



HAZARD MITIGATION GRANT PROGRAM

DR-4682-WA Round Announcement

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

Hazard Mitigation Grant Program: DR-4682 HMGP Application Round

Pre-Application Form submission deadline: June 9, 2023

A new Hazard Mitigation Grant Program (HMGP) round is now available in Washington State through the federal Major Disaster Declaration DR-4682-WA, which was declared on January 12, 2023, for severe storms, straight-line winds, flooding, landslides, and mudslides that occurred in November 2022. 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 Plan updates. WA EMD encourages local jurisdictions, special-purpose districts, qualified non-profit organizations, state agencies, and federally recognized tribes to submit Pre-Application Forms expressing their interest in applying.

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-4682 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. This round is open to all eligible entities in Washington. However, those located in the declared counties will receive priority funding consideration (see below for details).

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-4682 HMGP round, that "lock-in" date is January 12, 2024. Until then, WA EMD relies on disaster-value estimates to determine the potential funding availability. FEMA's 30-day estimates for DR-4682 suggest that this HMGP round may be worth \$3M-\$4M, 75 percent of which will comprise the available federal share.

All HMGP grants have a minimum 25 percent non-federal match requirement, which Washington State will split equally with the local grant recipient. The maximum available federal share is 75 percent of total approved 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 2015 Unified Hazard Mitigation Assistance Guidance](#)).

In addition to the estimates noted above, additional federal HMGP funds are also available to entities that receive a grant to help cover their eligible Subrecipient Management Costs, up to 5 percent 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 percent federal cost-share). More information on Subrecipient Management Costs is available on the WA EMD website and is provided to sub-applicants upon formal invitation to apply.

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 9, 2023. All potential applicants must submit their Pre-Application Forms to HMA@mil.wa.gov no later than June 9, 2023, to be considered for funding under the DR-4682 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 9, 2023, using the DR-4682 HMGP form.

STEP 1: Submit a Pre-Application Form. 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. EMD staff will review submitted forms, provide direct feedback 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-4682 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 seven to nine weeks (from invitation) to develop and submit their final application packages. For planning purposes, we anticipate an **August 2023 deadline** for invitees to submit their full applications to WA EMD.

Priorities and Preferred Project Types

While HMGP grants are available to eligible entities statewide, funding priority for this round will be given to the below-listed jurisdictions specifically named in FEMA’s DR-4682 disaster declaration, including all eligible entities located within them. Prioritized entities must still meet all eligibility requirements and submission deadlines.

Clallam County	Island County	Jefferson County
Lewis County	Okanogan County	Skagit County
Skamania County	Snohomish County	Wahkiakum County

Given the relatively small amount of available funding, WA EMD expects this round to be highly competitive even among prioritized submissions. WA EMD may reserve a portion of these funds to previously submitted, active HMGP mitigation projects on a limited basis.

WA EMD will 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 FEMA-approved Hazard Mitigation Plan (local, tribal, and/or state).					
Total Score					

Eligible HMGP Mitigation Activities: Plans and Projects

HMGP is focused on reducing or eliminating the impacts of natural hazards on people and property. There are several eligible proposal types for HMGP, all of which will be considered under the DR-4682 round. Please note that preparedness activities and temporary measures are not eligible for HMGP grants, nor are response or recovery activities. Repairs and in-kind replacements are also ineligible for HMGP (for example, replacing an old culvert with a new one of equal size and capability).

Planning grants fund efforts to create or update FEMA-approved Hazard Mitigation Plans. Project grants, on the other hand, help put Hazard Mitigation Plans into action by funding site-specific scopes of work that reduce or eliminate a community’s risk from future natural hazards. Eligible HMGP 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)
- Back-up emergency power systems for essential facilities and critical infrastructure (e.g., generators, PEBBs)
- 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 (like vertical evacuation)
- Wildfire defensible space and home-hardening projects (only in designated 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 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-4682 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.