



## **Hazard Mitigation Grant Program (HMGP)**

FEMA's Hazard Mitigation Grant Program provides funding to state, local, tribal and territorial governments so they can develop hazard mitigation plans and rebuild in a way that reduces, or mitigates, future disaster losses in their communities. When requested by an authorized representative, this grant funding is available after a presidentially declared disaster.

In this program, homeowners and businesses cannot apply for a grant. However, a local community may apply for funding on their behalf.

All state, local, tribal and territorial governments must develop and adopt hazard mitigation plans to receive funding for their hazard mitigation projects.

### **Applying for Hazard Mitigation Assistance**

#### [Before You Apply](#)

Get the answers to your questions as you begin to navigate through the application process.

#### [When You Apply](#)

Learn about the initial steps of the application process as well as the environmental and historic preservation requirements, cost effectiveness, tips and tools.

#### [After You Apply](#)

Understand the application review process, how awards are disbursed, and how to manage your award.

#### [Property Owners and HMGP](#)

Are you a homeowner or business owner who's interested in Hazard Mitigation Grant Program (HMGP) grants? Find information for property owners (residential and business).

### **Eligible Risk Reduction Projects**

Hazard mitigation includes long-term efforts to reduce risk and the potential impact of future disasters. HMGP assists communities in rebuilding in a better, stronger, and safer way in order to become more resilient overall. The grant program can fund a wide variety of mitigation projects.

These can include:

## Planning & Enforcement

- Developing and adopting [hazard mitigation plans](#), which are [required for state, local, tribal and territorial governments](#) to receive funding for their hazard mitigation projects.
- Acquisition of hazard prone homes and businesses which enable owners to relocate to safer areas (acquisition).
- Post-disaster code enforcement.

## Flood Protection

- Protecting homes and businesses with permanent barriers to prevent floodwater from entering (levees, floodwalls, floodproofing).
- Elevating structures above known flood levels to prevent and reduce losses (elevation).
- Reconstructing a damaged dwelling on an elevated foundation to prevent and reduce future flood losses.
- Drainage improvement projects to reduce flooding (flood risk reduction projects).

## Retrofitting

- Structural retrofits to make a building more resistant to floods, earthquakes, wind, wildfire and other natural hazards.
- Retrofits to utilities and other infrastructure to enhance resistance to natural hazards (utility retrofits).

## Construction

- Construction of [safe rooms](#) for both communities and individual residences in areas prone to hurricane and tornado activity.
- Slope stabilization projects to prevent and reduce losses to structures.

## **Contact Us**

Prospective subapplicants should contact their appropriate [state, tribe or territory \(applicant level\) Hazard Mitigation Office](#) with questions about the Hazard Mitigation Grant Program.

## **Before You Apply: Things to Know and Do Before for Hazard Mitigation Grant Program Funds**

This page provides information state, local, tribal and territorial governments need to know before applying for HMGP funding. If you are a home or business owner, check out the [property owners web page](#).

## **Hazard Mitigation Grant Program (HMGP) may fund projects for:**

- Retrofitting existing buildings to make them less susceptible to damage from a variety of natural hazards.
- Purchasing hazard prone property to remove people and structures from harm's way.

- Utility and infrastructure retrofits to reduce risk of failure caused by natural hazards.
- Drainage improvement projects to reduce potential for flood damage.
- Slope stabilization projects to reduce risk to people and structures
- Developing and adopting hazard mitigation plans, which are [required for state, local, tribal and territorial governments](#) to receive funding for their hazard mitigation projects.
- Using aquifer storage and recovery, floodplain and stream restoration, flood diversion and storage, or green infrastructure methods to reduce the impacts of flood and drought.

**A sampling of eligible project types is profiled in the [Mitigation Action Portfolio \(MAP\)](#) and serve as case studies in innovative mitigation at a variety of project scales.**

### **Funding**

A [presidential major disaster declaration](#) makes funds available if requested by a governor or tribal executive in eligible communities in a state, tribe or territory. The amount of funding is based on the estimated total federal assistance, subject to a [sliding scale formula](#).

Funding is based on the estimated total or aggregate cost of disaster assistance:

- Up to 15% of the first \$2 billion
- Up to 10% for amounts between \$2 billion and \$10 billion
- Up to 7.5% for amounts between \$10 billion and \$35.333 billion
- States with enhanced mitigation plans: Up to 20%, not to exceed \$35.333 billion.

### **Eligibility**

Eligible states, territories, and tribal governments (federally recognized) can submit applications on behalf of subapplicants for HMGP funding via [NEMIS](#), the grants management system to apply for and manage grants.

Homeowners, business operators, and non-profit organizations cannot apply directly to FEMA, but can be included in a subapplication submitted by an eligible subapplicant. For more information please contact your local government or state to apply for HMGP funding.

### **Preliminary Damage Assessment**

Following a disaster event, states, local governments, tribes and territories are required to perform a joint preliminary disaster assessment of the impacted area with FEMA. This helps determine if a major disaster declaration is warranted and the amount and type of federal assistance needed. The PDA also helps to identify potential mitigation opportunities for FEMA funding.

## Requests for major disaster declarations

When a catastrophe occurs in a state, the governor of a state, or the acting governor in his/her absence, may request a major disaster declaration. The governor should submit the request to the President through the appropriate regional administrator to ensure prompt acknowledgment and processing. The request must be submitted within 30 days of the occurrence of the incident in order to be considered. The 30-day period may be extended by the assistant administrator for the disaster assistance directorate, provided that a written request for an extension is submitted by the Governor, or Acting Governor, during this 30-day period (44 CFR, 206.36).

If the severity of the damage warrants a major disaster declaration, the [Individual Assistance \(IA\)](#), [Public Assistance \(PA\)](#) programs and the [Hazard Mitigation Grant Program](#) become eligible for funding.

## **Applicants and Subapplicants**

Applicants often determine mitigation priorities, which are generally aligned with HMGP's visions and goals. Contacting the [State Hazard Mitigation Officer \(SHMO\)](#), or equivalent representative for a respective tribal government (federally recognized) or territory can be helpful in choosing which hazards pose the greatest threat and determining the best strategy for mitigation. From these broad mitigation strategies, subapplicants weigh public interest while targeting specific mitigation projects beneficial to their communities.

Entities interested in creating HMGP subapplications may contact town/city/county managers, planning, and or emergency management offices within local governments, including cities, townships, counties, special district governments, and tribal governments. For local governments, please contact your [State Hazard Mitigation Officer](#) to learn about the applicant's priorities, deadlines, and additional requirements.

## Applicant Eligibility Requirements

- Applicants may include states, the District of Columbia, U.S. territories, and tribal governments (federally recognized). Federally recognized tribal governments are those under the [Federally Recognized Indian Tribe List Act of 1994](#).
- Each state, the District of Columbia, territory, and tribal government (federally recognized) shall designate one agency to serve as the Applicant for HMGP funding. Each Applicant's designated agency may submit only one HMGP grant application to FEMA. An application can be made up of an unlimited number of subapplications.
- Applicants must have a FEMA-approved state or tribal Hazard Mitigation Plan by the application deadline and at the time of obligation of grant funds.

## Subapplicant Eligibility Requirements

- Local governments, including cities, townships, counties, special district governments, state agencies, and tribal governments (including federally recognized tribes who choose to apply as subapplicants) are considered subapplicants and must submit subapplications to their state/territory/tribal applicant agency.
- Tribal governments (federally recognized) and non-federally recognized tribes can choose to apply as a subapplicant to an eligible state or territory.

## **Cost Share Requirements and Pre-Award Costs**

A non-federal cost share is required for all subapplications funded under HMGP and may consist of cash, donated or third-party in-kind services, materials, or any combination thereof. The cost share for HMGP is as follows:

- Generally, the cost share is 75% federal/25% non-federal. The 25% can come from the state or local government, an individual, construction labor, [Increased Cost of Compliance](#) (ICC) funds from a flood insurance policy, or [Small Business Administration](#) loans. Check with your respective community, state, or tribe to determine your specific cost-share requirements.
- For insular areas, including American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, FEMA automatically waives the non-federal cost share for the Recipient when the non-federal cost share for the entire Award is under \$200,000. The applicant may request the waiver in its application.
- One exception to the cost share requirement is FEMA will provide 100% federal funding for applicant and subapplicant management costs.

For HMGP, available HMGP management costs are calculated as a percentage of the federal funds provided. There is no additional cost-share requirement for management costs.

When starting a funded project, remember the [Period of Performance](#), which is the time when grant activities must be completed.

## Pre-Award Costs

Pre-award costs are incurred after the HMA application period has opened, but prior to the date of the federal award or final approval, are identified as pre-award costs. For HMGP, the opening of the application period is the date when HMGP is authorized, which is generally the date of the Presidential Disaster Declaration.

Pre-award costs are directly related to developing the HMGP grant application or subapplication. Applicants and subapplicants who are not granted awards or subawards will not receive reimbursement for the corresponding pre-award costs.

Pre-award costs are incurred prior to the date of the grant award. There is no start date for when they can be incurred. They can be incurred any time prior to award.

### **Management Costs**

Management costs are any indirect costs and administrative expenses that are reasonably incurred by a Recipient or subrecipient in administering an award or subaward.

Eligible Applicant or subapplicant management cost activities may include:

- Solicitation, review, and processing of subapplications and subawards
- Subapplication development and technical assistance to subapplicants regarding feasibility and effectiveness and BCA
- Geocoding mitigation projects identified for further review by FEMA
- Delivery of technical assistance (e.g., plan reviews, planning workshops, training) to support the implementation of mitigation activities
- Managing awards (e.g., quarterly reporting, closeout)
- Technical monitoring (e.g., site visits, technical meetings)
- Purchase of equipment, per diem and travel expenses, and professional development that is directly related to the implementation of HMA programs
- Staff salary costs directly related to performing the activities listed above

Management costs are only awarded in conjunction with project or planning grants and subawards. For more information regarding management costs for HMGP, see Part VIII, A.5 of [FY15 Hazard Mitigation Assistance Guidance](#).

### **Additional Resources**

- Learn more about the topics on this page and other important ones (i.e., ineligible activities; cost-effectiveness; feasibility and Effectiveness) in [FY15 Hazard Mitigation Assistance Guidance](#).
- For property acquisition and structure demolition or relocation projects for the purpose of creating open space, Applicants and subapplicants must comply with Title 44 of the Code of Federal Regulations (CFR) Part 80 and this guidance. Learn more in, [Addendum to the Hazard Mitigation Assistance Guidance](#).
- With the publication FEMA Policy #104-11-1 Hazard Mitigation Grant Program (HMGP) Management Costs (Interim), this checklist replaces and updates the Administrative Plan checklist in NEMIS. The checklist identifies the minimum criteria a plan must contain to be approvable by FEMA. Learn more in, [The Hazard Mitigation Grant Program Administrative Checklist](#).
- This brochure answers some common questions homeowners have about implementing post-disaster projects that reduce future damage to their home, [Homeowner's Guide to the Hazard Mitigation Grant Program](#).

Contact us by calling the HMA Helpline at 1-866-222-3580, or finding your [State Hazard Mitigation Officer \(SHMO\)](#).

## **When You Apply: Things to Know and Do When Applying for Hazard Mitigation Grant Program Funds**

This page provides information for state, local, tribal and territorial governments who are applying for Hazard Mitigation Grant Program (HMGP) funding. If you are a home or business owner, [check out the property owners webpage](#).

### **Hazard Mitigation Grant Program Application Process**

Follow these steps when applying for HMGP grants:

#### **Step 1. Project Scoping**

The overarching goal is to propose a project that will reduce or eliminate long-term risk. Project scoping helps develop a preferred project alternative that is documented through the process. During that process, the applicant seeks to determine technical feasibility, cost effectiveness for a given project, and identification of environmental planning and historic preservation (EHP) and other regulatory compliance needs.

To be eligible for funding, all of the Hazard Mitigation Grant Program eligibility requirements must meet the minimum project criteria in 44 CFR Section 206.434(c). Address program eligibility requirements at the earliest point in the decision-making process.

#### **Step 2. Project Development**

During the project development process, the sub-applicant should refine the mitigation activity in areas of technical feasibility, cost-effectiveness and EHP and other regulatory requirements. This refined project proposal must be documented in the application and include basic requirements such as a detailed Scope of Work, Schedule or project implementation timeline, and a Cost Estimate or budget, along with a cost-effectiveness determination. The project application should identify the hazard of concern and clearly demonstrate how the proposed project will reduce risk from such a hazard.

#### **Step 3. Project Submission**

You should identify risks or problems and examine alternative solutions during the mitigation planning process. Consider all program requirements at the beginning stages of project development to make sure that all requirements are met.

The applicant must submit all sub-applications to FEMA **within 12 months** of the date of the [presidential major disaster declaration](#). Upon written request and justification from the applicant, FEMA may extend the application submission timeline in 30- to 90-day increments, not to exceed 180 days. For more information, see [44 CFR Section 206.436](#).

States, territories, federally-recognized tribes, local communities and certain private nonprofit organizations all can sponsor an application on behalf of individuals. These sponsors are the official applicants or subapplicants.

Eligible project types are detailed in the [Hazard Mitigation Assistance Guidance](#). The included list is not an all-inclusive, but includes an “other” category to allow for innovative project types that clearly demonstrate their risk reduction potential. All projects must:

- Be cost-effective
- Reduce or eliminate risk and damage from future natural hazards
- Meet either of the two latest International Building Codes (i.e. 2015 or 2018) if applicable
- Align with the applicable hazard mitigation plan
- Meet all environmental and historic preservation (EHP) requirements

**Next Steps? [Learn what to do AFTER submitting your HMGP application.](#)**

### **Environmental Planning and Historic Preservation (EHP) Requirements**

Compliance with [all applicable](#) Environmental Planning and Historic Preservation (EHP) laws, executive orders and regulations to assess potential impacts of a proposed project on affected physical, cultural (historic and archaeological), biological, and social resources is a condition of Hazard Mitigation Grant Program (HMGP) funding. Consequently, all HMGP project subapplications must undergo an [EHP review](#) as part of FEMA’s eligibility review process prior to award.

In some cases, during the application review process, the [National Environmental Policy Act \(NEPA\)](#) requires FEMA and other federal agencies to assess the environmental impacts of multiple alternatives to a proposed project. FEMA must also ensure a proposed project meets the requirements of various other federal laws and executive orders, such as the Clean Water Act (CWA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), Executive Order 11988, addressing floodplains, and Executive Order 11990, addressing wetlands.

Applicants should consider EHP impacts early in the project scoping and development stages to help minimize impacts and avoid delays and additional costs at later stages. Early environmental planning, including consideration of possible conservation and mitigation measures that can be incorporated into the project to avoid or minimize adverse impacts, may also expedite the EHP review process.

**For questions about NEPA or EHP requirements, email the [EHP Helpline](#) or call 1-866-222-3580.**

Some project types do not require an EHP review under NEPA because they are listed as a [Categorical Exclusion \(CATEX\)](#) because they would not result in a significant environmental impact.

Applicants and subapplicants should complete the [EHP Checklist](#) when scoping a project to assist in consideration of EHP requirements—including understanding where impacts could be avoided or minimized—during the development of a complete project application (FEMA refers to consideration of EHP impacts at the earliest point possible in the decision-making process as “EHP frontloading”). Find guidance on [EHP frontloading](#) during application development.

### **EHP Considerations for Wildfire Hazard Mitigation Projects**

Hazardous fuels reduction is one of the commonly implemented wildfire mitigation project types and is designed to moderate fire behavior and reduce the risk of damage to life and property in the target area for mitigation. The project design must include consideration of EHP resources in accordance with all EHP laws, executive orders, and regulations, including endangered or threatened species or critical habitat and whether the proposed project might impact historic or cultural resources in the proposed project area.

Changes in vegetation (through removal and or planting) may impact habitat, species, surface water, groundwater, floodplains, or visual aesthetics. The methods used to manage vegetation may increase erosion and sedimentation, impact species, or affect human communities. Under [NEPA](#), certain categories of actions can be [categorically excluded](#) (i.e., a “CATEX” could be applied) if FEMA has previously determined that they are unlikely to have significant impacts on EHP resources.

### **EHP Considerations for Flood Risk Reduction Projects**

Flood risk reduction projects are designed to lessen the frequency or depth of flooding. These projects involve activities such as installing or modifying culverts and other stormwater management facilities; constructing or modifying retention and detention basins; applying nature-based solutions; and constructing or modifying floodwalls, dams, and weirs. Flood risk reduction projects may impact floodplain resources and change flood elevations or extend both upstream and downstream from the project.

The methods used to construct a flood risk reduction project may result in erosion and sedimentation, impact species, or affect human communities. Ground disturbance could affect archaeological resources, soils, or utilities. Major flood control construction projects may require more in-depth NEPA analysis via an [Environmental Assessment \(EA\) or Environmental Impact Statement \(EIS\)](#).

### **Nature-Based Solutions**

Nature-based solutions are used as a technical evaluation criterion to score subapplications submitted to the national competition. To receive the point allotment for this criterion, the subapplication must indicate and describe how the project incorporates one or more nature-based solutions, which are sustainable environmental management practices that restore, mimic, and/or enhance nature and natural systems or processes and support natural hazard risk mitigation as well as economic, environmental, and social resilience efforts.

Nature-based solutions use approaches that include, but are not limited to, restoration of grasslands, rivers, floodplains, wetlands, dunes, and reefs; living shorelines; soil stabilization; aquifer storage and recovery; and bioretention systems.

### **Showing Cost-Effectiveness**

[Benefit Cost Analysis \(BCA\)](#) is a method that determines the future risk reduction benefits of a hazard mitigation project and compares those benefits to its costs. The result is a benefit-cost ratio (BCR). A project is considered cost-effective when the BCR is 1.0 or greater. Applicants and subapplicants must use FEMA-approved methodologies and tools—such as the [BCA Toolkit](#)—to demonstrate the cost-effectiveness of their projects.

To streamline the grant application process, FEMA has released pre-calculated analyses for several eligible projects including:

- [Acquisitions and Elevations in the Special Flood Hazard Area \(SFHA\)](#)
- [Residential Hurricane Wind Retrofits](#)
- [Non-Residential Hurricane Wind Retrofits](#)
- [Individual Tornado Safe Rooms](#)
- [Hazard Mitigation Grant Program Post Wildfire](#)

**For more information on BCA requirements, email the [BCA Helpdesk](#) or call toll free at 1-855-540-6744.**

### **Tips and Tools**

[National Emergency Management Information System \(NEMIS\) Hazard Mitigation Grant Program \(HMGP\) User Manual](#)

Learn about [Environmental & Historic Preservation Guidance for FEMA Grant Applications](#)

### **Additional Resources**

#### **[The Hazard Mitigation Grant Program Administrative Checklist](#)**

The Hazard Mitigation Grant Program Administrative Checklist replaces and updates the Administrative Plan checklist in NEMIS. The checklist identifies the minimum criteria a plan must contain to be approvable by FEMA and includes new requirements to include subrecipient management costs.

#### **[Strategic Funds Management - Entering Projects into NEMIS](#)**

This job aid provides examples (including screenshots) and instructions for entering Hazard Mitigation Grant Program projects that utilizes Strategic Funds Management into the National Emergency Management Information System.

## [Section 106 Process under the National Historic Preservation Act](#)

HMA grant projects are federally funded and as such they must undergo a Section 106 review to determine if any historic properties would be negatively impacted by an HMA grant. This job aid is a flowchart that shows the Applicant responsibilities, FEMA decision points, and potential outcomes while undergoing a Section 106 review.

## [National Environmental Policy Act Flowchart](#)

The National Environmental Policy Act (NEPA) applies to Hazard Mitigation Assistance (HMA) projects can be tricky to navigate. This job aid is a flowchart that shows community and FEMA responsibilities and decision points in getting an HMA project through the NEPA approval process.

## [Eligibility of Generators as a Fundable Project by the HMGP and PDM Job Aid](#)

Generators are eligible to be funded by HMGP and PDM but must meet certain requirements to be considered eligible. This job aid contains background information on generators being funded by these programs, answers frequently asked questions about submitting a generator project, and provides scenarios for submitting a Benefit-Cost Analysis for a generator project.

### **Building Science Publications:**

Browse the Building Science [publications library](#) to find hazard-specific guidance that focuses on creating disaster-resistance communities. Reference [building code documents](#), which provide guidance on the hazard-resistant provisions in the building codes for property owners, engineers, design professionals, building codes officials, and the public.

### **[After You Apply: Things to Know and Do After Applying for Hazard Mitigation Grant Program Funding](#)**

This page provides information to help applicants (state, local, tribal and territorial governments) understand what happens after they apply for Hazard Mitigation Grant Program (HMGP) funding. If you are a home or business owner, check out the [property owners web page](#).

### **Final Steps of the Application Process**

Still need to apply? [See the first three steps of the application process](#).

After submitting a HMGP application, applicants will follow these final steps of the application process.

#### Step 4. Project Review

Applicants solicit sub-applications from eligible sub-applicants and assist with preparing, reviewing and submitting applications to FEMA. If the applicant does not agree with an eligibility determination, they may appeal.

#### Step 5. Project Award and Obligation

FEMA awards funds to the recipient, which disburses the funds to its sub-recipient – generally a local government entity. Homeowners may start their projects once authorized by their state, tribal, territorial or local government official. **Work started prior to FEMA review and approval is ineligible for funding.**

#### Step 6. Managing Your Award: Project Implementation and Monitoring

Grant recipients have **36 months** or three years from the close of the application period to complete their projects. Sound project monitoring improves the efficiency of implementing the project and obligating funds.

The state, tribe or territory must oversee and monitor the Hazard Mitigation Grant Program projects, usually done via site visits, telephone calls, meetings and progress reports. They work with the local community to ensure that grant terms and conditions are met and confirm that the project complies with:

- The approved scope of work, budget and timeline.
- Environmental planning and historic preservation, floodplain management, and other regulatory requirements.
- Administrative requirements of [44 CFR Part 206](#) and [2 CFR Part 200](#).
- Audit requirements of [2 CFR Part 200 Subpart F](#).

[Quarterly progress reports](#) must be submitted to FEMA on funded mitigation activities.

#### Step 7. Award Closeout

[Award closeout](#) is the process by which the recipient and FEMA verify that a sub-award scope of work has been completed as approved and that all reimbursable costs are eligible. It verifies that the recipient and FEMA complied with terms and conditions of the award and completed the project or program objectives.

Closeout requests must be submitted to FEMA **within 90 days** of the end of the [Period of Performance](#) (POP), which is the time when grant activities must be completed, or it may occur earlier if a recipient completes all required work or expends all available federal funding in advance of the scheduled closeout timeline.

**Standard Closeout** ensures that FEMA has received:

- Final reports

- Final allowable costs (subject to adjustment as a result of a subsequent audit)
- Amounts due (which can also go to the recipient)
- Final settlement in the disposition of property acquired or provided for use under the grant
- Standard Closeout must conform to regulatory requirements and program guidance. If the Standard Closeout process is unable to be completed, FEMA will pursue Administrative Closeout.

**Administrative Closeout** is closure of a Federal Prime Grant Award when the recipient is non-compliant, there is clear negligence on the part of the recipient, or the recipient is unwilling to complete the closeout requirements or submit required final reports. The agency decision may result in further consequences via enforcement actions. See [2 CFR Section 200.339\(a\)\(1\)](#) and [2 CFR Section 200.343](#), especially [Section 200.343\(d\) - \(g\)](#).

The recipient must perform closeout tasks for both the Federal Prime Grant Award and sub-awards. FEMA requirements for closing sub-awards are outlined in the Closeout Toolkit: Checklist for Hazard Mitigation Grant Program and [Closeout Toolkit: Hazard Mitigation Grant Program Sub-award Closeout Frequently Asked Questions](#).

Also, the recipient must conduct final inspections, reconcile sub-recipient expenditures, resolve negative audit findings, obtain final reports from sub-recipients, and reconcile the closeout activities of sub-recipients with all award requirements.

#### **HMGP SUBAWARD CLOSEOUT TOOLKIT**

- [Checklist for Hazard Mitigation Grant Program Subawards](#)
- [Hazard Mitigation Grant Program Subaward Closeout Frequently Asked Questions](#)
- [Hazard Mitigation Grant Program Management Costs Closeout Frequently Asked Questions](#)

#### **Hazard Mitigation Grant Program Appeals**

An eligible applicant may appeal any FEMA determination regarding applications submitted for funding under the Hazard Mitigation Grant Program. The appeal process allows applicants to request a reconsideration of the decision against program requirements.

Learn about the two levels of appeals, how FEMA reviews and approves appeals, and search the appeals database, our online collection of FEMA responses to applicant appeals for assistance.

[Learn More About Appeals and Access the Appeals Database](#)

#### **Additional Resources**

[HMA Monitoring and Closeout Guidance](#)

The purpose of these Hazard Mitigation Assistance (HMA) Grant Closeout Field Guides is to provide all FEMA staff, recipients, and subrecipients with a consistent process for the closeout of HMA mitigation activities. The field guides have been designed as a reference tool to explain the roles and processes needed to implement grant closeout activities for non-disaster and post-disaster HMA grants funded after the publication of the 2015 Hazard Mitigation Assistance Guidance.

**[Hazard Mitigation Assistance \(HMA\) Guidance:](#)**

Hazard Mitigation Assistance Guidance Feb 27, 2015 (fema.gov)  
(Part VI, Award Administration Information)

**[Hazard Mitigation Assistance \(HMA\) Guidance Addendum:](#)**

Addendum to the Hazard Mitigation Assistance Guidance (fema.gov)

A.5 Property Acquisition Closeout

B.5 Wildfire Mitigation Closeout

C.5 Safe Room Closeout

D.5 Mitigation Reconstruction Closeout

E.5 Elevation Closeout

F.3.4 Flood Risk Reduction Closeout

**[Second Appeal Job Aid for the Hazard Mitigation Grant Program](#)**

This job aid describes the Hazard Mitigation Grant Program second appeal process set forth in 44 CFR Part 206.440, Appeals. The second appeal provides an eligible Applicant, subapplicant, or a non-Federal entity the right to dispute monetary disputes or programmatic determinations of a previous decision.