> <li>• How will stakeholders and members of the public be included in the planning process?</li> <li>• How will you assess each risk identified?</li> <li>• How will comments and other documentation be captured and retained?</li> <li>• How do you plan to develop your mitigation strategy?</li> </ul>
<p><b>Work Schedule</b></p>	<ul style="list-style-type: none"> <li>• Outline the work schedule and describe each task to be completed.</li> <li>• When will each task begin and how long do you anticipate each task to take?</li> <li>• Who is responsible for completing each task?</li> <li>• Be sure to include a month or two in the beginning of the work schedule for grant award and project kick-off, as well as a few months at the end for project closeout.</li> <li>• The period of performance on the grant is 3 years.</li> </ul>
<p><b>Cost Estimate</b></p>	<p>The cost estimate represents all anticipated costs for the grant activity. The work schedule, budget, and SOW should tie together to paint a consistent and comprehensive picture of what the grant funds will accomplish. Be sure to include the following:</p> <ul style="list-style-type: none"> <li>• Itemize each item within the budget.</li> <li>• FEMA does not accept cost estimates with “contingency” or “profit” line items.</li> <li>• Remember to provide information on the local cost share. Local matches may be cash contributions or in-kind services. The 25% local share shall not include any federal funds.</li> <li>• Provide a Funds Commitment Letter from the legal authority stating that the community will meet the non-Federal share of the project cost. Include the cost of the local match and how the match will be derived.</li> </ul>