



HAZARD MITIGATION GRANT PROGRAM

DR-4635 Announcement

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

Hazard Mitigation Grant Program: DR-4635 HMGP Application Round

Pre-Application Form submission deadline: June 03, 2022

A new Hazard Mitigation Grant Program (HMGP) round is now available in Washington State through the federal Major Disaster Declaration DR-4635-WA, which was declared on January 05, 2022, for flooding and mudslides that occurred in November 2021. HMGP grants are not intended for response or recovery actions. Instead, they fund activities that reduce the long-term, future impacts of natural disasters. WA State Emergency Management Division (WA EMD) is responsible for coordinating with FEMA to administer this grant round.

HMGP provides cost-share grants to eligible entities for cost-effective mitigation projects, new Hazard Mitigation Plans, and/or Plan updates. Local jurisdictions, special-purpose districts, qualified non-profit organizations, state agencies, and federally recognized tribes are encouraged to submit Pre-Application Forms to WA EMD expressing their interest in applying for grant funding under this unified round.

In addition to the below information, the following linked documents provide essential HMGP details:

- [HMGP Pre-Application Form \(Word\)](#) (also attached)
- [WA EMD's DR-4635 HMGP website](#)
- [FEMA's HMGP website](#)
- [FEMA's Unified Hazard Mitigation Assistance Guidance](#) and [Addendum](#)

Eligibility Criteria for Sub-Applicants

Eligible sub-applicants for HMGP include local governments, special purpose districts, state agencies, private non-profits providing essential government services, and federally recognized Tribal Nations. The DR-4635 HMGP round is open to all eligible entities in Washington.

There are two main types of HMGP grants: mitigation project grants and mitigation planning grants. To be eligible for a project grant, sub-applicants (other than private non-profits) must have, or be formally annexed to, a FEMA-approved Hazard Mitigation Plan. Sub-applicants that do not have FEMA-approved Hazard Mitigation Plans are only eligible for mitigation planning grants to create new Hazard Mitigation Plans or update expired Plans.

In some cases, entities already in the process of updating an expired (or expiring) Hazard Mitigation Plan may be able to submit an HMGP application for funding consideration prior to final Plan approval. WA EMD will provide further guidance on this topic on a case-by-case basis.

Available Funding and Cost-Shares

HMGP funding for Washington State equals 20 percent of the overall federal disaster value and is established 12 months after the Declaration date for the DR-4635 HMGP round, that 'Lock in' date is January 05, 2023. Until then, WA EMD relies on disaster-value estimates to determine the potential funding availability. FEMA's 30-day estimates for DR-4635 suggest that this HMGP round may be worth \$15m-\$20m, 75 percent of which will comprise the available federal share.

All HMGP grants have a 25 percent (minimum) non-federal match requirement, which Washington State will split equally with the local grant recipient. The maximum available federal share is 75 percent of the total approved project expenses.

All HMGP funds are provided on a reimbursement basis during the approved Period of Performance. Any project implementation work conducted prior to grant award is not eligible for reimbursement (limited exceptions may apply for eligible *pre-award* costs as defined in [FEMA's Unified Hazard Mitigation Assistance Guidance](#)).

In addition to the estimates noted above, additional federal HMGP funds are also available to entities who receive a grant to help cover their eligible *Subrecipient Management Costs*, up to 5% of their total subaward (all shares). Eligible Management Costs are administrative expenses incurred by a subrecipient to manage their HMGP subgrant, which are different from costs directly related to managing or implementing their mitigation activities. Subrecipient Management Costs are provided during the subgrant's Period of Performance on a reimbursement basis and require no local match (that is, they are funded with 100% federal cost-share). More information on Subrecipient Management Costs is available on the WA EMD website and provided to sub-applicants upon formal invitation to apply.

Priorities and Preferred Project Types

While HMGP grants are available to eligible entities statewide, funding priority for this round will be given to jurisdictions specifically named in FEMA's DR-4635 disaster declaration, including all eligible entities located within them. The declared jurisdictions for DR-4635 are listed in the below table.

Clallam County	Lewis County	San Juan County
Hoh Indian Tribe	Lummi Nation	Skagit County
Island County	Nooksack Indian Tribe	Swinomish Indian Tribal Community
Jefferson County	Quileute Nation	Whatcom County

Prioritized entities must still meet all eligibility requirements and submission deadlines to be considered for HMGP funding.

In addition to jurisdictional priority, preference will be given to eligible mitigation project proposals that reduce the long-term risks and impacts of flooding on people and property. Therefore, for submission ranking purposes, an eligible flood mitigation project from a prioritized jurisdiction will be the most competitive proposal type for this round. Other proposal types are welcome and will be considered as funding is available.

Preferred flood mitigation activities for the DR-4635 HMGP round include (but are not limited to) eligible projects that:

- Address root causes of hydrologic flow problems and expand drainage/storage capacity, such as improving stream/river connectivity with floodplains, reducing channelization and bank erosion, reducing impervious surfaces, and removing hydrologic barriers.
- Reduce or eliminate repetitive flooding to residential properties, critical facilities, and/or [community lifelines](#)¹
- Improve the capacity and performance of under-sized culverts and storm drainage systems
- Remove and/or relocate at-risk structures or facilities from flood-prone areas

Please note that flood *preparedness* activities and temporary measures, such as purchasing or storing flood-fight equipment and materials, are not eligible for HMGP grants. Repair and in-kind replacement costs are also ineligible for HMGP (for example, replacing an old culvert with a new one of equal size and capability).

¹ Community Lifelines are the fundamental services in the community that, when stabilized, enable all other aspects of society to function. Mitigating the loss of lifelines improves a community's resilience. See the linked FEMA website for more information.

WA EMD will further evaluate all submitted project proposals, whether prioritized or not, based on the qualitative criteria described in the below table.

Mitigation Project Evaluation Criteria	0	1	2	3	4
The proposed project anticipates impacts on disadvantaged communities (e.g., socially vulnerable populations), especially regarding the Justice40 Initiative , equitable risk-reduction outcomes and whole-community approaches to disaster resilience.					
The proposed project addresses community lifelines and critical infrastructure vulnerability.					
The proposed project has multiple benefits beyond hazard risk reduction, including climate change resilience, sustainable development, and environmental restoration.					
The proposed project is collaborative and promotes shared responsibility, partnerships, and is supported by multiple jurisdictions or agencies.					
The proposed project has a clear and direct link to a local, FEMA-approved Hazard Mitigation Plan.					
Total Score					

Application Process and Deadlines

EMD administers the Hazard Mitigation Grant Program using a two-step application process: (1) submission of a Pre-Application Form, and (2) submission of a full Application package (upon invitation).

Pre-Application Form submission DEADLINE: June 03, 2022. All potential applicants must submit their Pre-Application Forms to HMA@mil.wa.gov no later than June 03, 2022, to be considered for funding under the DR-4635 HMGP round. Entities can submit more than one proposal (only one proposal per form).

No previously submitted *Pre-Applications* will be reviewed for these new grant application rounds. Any previously submitted *Pre-Applications* must be resubmitted by June 03, 2022, using the current DR-4635 HMGP form.

STEP 1: Submit a Pre-Application Form. The first step is to complete and submit to EMD a Pre-Application Form by the above-noted deadline. Like a letter of intent, this short document provides EMD basic information about applicant eligibility, proposal eligibility, and overall suitability for HMGP. State EMD staff will review submitted pre-application forms and provide direct feedback to the applicant with guidance, and if deemed eligible, offer technical assistance to strengthen the preliminary proposal.

STEP 2: Submit a Full Application (by invitation only). Only eligible entities that submit Pre-Applications with suitable proposals will be invited to complete a Full Application for the DR-4635 HMGP round. EMD will provide invitees a Full Application packet, guidance and supporting documents, and a specific deadline to submit their completed application package. Invitees will receive about eight weeks (from invitation) to develop and submit their final application packages. For planning purposes, we anticipate an August 2022 deadline for invitees to submit their Full Applications to WA EMD.

Eligible HMGP Mitigation Activities: Plans and Projects

Planning grants fund efforts to create new FEMA-approved Hazard Mitigation Plans or update existing FEMA-approved Hazard Mitigation Plans. Project grants, on the other hand, help put Mitigation Plans into action by funding site-specific scopes of work that reduce or eliminate a community's risk from future natural hazards.

While this round's preference for flood mitigation projects is described above, HMGP is not *limited* to flood related proposals. There are several other eligible proposal types and all will be considered provided available funding. Eligible HMGP project and planning activities include, but are not limited to, the following:

Projects:

- Aquifer storage and recovery
- Flood risk reduction projects (e.g., culvert upsizing, storm-drainage revisions, flood diversion & storage)
- Generators for essential facilities and critical infrastructure
- Property acquisition and structure demolition/elevation/relocation projects (flood- or erosion-prone properties)
- Soil stabilization and/or erosion control projects
- Structural and non-structural seismic retrofits (especially essential facilities and critical infrastructure)
- Tsunami mitigation projects (vertical evacuation)
- Wildfire defensible space and home-hardening projects (only in Wildland-Urban Interface areas)

Planning and Scoping:

- Advance Assistance (targeted funds to develop initial grant proposals for complex mitigation projects)
- Creating or updating a FEMA-approved Hazard Mitigation Plan
- Hazard mitigation-related mapping and data collection (limited funding and eligibility)
- Hazard mitigation-specific training(s) and targeted public outreach efforts (limited funding and eligibility)

Mitigation Grant Program Guidance and Benefit-Cost Analysis Requirements

FEMA's [Hazard Mitigation Assistance Unified Guidance](#) (2015 edition) covers all programmatic requirements related to the DR-4635 HMGP round (e.g., applicant and proposal eligibility, funding caps, cost-shares, information on specific project types, and other programmatic details). It is available for free download on FEMA's Publications website.

Full HMGP project applications (*not Pre-Applications*) require a complete and credible Benefit-Cost Analysis (BCA) to demonstrate a project cost-effectiveness ratio of at least 1.0 using [FEMA's BCA Toolkit Version 6.0](#), which is available on their BCA website. Some mitigation project types involve complex BCAs, such as seismic retrofits, and EMD has limited capacity to provide technical BCA assistance. Invitees are encouraged to secure professional BCA and/or other application development assistance as needed from an engineer or other professional services contractors. EMD cannot suggest or recommend professional service contractors but may provide examples of previously submitted BCAs to invitees upon request during the Full Application development phase.