

# Applying for Hazard Mitigation Grants

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Governor's Office of Emergency Services

# Mitigation

- Any action that reduces or eliminates the risk of damage to life or property

# Mitigation

## Must be:

- a long-term solution
- cost effective
- environmentally sound
- Cannot be a response activity or any action that improves response activities.

# Definitions

**Hazard:** Fires, earthquakes, floods

**Risk:** The vulnerability of a facility to a hazard

**Property:** A man-made improvement or a natural feature that is appurtenant to a property

# Mitigation Programs

## Post Disaster

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

## Annual Funding

- **Pre-Disaster Mitigation Grant Program**
- **Flood Mitigation Assistance Program**

# Common Characteristics

- **Federal Authorities**
- **Eligible Applicant**
- **Subject to NEPA**
- **Cost Effective**
- **Require 25% local match**
- **Consistent with the State Mitigation Plan**
- **Reasonable costs for eligible work in approved timeframes (money, scope and time)**

# Federal Authorities

- **Federal Code of Regulations, Title 44**
- **Office of Management and Budget (OMB) circulars**

# Eligible Applicant

- **Local governments, state agencies and special districts.**
- **Tribes are only eligible to apply directly to FEMA.**



# Environmental Review

- **Categorical Exclusion (CATEX)**
- **Environmental Assessment (EA)**
- **Finding of No Significant Impact (FONSI)**
- **Environmental Impact Statement (EIS)**

# Cost Effectiveness

- **Benefit Cost Analysis (BCA) must be performed.**
- **Benefit / Cost Ratio (BCR) must be greater than 1.**

# Local Match

- **At least 25% of the total eligible costs are available from a non-federal source.**
- **Soft match and third party in-kind match are eligible.**

# Conformance with State Plan

- **All project activities must be in conformance with the mitigation strategies in the California State Mitigation Plan.**

# Scope, Time, Money

- **Eligible scope of work**
- **Schedule**
- **Budget.**

# Hazard Mitigation Grant Program

- **Disaster Related since 1989**
- **\$960 million available since 1990**
- **\$886 million obligated, \$765 disbursed**
- **2000 applications/150 active**
- **26 application periods/18 active programs**

# HMGP Post Disaster

- **7.5% of the total disaster amount is available to the state.**
- **State Administrative Plan**
- **Applications are due to FEMA within one year of the event.**

# Application Period

- **Notification of an HMGP period is posted on the OES website and in a mass mailing.**
- **Notice of Interest deadline**
- **Application deadline**
- **Training dates if applicable**
- **State priorities and ranking criteria**



# Notice of Interest (NOI)

- **The NOI is a web based form that is submitted to OES.**
- **Establishes applicant eligibility and activity eligibility.**
- **The State's priorities make the NOI a mandatory prerequisite to submitting an application.**

# Eligible Applicant

- **Local, state agency, or PNP**
- **Tribes must apply directly to FEMA**
- **Must have an approved Local Hazard Mitigation Plan (LHMP) for a project application.**

# State Priorities

- **Establishes the ranking process by which the State will choose the projects to be funded.**
- **Eligible activities that do not meet the priorities can be submitted but will be ranked last.**

# HMGP Application & Instructions

- **Posted on the website**
- **Submitted to OES on CD**
- **Must be completed according to instructions**

# Eligible Activity

- **Must meet the minimum eligibility criteria.**
- **Must be in conformance with the approved LHMP.**

# HMGP Activity Types

**Of the amount made available to subgrantees:**

- **7% is available for planning activities.**
- **5% is available for projects that do not meet quantitative Benefit Cost Analysis.**
- **The remaining amount is available for projects.**

# Planning

- **Planning grants will be for the development of an LHMP, any component of an LHMP or any planning activity stipulated in the State's Priorities or approved in the NOI process.**

# 5% Initiative Activities

- Any project that cannot meet the BCA requirement but still has a hazard mitigation objective.
- An example is a warning system, the development of codes and standards or any activity defined in the State's priorities or approved in the NOI process.



# Ineligible Projects

- **Projects that could be funded by another federal program**
- **Projects that have already been started or completed**
- **Projects with a BCR less than 1**
- **Studies**
- **Projects that do not solve a problem independently**

# Seismic Projects

- **Structural Seismic Mitigation**
- **Non Structural Mitigation**



# Fire Mitigation Projects

- **Vegetation Management**
- **Shaded fuel breaks**
- **Defensible space**
- **Fire resistant materials**

# Flood Projects

- **Acquisition/Elevation/Relocation**
- **Structural projects that reduce local flooding. Some examples are detention basins, culverts or drainage channels.**



**Governor's Office of Emergency Services**



# Pre-Disaster Mitigation (PDM)

- Annual appropriation since 2003
- Nationwide / E-grants
- E-Grant electronic application
- State and local agencies only
- Cap of \$3million projects/\$1million planning
- 3 year performance period
- No cost overruns
- 54 million awarded/60 active projects



# PDM Negatives

- **Subject to Annual Budget and changing guidance**
- **2004 was skipped**
- **2005 was competitive**
- **2006 was political**
- **Very little feed back from the National Ranking and Evaluation process**

# PDM Positives

- **Raised the standard of a quality application**
- **Requires documentation and source credibility**
- **Limited the types of project and planning applications**
- **Established a strict set of rules and procedures**

# Notice of Interest (NOI)

- **The states priorities will require an NOI**
- **The NOI identifies eligible applicants and eligible activities**

# PDM Proposals

- **Sub-applications that do not satisfy either the eligibiltiy requirements will not be considered for funding.**
- **FEMA and OES will score eligible sub-applications based on objective, quantitative factors.**

# Eligible Applicants

- **Sub-applicants must have a FEMA-approved plan by the time of selection for projects.**
- **State agencies are eligible to submit a sub-application under the State Plan**
- **PNPs must be sponsored by an eligible applicant**

# Planning Applications

- **Must result in a Local Hazard Mitigation Plan or a Comprehensive Upgrade to an LHMP**

# Project Applications

- **Must meet the Guidance definition of an eligible project but typical fire, seismic and flood projects qualify.**
- **Project must be consistent with the State Plan and LHMP.**
- **Projects must be technically feasible.**
- **Projects must be cost effective and meet the minimum eligibility criteria.**

# Project Applications

- **All acquisition projects must meet FEMA guidelines.**
- **All projects must be geo-coded.**
- **Sub-applicants must provide project maintenance information.**



# Project Scope of Work

- **Project description**
- **Purpose and hazards it addresses**
- **Methodology used to identify the project**
- **Alternatives**
- **Project benefits**
- **Indicates how the project is consistent with the State and local Mitigation Plans**
- **Long term utilization**

# Project Scope of Work

- **Work schedule with milestones and all tasks**
- **Engineering or drawings including building codes being used**
- **Documentation for any new technology being used**
- **Sources, references, citations or notations**

# Cost Estimate

- **Describe all costs.**
- **Pre-award, sub-applicant management or information dissemination costs must be separate line items.**
- **Identify any potential cost under-runs.**
- **Anticipated future funding.**
- **Documentation must include a detailed cost estimate that identifies all labor, material and equipment associated with the project.**

# Cost Estimate

- **Include all source documentation.**
- **The amount of the federal share will not be increased to cover additional costs.**
- **If the cost estimate does not include all costs for items proposed or does not include documentation, the sub-application will be determined incomplete and removed from funding consideration.**

# Benefit Cost Analysis

- **FEMA will not perform the BCA and will not consider sub-applications without one.**
- **The BCR must be greater than one.**
- **The FEMA-approved models must be used unless FEMA pre-approves another method.**
- **An alternate method is available for NFIP repetitive loss properties.**

# BCA Documentation

- **Support for all figures, assumptions, data derivation and calculation methods.**
- **Provides references to the appropriate part of the BC model.**
- **A BC expert should be able to reproduce your BCA with no additional information.**
- **The sub-application must contain every page of the BCA.**
- **Use credible source documents and professional engineers.**
- **Must be attached as an Excel file**

# Environmental / Historic Compliance

- **Provide information to support the NEPA process.**
- **Make sure the SOW includes the necessary information.**
- **Answer the environmental / historic questions. Sub-applications that are determined incomplete will not be considered.**
- **Include any anticipated costs in the cost estimate.**

# Flood Mitigation Assistance (FMA)

- **Funded through insurance premiums from the National Flood Insurance Program (NFIP)**
- **Annual Funding since 1997**
- **E-Grant Application**
- **Federal Priority is to reduce NFIP claims**
- **\$7.2million obligated to 33 grants**



# FMA Plans

- **Project applications must conform to an approved FMA plan by the date OES submits the application to FEMA.**
- **Planning application must result in an approved FMA plan within the performance period.**

# Performance Period

- **Plans are given a two-year performance period. Planning activities cannot exceed three years.**
- **Projects are given a two-year performance period. Two one-year time extensions are available to complete the project.**

# State Priorities

- **The State may identify additional ranking priorities to projects that protect NFIP properties or repetitive loss properties.**

# Authorities

- **Federal Code of Regulations, Title 44**
- **FMA Guidance Documents**

# FEMA's eGrant System

- **A Web-based system for applying and managing Hazard Mitigation applications.**
- **Used to submit applications for federal funding under the FMA and PDM programs**

# Requesting Access

- **Send e-mail request to [marcia.rentschler@oes.ca.gov](mailto:marcia.rentschler@oes.ca.gov)**
- **Identify persons needing access**
- **Identify access levels for each person:**
  - **View/print**
  - **Create/edit**
  - **Sign/submit**

# Requesting Access

- Each user must go to <https://portal.fema.gov>

# Entering and Saving Data

- **Required fields are designated by an asterisk (\*)**
- **Always use save and continue.**
- **Session is timed out in 30 minutes**



# Subgrant Applicant Home Page

- **Creating a new subgrant application**
- **Working on an unsubmitted subgrant application**
- **Revising or amending a submitted subgrant application**

# Create an Application

- **Sub-grant applicants can submit planning or project applications.**

# Attaching Documents

- You add attachments to each section or in the Comments field
- Select type of attachment
  - Regular Mail
  - Electronic File (identify file format)

# Benefit Cost Analysis (BCA)

**You must know:**

- **the benefits,**
- **the costs,**
- **and the frequency of the hazard.**

# Guidelines

- **BCA is the method by which future benefits of a mitigation project are compared to the project cost.**
- **The Benefit Cost Ratio (BCR) is derived by dividing the benefits by the cost on a present value basis.**

# Guidelines (Cont)

- **A BCR of 1.0 or greater has benefits that exceed the costs.**
- **All projects submitted to OES for funding consideration must have a BCR greater than 1.0.**

# Guidelines (Cont)

## Best Data Analysis Method

- The data is complete.
- The results are the most accurate possible.
- Determines whether a project is cost-effective or not cost-effective.
- The BCR can be used for ranking or setting priorities among projects.

# Mitigation BCA Toolkit

- FEMA has developed software, written materials and training to assist applicants in the preparation of a BCA.
- The Toolkit is available for free from FEMA at the BC Helpline at [bchelpline@dhs.gov](mailto:bchelpline@dhs.gov) or call toll free at (866) 222-3580.



# Additional Links

- FEMA website: <http://fema.gov/>
- FEMA NFIP maps: FEMA Flood Map Store at the FEMA website
- USGS website for Earthquake Hazard Maps: <http://eqhazmaps.usgs.gov/>

# FEMA Software

- **Applicants must use FEMA-approved software contained in the Toolkit to demonstrate cost effectiveness.**
- **Alternative BCA software may only be used if approved by OES and FEMA.**
- **The BC Helpline is available for technical assistance.**

# BCA Process

**STEP 1:**

**DO A RISK ANALYSIS**

**STEP 2:**

**GATHER NECESSARY DATA**

**STEP 3:**

**CHOOSE AN ANALYSIS  
STRATEGY AND A BC MODULE**

**STEP 4:**

**ENTER DATA AND LET  
MODULE DO CALCULATIONS**

**STEP 5:**

**INTERPRET THE RESULTS**

# Risk Analysis

**HAZARD  
(FREQUENCY &  
SEVERITY)**

**x**

**VALUE OF  
PROPERTY  
EXPOSED**

**=**

**RISK  
(DOLLARS)**

**Probability  
of the Hazard**

**Value and  
Vulnerability of  
Property and  
Life Exposed  
to the Hazard**

**Severity  
of Threat  
to the Built  
Environment**

# Terminology

- **Mitigation projects reduce or eliminate future damages.**
- **Benefits are the avoided future damages and losses.**
- **Costs are the amounts necessary to implement the mitigation project and perform the required long-term maintenance.**

# Applicant's Responsibility

**It is the applicant's responsibility to provide:**

- **a BCA that is reasonable and well documented. OES analysts should be able to re-create the BCA from supporting documentation without any additional information.**
- **Full documentation of each data element that affects the BCR.**

# Credibility

- All data must be from credible sources. Data from FEMA sources such as *What is a Benefit* will be considered credible.

# Documentation

- **The Toolkit has hazard-specific templates for all FEMA BCA software.**
- **The templates should be used to ensure that data, documentation and source credibility are adequate for OES review.**



# Unreasonable BCRs

- **Mitigation Projects with BCRs in the 100s or 1000s are very unlikely.**
- **BCRs above 10 are often the result of incorrect, illogical or faulty data.**
- **Projects submitted with extremely high BCRs will be reviewed very carefully.**

# BCA Evaluation Criteria

- **Technical Accuracy**
- **Supporting Documentation**
- **Source Credibility**

# Conclusion

- **Check the OES website for Application Periods**
- **Have an approved LHMP or FMAP.**
- **Select a competitive project.**
- **Follow the application instructions**