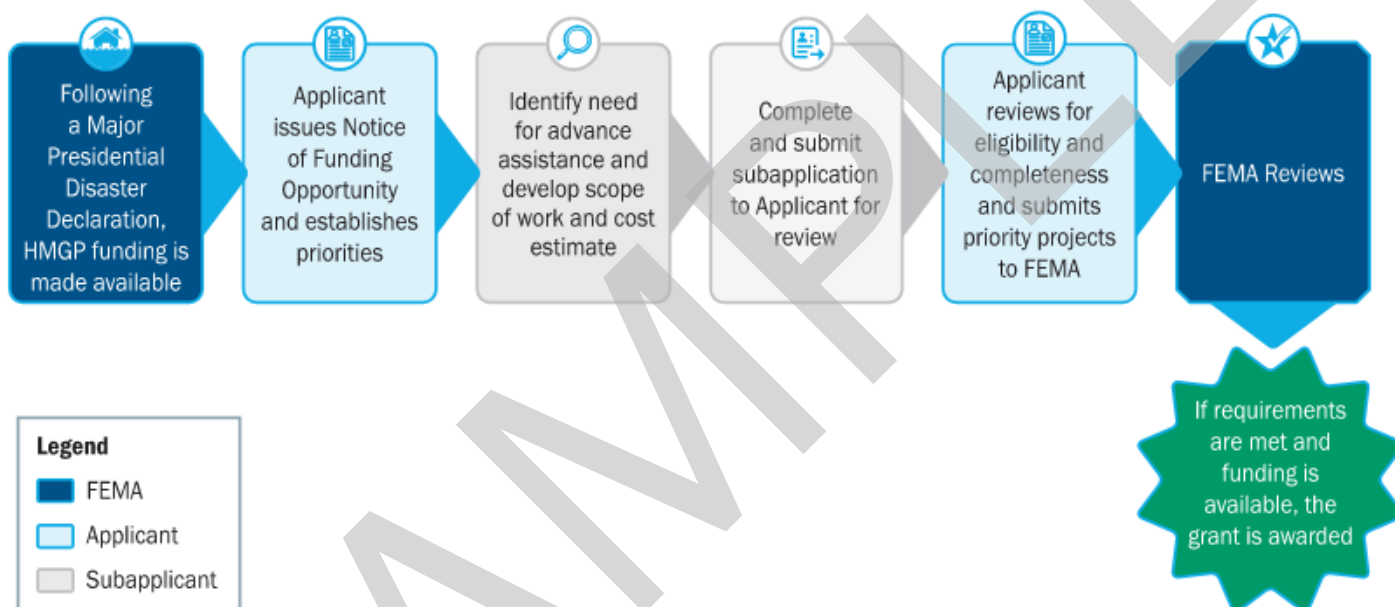


Advance Assistance: Overview

*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 project types. Section 1104 of the Sandy Recovery Improvement Act authorizes the use of Advance Assistance, which allows advancing up to 25% of the Hazard Mitigation Grant Program (HMGP) ceiling or \$10 million to applicants/subapplicants (whichever is less) to accelerate the implementation of the program. Applicants/subapplicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop HMPG applications in a timely manner. **Figure 1** shows the general process flow and decision points from a Major Presidential Disaster Declarations to grant award.



Notes:

- (1) These activities may also occur prior to the Disaster Declarations and/or the Notice of Funding Opportunity.

Figure 1: Advance Assistance Project Process Overview

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 HMGP funds.



Key Resources

ADVANCE ASSISTANCE PROJECT APPLICATION AND INSTRUCTIONS

This application form is designed specifically for advance assistance projects. 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
Description of project activities and how they relate to the project goals	✓	B2
Description of project need and how it will mitigate risk	✓	B3
List of proposed activities and deliverables	✓	B4
Estimated work schedule	✓	C
Project cost estimate with line items and supporting documentation	✓	D
Other Required Documents		
Fund commitment letters	✓	F
Applicable signed SF-424 forms and Assurances	✓	F
Designated authorized agent documentation	✓	F