

Hazard Mitigation Grant Program

Basic Application Information - *Dated Material!*
Incident Period: December 1-17, 2007
Severe Storms, Flooding, Landslides, and Mudslides
FEMA-DR-1733-OR

Introduction

The Federal Emergency Management Agency (FEMA) provides a Hazard Mitigation Grant Program (HMGP) to assist states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration. The State of Oregon, Oregon Emergency Management (OEM) is administering a HMGP for this severe storms, flooding, landslides, and mudslides disaster. The amount of funds available for HMGP projects is 20%¹ of the total FEMA costs associated with this disaster (Public "Infrastructure" Assistance - PA and Individual Assistance – IA, less administrative costs); the HMGP allocation for this disaster is yet to be determined. The actual cost of the program is shared - FEMA pays a portion of project costs (75%) and successful applicants provide a non-federal share (25%). Eligible applicants for this HMGP include state and local governments in the requested disaster area (declared counties) that have FEMA-approved natural hazard mitigation plans.

For this disaster, the HMGP project identification and application process is being offered in conjunction with the applicant briefings for FEMA's Public Assistance Program and follow-up meetings with local jurisdiction mitigation committees.

Most of the Public Assistance related losses from this disaster were a direct result of wind-related damages and flooding impacts. Many residential and business properties were impacted by flooding; in some of the declared areas as bad as the 1996 flooding or even worse. Therefore, the primary emphasis of this disaster's Hazard Mitigation Grant Program will emphasize:

- *Flood mitigation for residence, business and public properties that are substantially damaged and/or have a history or repetitive flood losses*
- *Projects that reduce future disaster losses to Consumer-owned electric utilities:*
 - *Under-grounding of critical circuits that sustain repetitive losses*
 - *Interspending poles*
- *Other Public Facility flood mitigation not already funded by Public Assistance (406) mitigation*
- *HMGP Funding earmarked as a pro rata share of IA and PA to those counties with FEMA-approved mitigation plans*

¹ Based on Oregon having a FEMA-approved *Enhanced Hazard Mitigation Plan* as of March 7, 2006

Hazard Mitigation Grant Program – Detailed Information

The Hazard Mitigation Grant Program has traditionally been a competitive process that reviews, ranks, and selects mitigation projects to be included in Oregon's grant application submitted to FEMA. FEMA approves mitigation projects and obligates the federal funding. *HMGP money is limited and not all projects can be funded.* For this disaster, HMGP funding is identified for those counties that have FEMA-approved natural hazard mitigation plans: Columbia, Coos, Curry, Polk, Tillamook, Washington and Yamhill counties and selected cities in those counties that have FEMA-approved mitigation plans. HMGP grant set-asides for these counties will be based initially on the 20% calculation of PA and IA damages in those counties. Your local mitigation plan already identifies mitigation strategies and local processes to prioritize mitigation projects that offer the most benefits to your community.

If your basic application is selected for further consideration, you will receive a complete application package. We feel this incremental approach to developing projects for final state selection and FEMA approval will minimize those situations where there are, perhaps, expectations that all projects submitted are initially approved.

Project Considerations – Basic Criteria

- Projects identified in the disaster-declared areas (declared by county) will have priority preference.
- To be eligible for HMGP grants, communities (city or county as an eligible applicant) must have a FEMA-approved natural hazards mitigation plan. There are two exceptions to the mitigation planning requirement:
 - HMGP-funded planning grant to assist a community in developing a natural hazards mitigation plan, and
 - A community with a mitigation planning process underway (but short of having a FEMA-approved mitigation plan) can request special consideration from the FEMA Regional Administrator to approve a project application ... however, approval is not guaranteed².
- Mitigation strategies and priorities as described on page one of this pre-application.
- Preferably, all HMGP project work should be scheduled for completion by September 30, 2009. Projects that can be implemented sooner, and are ready to proceed will have priority.
- The collection of environmental information, to comply with the required National Environmental Policy Act (NEPA), is essential for the state's review and FEMA's approval of potential projects. *Please pay close attention to this requirement!*

² Clatsop and Lincoln counties are underway mitigation planning processes underway.

HMGP steps and estimated timeline are provided for your information:

- Jan. '08 OEM and FEMA notify potential applicants of the Hazard Mitigation Grant Program (HMGP) during Public Assistance Applicant Briefings. Basic application package will be available for hand-out at Kick-Off Meetings. FEMA will also be providing information on HMGP at the Disaster Recovery Centers. Potential projects should be identified by March 2008 and the initial application received at OEM by that date for priority consideration.
- Mar./Jun. '08 Projects that meet the selection criteria, as previously described in this announcement, are identified for additional consideration (if so identified applicants are asked to complete the full HMGP application).

Attachments

1. Outline of Required NEPA Information
2. Basic HMGP Application

Minimal NEPA Information Required

(Note: Please review carefully and use as guidance for completing the Environmental Concerns section)

The following information will assist the environmental review team in performing reviews for compliance with all applicable laws and regulations. By providing this information upfront, the team can begin the appropriate consultation process with other Federal agencies (OFA) and complete their review in as short a time as possible. By not providing it, the team will need to contact the applicant at a later date, after meeting the appropriate protocols. Once the information is obtained the review process can begin. The later approach will result in increased time for completing the environmental compliance review. *The italicized language explains the need for the information.*

- **Project setting and background information**

This information is needed to understand the purpose and need for the project. Although, based upon past experience, you believe the project fits a Categorical Exclusion (CATEX) experience, understanding the setting and background allows the environmental reviewer to evaluate for potential extraordinary circumstances and determine the level of review. If this involves a structure, the appropriate building information should be included here e.g. age of structure, all improvements, etc.

- **Clear, concise scope of work**

This is important in order to understand what the applicant proposes to do. Not only does FEMA need this, the other Federal Agencies also need it in order to perform their reviews, such as wetland impacts (USACOE) or endangered species (NMFS, USFWS). The following items help the environmental reviewer to determine and analyze the potential impacts of the project.

1. **Sketches, drawings, and engineer designs.**

These assist in understanding the written description of the project, especially if contours and elevations are provided.

2. **Calculations and quantities.**

This tells the reviewer how much. It is important information for understanding the immediate and broad impact the project will have on the area. A bank protection project of 100 feet has a much different impact than one of 1.5 miles.

3. **Photos of the project site.**

A picture says a thousand words. Photo's help clarify the project setting and the potential impacts of the project on the environment (soils, vegetation, hydrology, wildlife, water quality). If photos are provided, then FEMA may not need to conduct a site visit, thereby, reducing the review time.

4. **Relevant information from a Federally declared disaster, such as the Disaster Survey Report of Disaster Project Worksheet.**

This information may provide data, so that the applicant does not have to duplicate their efforts. Additionally, if we are aware of it, then a previous environmental review may have been performed to which we can use/reference, thereby reducing the review time.

- **Vicinity Map.**

A map needs to be provided that shows the general location of the project site and another map showing the specific site. This is needed in order to identify the specific location for review of potential impacts to existing features surrounding the project area. Section, Township, and Range needs to be given because the USFWS maintains their endangered species database on Section, Township, and Range. If GPS (Global Positioning System) is known, this should be provided. This allows the environmental reviewer to catalog and reference other disaster related projects. PA already inputs this data for PA projects (DSW, PW).

1. **Section, Township, and Range**
2. **Map depicting relationship to existing features – natural and otherwise (this could be a topographic or similar type map)**
 - a. **Rivers, lakes, streams, wetlands, saltwater, critical habitat**
 - b. **Geologic features, steep slopes, unstable areas**
 - c. **Roads, bridges, buildings, etc.**
1. **GPS (lat/lon coordinates), if known**

- **Plat map, tax number and/or tax lot map**

This information is needed to show where the structure is in relation to its property boundary. The information generated from this helps the reviewer evaluate impacts to floodplain, wetland, and endangered species and critical habitat.

- **Contact name, phone numbers and e-mail address**

1. **State Emergency Management (Oregon Emergency Management)**
2. **Applicant (Sub-grantee when project is FEMA approved and funds obligated)**

The following information would be helpful to facilitate a quicker review; however, it is not needed as minimal information in order to begin the review process. If it is not provided, the Environmental Reviewer will obtain the information.

- **Floodplain and wetland information**

This is needed to show compliance with Executive Orders on Floodplain Management and Wetlands.

1. **Floodplain, floodway, and wetland**
2. **Critical action**
3. **Public notice**

- **Endangered Species Information**

This is needed to show compliance with the Endangered Species Act. The local government often knows what types of projects have occurred in the past in the vicinity of the proposed project. Information obtained from those other projects can be incorporated in the environmental review and required consultations with OFA's.

1. **U.S. Fish and Wildlife Service (terrestrial & aquatic & plants, insects & invertebrates)**
2. **National Marine Fisheries Service (Marine and Anadromous)**

- **National Historic Preservation Act, Section 106 Information.**

This information is needed in order to show compliance with NHPA. The State Historic Preservation Office, by law, has 30 days to respond to our determination of effect on any potential historic, cultural, or archeological site.

1. **Is the structure on the National Register?**
2. **Is the structure eligible for the National Register?**
3. **Are there any historic, archaeological or cultural sites in or near the project area?**
4. **Does the project involve modification or alteration to undisturbed land?**
5. **Any contact with the State Historic Preservation Office?**

- **Any other environmental data that is pertinent.**

This question is to help the environmental reviewer evaluate existing data so as not to duplicate the efforts.

1. **Environmental and/or SEPA documents**
2. **Geologic studies**
3. **Biological Assessments**
4. **Programmatic Agreements**

**OREGON EMERGENCY MANAGEMENT
HAZARD MITIGATION GRANT PROGRAM (HMGP)
DR-1733**

HMGP Basic Project Identification/Concept and Description

A. Project Title: _____

B. Sub-Applicant Identification

1. Name of Applicant Organization/Agency: _____

2. Type of Organization: _____
[County or City Government]

C. Sub-Applicant's Representative (The applicant's agent, project manager, or official contact).

Name: _____

Title: _____

Address: _____

Business Phone: _____

FAX & E-mail: _____

D. Projects Linked to Public Assistance Project Worksheets (PW)

PW Number(s) and Supplements: _____

Was the proposed hazard mitigation project a component of a Public Assistance project? If so, what was the State or Federal determination regarding its eligibility? Please describe. Use additional sheets if necessary.

OBJECTIVES

A. Project Objective (Is this project or strategy identified in your local natural hazards mitigation plan?):

B. Project Description (Briefly describe the proposed project and its scope of work. Include how the proposed project will reduce the hazard's effects and risks):

C. Project Location (Description of Location, Attached Maps): _____

COST ESTIMATES

A. Cost Summary (A complete cost description including a list of materials and services will be required after submission of the basic application). HMGP projects are based on a maximum 75% federal share with a 25% non-federal share contribution.

1. Federal Share (HMGP): \$_____
 2. Applicant's Share: \$_____
 3. Other Non-Federal Shares (Describe): \$_____
- Total Funds Required to Complete Project: \$_____

WORK SCHEDULE

A. Starting Date: Within [] days after final project approval. (If more than sixty (60) days please explain; use additional pages as needed):

B. Completion Date: Within [] months after project initiation. (If more than fifteen (15) months, please explain; use additional pages as needed):

C. Provide a General Outline of the Work Schedule Necessary to Complete This Project - (A complete work schedule that clearly describes project milestones and shows the anticipated flow of the project from the time of initiation to completion will be required after submission of the basic application):

ENVIRONMENTAL CONCERNS

All projects must comply with the National Environmental Policy Act. FEMA is responsible for preparing the necessary documentation; however, the applicant is required to provide the necessary data. At this time, please provide a description of any environmental concerns and impacts associated with this project:

Benefit – Cost (BCA) Analysis

Describe how the project will reduce future (potential) disaster damages and that, minimally, every dollar expended on mitigation will reduce future losses by at least one dollar. Use additional pages as necessary:

If you have any questions and/or RETURN THIS APPLICATION TO:

Dennis Sigrist
Oregon Emergency Management
DR-17333 – HMGP Application
US Mail Address:
P.O. Box 14370
Salem, OR 97309-5062
(503)378-2911, ext. 22247
FAX: (503)373-7833
<http://www.oregon.gov/OOHS/OEM/> - dsigrist@oem.state.or.us

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