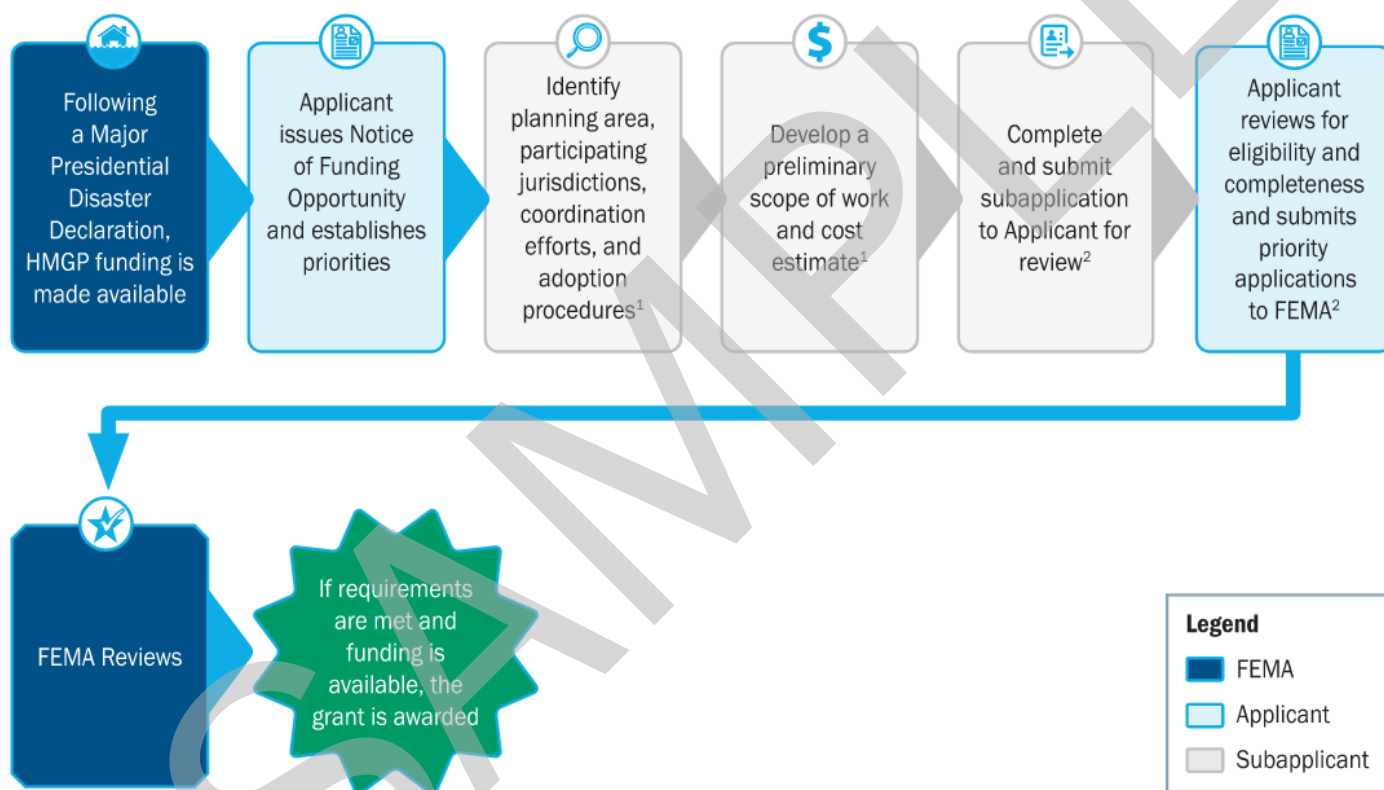


# Planning Grants: Overview

\*The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand the FEMA Hazard Mitigation Grant Program (HMGP) application process.

**Purpose:** Application templates have been developed to provide step-by-step instructions for specific activity types. This application can be used for planning grants that will produce hazard mitigation plans. Planning grants funded under HMGP are designed to develop and update state, local, and tribal mitigation plans that meet the planning requirements outlined in Title 44, Code of Federal Regulations (CFR), Part 201. **Figure 1** shows the general process flow and decision points from issuing a Major Presidential Disaster Declaration to grant award.



**Figure 1: Planning Grant Process Overview**

Notes:

- (1) These activities may also occur prior to the Disaster Declarations and/or the Notice of Funding Opportunity. Specific jurisdictions do not need to be specified for state or tribal mitigation plans.
- (2) For state or tribal plans, the applicant may submit directly to FEMA for review. A Tribe can be an applicant or a subapplicant.



Prior to starting an application, it is recommended that you review the summary of data requirements (**Table 1**) needed to complete the application. Early submission of accurate and complete eligibility and pre-award information will facilitate FEMA’s review process and the release of Hazard Mitigation Grant Program (HMGP) funds.

## Key Resources

### PLANNING GRANT APPLICATION AND INSTRUCTIONS

This application form is designed specifically for planning grants. The accompanying instructions provide definitions, explanations, and clarification on the information requested in each section of the application. This step-by-step guidance references additional FEMA resources to help direct you to more detailed information, if needed.

**Table 1: Summary of Data Requirements**

Location and Scope of Work Information	Required Eligibility Data	Application Section and Number
Applicant/subapplicant contact information	✓	A
List of communities/jurisdictions to be included in the planning grant	✓	B
Verification that the grant will meet requirements of Title 44, Code of Federal Regulations (CFR), Part 201 and be adopted by participating jurisdictions or the State, Territory, or Tribe for State, Territorial, and Tribal mitigation plans.	✓	B2
Description of the outcome of previous planning grants	Include if applicable	B3
Description of the planning grant scope including key milestones, planning area, outreach approach, required activities, deliverables, and implementation	✓	B4
Description of coordination efforts and adoption procedures	✓	B5
Description of deficiencies in the previously approved hazard mitigation plan and/or changes since approval and strategies to address both in the plan update	Include if applicable	B6
Schedule (schedule must be for 3 years or less)	✓	C
Project cost estimate with line items and supporting documentation	✓	D
<b>Other Required Documents</b>		
Fund commitment letters	✓	F
Applicable signed SF-424 forms and Assurances	✓	
Signed Voluntary Participation Notice from all communities named in the application	Local plans only	