

Plan Tip Sheet

1. If appropriate for your program, read and understand each help link within eGrants. These links have important information on the type of documentation to include as well as interpreting and responding to the question.
2. Enclose complete documentation of hazards to be addressed in the plan using the best data available at the time (e.g., existing State hazard assessment plan, nearby community plans, etc.).
3. Explain the benefits of the mitigation plan to the community. Write to an audience that is unfamiliar with mitigation activities and do not assume that the reader has knowledge of your situation in the community.
4. Think through and document the strategy for completion. Verify the planning process and performance measures are conveyed completely. Provide a detailed description of performance measures including milestones and levels of effort.
5. Closely follow the rules for the SOW in the program guidance and in the SOW tip sheets available online. Ensure that the SOW differentiates between contractual and "in-house" work.
6. Demonstrate understanding of the planning process and clearly show that the outcome will be a completed mitigation plan. Be sure that the Scope of Work (SOW) describes a mitigation plan, not a response/preparedness plan.
7. When work for a plan is contracted, how will the community participate and support its implementation?
8. If this is not a new plan; or if previous planning grants were received; explain why additional funds are needed. Detail what has been accomplished with previously awarded funding. Demonstrate the relationship between the new plan that will be developed and any existing mitigation plan as well as any previously awarded grants.
9. The primary risk mitigated in the plan must be a natural hazard. However, technological hazards may be addressed as peripheral concerns.
10. Document in-house costs and demonstrate that the local match requirement will be adequately met.