

HMGP-4496-MA Commonwealth Planning Grant Guidance

Local Hazard Mitigation Planning

Mitigation plans are the foundation for effective hazard mitigation. A local hazard mitigation plan (LHMP) is a demonstration of the community's commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they prioritize and commit resources to mitigating hazards. Communities may apply for FEMA Planning Grants under FEMA's Hazard Mitigation Assistance (HMA) programs to cover costs associated with developing or updating a LHMP. Grant sub-recipients may use grant funds to develop or update a local mitigation plan that meets the planning requirements outlined in 44 CFR Part 201. This document provides a brief overview of the HMGP-4496-MA Commonwealth Planning Grant and specific guidance for communities applying for LHMP funding through the HMGP program. This document does **not** provide complete details of the HMGP program and its allowable and unallowable planning activities. More information on the HMGP program is available at: <https://www.mass.gov/service-details/hazard-mitigation-grant-program-hmgp>

Because FEMA imposes a cap on the amount of grant funds that the state may award for plan development and updates, the Commonwealth is providing two options for local jurisdictions to choose from when applying for planning grants.

Option #1: Multi-Community Planning Grant

The State will submit multi-community local hazard mitigation plan (LHMP) planning grants on behalf of interested communities with a standard scope of work (SOW) and budget. To be considered for this Local Planning Grant under HMGP, **your community must submit a Planning Statement of Interest no later than September 30, 2022**. Additionally, a supporting "Letter of Intent" signed by an authorized signatory. For communities that wish to utilize staff time as cost share, a detailed budget will be required (please use template found on our website). Letters of Intent submissions for hazard mitigation planning funds must be submitted to MEMA via email no later than December 5, 2022. Email your signed letters to: mitigation@mass.gov. A sample letter and template can be found on the MEMA website at: <https://www.mass.gov/service-details/hazard-mitigation-grant-program-hmgp>

A standard Scope of Work will be provided to all awarded jurisdictions. The applicant is responsible for ensuring that its proposed planning project fully complies with the Federal and State guidance for the HMGP Program and 44 CFR Part 201. Links to the federal guidelines for this program and other pertinent documents can be found in the 'Other Resources' section of this document on page 2.

Funding Amounts and Priorities

Most communities applying for Option #1: Multi-Community Planning Grant, should consider requesting a federal share of \$15,000 - \$30,000 per community. Your budget should be based on your communities' size and the complexity of risk. All federal funds must have at least a 10% non-federal cost share. Please consider the amount of non-federal funding the community has available when developing your request. MEMA will work to provide the requested federal amount whenever possible but may provide a lower federal share if federal funding amounts are reduced.

Option #2: Competitive Planning Applications

Communities or multi-jurisdictional planning groups that wish to have an expanded/enhanced scope of work, that goes above and beyond the standard SOW may submit a stand-alone HMA planning application for grant funding (i.e., more detailed risk analysis, a robust stakeholder process, translation services, etc.) Stand-alone planning applications are competitive and will be ranked in accordance with the state's applicable ranking criteria. In order to be invited to submit a full planning application, a **detailed Statement of Interest is required**. Full and complete stand-alone HMA planning applications must be received no later than the State HMGP application deadline of December 5, 2022.

Cost Share

The HMGP 4496 planning grant cost share is 90% federal/10% non-federal. The non-federal cost share may include Cash (i.e. payments to consultant), State funds (i.e. Municipal Vulnerability Program), or In-Kind Contributions such as volunteers or staff time. The source of your community's cost share must be detailed in your Letter of Intent.

Planning Grant Priorities

MEMA will focus attention to those communities that:

- 1) Demonstrate a commitment to Environmental Justice populations through involvement in the planning process and mitigation actions
- 2) Implement Climate Adaptation best practices to address Climate Change (i.e., communities who have/will be participating in the EEA Municipal Vulnerability Program (MVP))
- 3) Communities with expired LHMP's
- 4) Communities with no approved LHMP's
- 5) Communities with approved LHMP's set to expire in 2022-2024
 - a) Will be ranked in order of latest to expire within that time period

Other Resources

MEMA's Mitigation page:

<https://www.mass.gov/hazard-mitigation-assistance-grant-programs>

MEMA's HM Planning page:

<https://www.mass.gov/service-details/local-hazard-mitigation-planning>

FEMA's Planning Guidance:

https://www.fema.gov/sites/default/files/documents/fema_hma-considerations-local-planning-grant-job-aid.pdf

Local Planning Handbook:

https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-planning-handbook_03-2013.pdf

Additional Questions

Please email us at mitigation@mass.gov