

HAZARD MITIGATION ACTION PLAN HMGP GRANT APPLICATION CHECKLIST

SUB-APPLICANT:

NFIP STATUS:

PROJECT DESCRIPTION:

EMERGENCY PREPAREDNESS APPROVAL LEVEL:

MAP DATE:



DOCUMENT	COMPLETE	COMMENTS
1. Texas State Application		
2. State of Texas Assurances		
3. SF 424 - Federal Application		
a. FEDERAL ASSURANCES FEMA 20-16		Summary sheet for assurances
b. 20-16 A & C		Non-construction assurances and lobbying certification
4. Project Officer Designation Form		
5. Third Party Officer Designation Form		Contractors (if applicable)
6. Floodplain Manager Form		
7. 25% Or More Match Certification		<i>Label as: Attachment A.</i>
8. Scope of Work		<i>Label as: Attachment B. Plans do not require alternatives</i>
9. Project Cost Breakdown		<i>Label as: Attachment C. Including management costs</i>
10. Project Timeline		<i>Label as: Attachment D. Quarterly timeline with at least 2 activities per quarter not including submittal of quarterly report as an activity</i>
11. Environmental Justice Statement		<i>Label as: Attachment E.</i>
12. Voluntary Participation Letter		<i>Label as Attachment F. New Requirement – one from each jurisdiction on jurisdiction's letterhead</i>
13. Maintenance Agreement		<i>Label as: Attachment G. Agency responsible for maintaining the plan</i>
14. Map highlighting area to be covered		<i>Label as: Attachment H. County/City/Jurisdiction</i>

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January 5, 2012

MEMORANDUM FOR: Record

SUBJECT: Revised Funding Guidance for Mitigation Action Planning Grant

This memorandum provides guidance for the State priority and funding parameters for Mitigation Action Planning grants. The new guidance begins with disasters declared in calendar year 2011 and afterward.

State Priority:

The State planning priority is a multi-jurisdictional county level plan that includes vital community participants such as cities, independent school districts, hospital complexes and special water-drainage-electrical type districts.

Financial Guidelines:

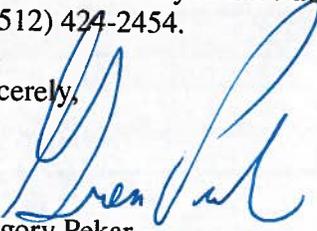
New or updated planning applications cannot exceed \$50,000 federal share for primary participant and \$5,000 for each additional participant, with a maximum of \$100,000 federal share. Planning grant applications in which the number of participants exceeds 10 should contact the state mitigation section for additional funding guidance.

Individual non-jurisdictional planning applications, such as special districts, schools, hospitals, etc., are limited to \$15,000 federal share and are a secondary priority.

Planning grant applications requesting non pre-approved amounts over these limits will only be considered after those meeting the above guidelines. Sub-applicants may be offered a reduced federal share based on the planning grant funding available and applications submitted.

These guidelines will be outlined in the Administration Plan of DR-1999 and those for each disaster moving forward. Should you have any questions concerning this memorandum, please contact the Mitigation Grants Officer at (512) 424-2454.

Sincerely,


Gregory Pekar
Mitigation Section Administrator
Texas Division of Emergency Management