

MITIGATION GRANTS PROCESS



COMMUNICATIONS PLAN

Table of Contents

Purpose	3
Mission	3
Objectives	3
Situation Analysis	3
Key Audiences	3
Key Messages.....	4
Mitigation Grants Process.....	4
Communications Tools.....	5
Deliverables.....	5
Timeline.....	5
Roles and Responsibilities.....	6

Purpose

This plan outlines communications objectives and strategies to communicate the Oregon Department of Emergency Management (ODEM) mitigation grants process to internal audiences, key partners and subject matter experts.

Mission

Equitably provide consistent, timely and transparent information about the mitigation grants process to build credibility, commitment and a shared investment in the method.

Objectives

1. Establish a foundation for messaging about the mitigation grants process.
2. Provide ODEM leadership and employees with community alignment about the grants process.
3. Share the mitigation grants process with FEMA partners, so they understand the internal workings and expectations.
4. Build credibility, transparency, commitment and a shared investment in the success of the mitigation grants process.

Situation Analysis

FEMA's Hazard Mitigation Assistance grant programs provide funding to state, local, and tribal governments and certain private nonprofits so they can develop natural hazard mitigation plans and rebuild in a way that reduces future disaster losses in their communities. The Oregon Department of Emergency Management (ODEM), under ORS 401.096, is the recipient or pass-through entity that manages these funds. The Mitigation Grants Process is an outline of what ODEM partners can expect any time a new grant notice of funding opportunity (NOFO) is announced. The mitigation grants process identifies responsibilities for tasks throughout the life of the grant. Having an established process allows ODEM to be transparent with its partners.

Key Audiences

- Internal
 - ODEM Executive Leadership Team
 - Grants personnel
 - ODEM employees
- External Partners
 - FEMA
 - Federal, State, Local, and Tribal jurisdictions

Key Messages

- ODEM awards and administers federal grant funding to state, tribal and local governments, and certain private nonprofits.
- The mitigation grants process is an outline of how grants are received and administered by ODEM and what agency partners can expect when notified of a FEMA Notice of Funding Opportunity.
- The mitigation grants process identifies responsibilities for tasks throughout the life of the grant, including notification, announcement, and division among sections.
- Having an established process allows ODEM to be transparent with its partners.

Mitigation Grants Process

1. ODEM receives a Notice of Funding Opportunity (NOFO) from FEMA.
2. The NOFO is reviewed by the State Hazard Mitigation Officer (SHMO), the Deputy State Hazard Mitigation Officer (Deputy SHMO) and the Special Projects Coordinator (SP), who:
 - a. Set state priorities and coordinate outreach strategies.
 - b. Hold an internal briefing with the Mitigation Team, ODEM Regional Coordinators and the ODEM Tribal Liaison.
3. The Mitigation Team:
 - a. Shares the pre- and subapplication with external partners.
 - b. Determines the Subapplicant Briefing Schedule and Technical Assistance Request
 - c. Schedules virtual drop-in hours and shares information with partners.
 - d. Works with ODEM's website manager to update the website.
 - e. Monitor and communicate through mitigation inbox.
 - f. Sends a statewide email to external partners detailing priorities, eligibility requirements and a schedule.
 - g. Updates SharePoint for the new grant and maintains the mitigation grants processes.
 - h. Holds and records at least one virtual drop-in, then posts the recording to the website and emails the link to interested partners.
 - i. Prepares and shares FAQ guides or one-pagers.
 - j. Schedules and conducts an after-action review.
 - k. Works with ODEM's GIS Coordinator to update GIS Dashboards
 - l. Proposals submitted via pre- or subapplication are assigned to supporting team members.
4. When requested, the ODEM Mitigation Team provides resources for Technical Assistance.
5. For any jurisdiction declared ineligible or not selected, ODEM directly provides an opportunity for reconsideration, appeal rights, or technical support.

Communications Tools

- Internal Mitigation Drive
- Mitigation Teams Channel
- Email
- New Employee Onboarding
- Hazard Mitigation web page
- SharePoint
- GovDelivery
- Readiness Report
- ODEM Update Meeting

Deliverables

- Subapplicant Briefing Schedule
- Technical Assistance Request Process
- Virtual Drop-In Hours (Live and Recorded/Posted)
- FAQ
- One-pager
- ODEM Update Presentation
- Technical Assistance
- Webpage
- GIS Page
- After-Action Review

Timeline

When a grant drops, FEMA issues a Notice of Funding Opportunity (NOFO). ODEM, as the State Administrative Agency for the FEMA grant programs, provides the NOFO information to state, local, and tribal partners. While each NOFO has its respective timeline, ODEM's grant coordinators work closely with their FEMA partners to ensure they are on top of all notifications and deadlines and keep state, local, and tribal partners up to date.

Roles and Responsibilities

Stephen Richardson - Mitigation Section Manager/ State Hazard Mitigation Officer

Anna Feigum - Deputy State Hazard Mitigation Officer Post Disaster

Jon Wiebe - Deputy State Hazard Mitigation Officer Non-Disaster

Mike Crop - Special Projects Coordinator

Hannah Fattor - Riskmap Coordinator

Joseph Murray - Hazard Mitigation Planner

Jason Gately – Hazard Mitigation Planner

Nic Roberts - Mitigation Representative

Janine Mayer - Mitigation Representative

Shannon Bryers - Mitigation Representative

Ross Zieseemer -Mitigation Representative

Rachel Foley- Mitigation Representative

Kate Strohecker- Mitigation Representative

Bridget Good - Mitigation Representative Non-Disaster

ODEM Regional Coordinators

ODEM Tribal Liaison – Sophi Beym

ODEM IDEA Coordinator – Natasha Fox