



## PRE-DISASTER AND FLOOD MITIGATION ASSISTANCE GRANT PROGRAMS

### INSTRUCTIONS FOR FILING A NOTICE OF INTEREST (NOI)

Please read the following instructions prior to completing the Notice of Interest (NOI). The NOI can be found at <http://www.caloes.ca.gov/cal-oes-divisions/hazard-mitigation/pre-disaster-flood-mitigation>

**DEADLINE:** The Cal OES deadline to submit an NOI is Monday, September 24, 2018.

Accurate and complete answers are required to determine eligibility and expedite the review process. NOIs must be submitted electronically and each section must be answered in the space provided. Please direct any questions regarding completion of the NOI to [PDFM@caloes.ca.gov](mailto:PDFM@caloes.ca.gov).

#### **Introduction**

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster Relief Act (Stafford Act). FEMA's 2018 NOFO provides information on federal funding priorities and limits, criteria and other critical information related to this funding cycle. Please pay close attention to critical State information from OES regarding NOI and subapplication deadlines and criteria that all jurisdictions must follow to apply for funding.

The Unified Hazard Mitigation Assistance (HMA) Guidance provides information on applicant and activity eligibility as well as other requirements, including performance period, cost-effectiveness, environmental review, and required documentation. The HMA Guidance is available at <https://www.fema.gov/hazard-mitigation-assistance-program-guidance>. Please review all eligibility requirements before submitting an NOI.

Submission of an NOI is the first step in the Pre-Disaster Mitigation (PDM) or the Flood Mitigation Assistance (FMA) Program subapplication approval process. Cal OES will review each NOI for eligibility and consistency with established 2018 PDM and FMA priorities.

#### **The Notice of Interest Form**

An NOI is required for each proposed project or plan submitted. All NOIs are reviewed for eligibility by OES. Jurisdictions submitting an eligible NOI will be notified and invited to submit a subapplication for the 2018 PDM and/or FMA funding cycle. Cal OES will only accept NOIs/subapplication for mitigation activities selected through this process

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The following provides detailed guidance on completing the NOI form:

1. Program (select one): Select the type of program PDM or FMA
2. This NOI is for a (select one): Select one. Identify if your NOI describes a planning or project activity.
3. Eligible Subapplicant Type: Select one. Eligible subapplicants include city, state, county or special district. \*Tribal governments submit directly to FEMA. If your entity does not fall into one of these categories, you are not eligible to apply for PDM or FMA funding, but may be sponsored by an eligible entity.
4. Hazard Type: Select one. Use “Multi-Hazard” for planning activities.
5. Mitigation Activity Type: Select one. Cal OES will only accept NOIs describing eligible activities.
6. Climate Resilient Mitigation: Does this activity incorporate climate resilient mitigation activities and/or encourage the integration of adaptation measures into local planning and development practices?  
  
Climate Resilient Mitigation Activities (CRMA) may include Aquifer Storage and Recovery (ASR), Floodplain and Stream Restoration (FSR), and Flood Diversion and Storage (FDS); and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches.
7. Activity Costs: PDM Program: The federal share for project NOIs must not exceed \$4,000,000. For local hazard mitigation plans, the funding limits are \$125,000 for a single jurisdiction new or updated plan, and \$250,000 for a multi-jurisdiction new or updated plan.  
  
PDM Subapplicant Cost Share: Cost share is required under this program. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must come from non-Federal sources.  
  
FMA Program: There is no established federal funding share set for the FMA program.  
  
FMA Subapplicant Cost Share: Federal funding is available for up to 75 percent of the eligible activity costs. FEMA may contribute up to 100 percent Federal cost share for Severe Repetitive Loss (SRL) properties. FEMA may contribute up

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to 90 percent Federal cost share for Repetitive Loss (RL) properties.

8. Benefit Cost Analysis (BCA) FEMA will only consider applications that use a FEMA-approved methodology to demonstrate cost-effectiveness. Planning and Management cost sub-applications do not require a BCA. FEMA provides BCA software (Version 5.3.0) that allows subapplicants to calculate the BCA. Written materials and training are also available. The FEMA BCA software utilizes the OMB Circular A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*. For BCA policies, overviews, and software, see <http://www.fema.gov/benefit-cost-analysis> .
9. Have the Cost-Sharing Funds been secured? **NOTE:** The letters of commitment for cost share must be in place at the time of subapplication submittal.
10. Activity Title/Name: Provide a name that clearly reflects the proposed activity. The name selected in the NOI must match the name used if an application is submitted.
11. Population: For Planning NOIs: Identify the population of the jurisdiction applying for the planning grant using current census data. For multi-jurisdictional plans identify the total population of all jurisdictions covered by the plan and list the name of each jurisdiction.  
  
For Project NOIs: Identify the population that will directly benefit from the proposed project implementation.
12. Activity Location: For Planning NOIs: Identify a central location and address for the lead agency.  
  
For Project NOIs: Provide the latitude and longitude in degrees (six decimal places) defining the activity location.  
  
If the activity involves more than one location, provide the latitude and longitude at the center of the proposed project area and a general description of the project area.
13. Describe the problem to be mitigated: Describe the need for this activity. The problem statement must include a description of the hazards being addressed, i.e. fire, flood, earthquake, drought, etc.  
  
Planning NOIs must specify the geographic area and the jurisdictions that will be addressed by the plan. Include hazards types and the population of the geographic area served by the plan.

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Project NOIs must identify the natural hazard and the risk to the facility that is being considered. Include historical information on damages and the reoccurrence interval of that hazard.

14. Scope of Work:

The scope of work must include the following:

**For Planning NOIs:** The scope of work must include the following:

- a) Specify if the proposal is for a new Local Hazard Mitigation Plan (LHMP) or an update to a current LHMP.
- b) Specify if the LHMP is for a single jurisdiction or multiple jurisdictions and list the jurisdictions that will be incorporated into the plan.
- c) If the proposed activity is a plan update, the NOI must clarify whether the plan being updated was previously funded by a hazard mitigation grant.
- d) The NOI must also provide information on the planning process, data collection and risk assessment process, and plan approval and adoption process. The NOI should also discuss other mitigation activities/initiatives taken by the applicant in preparation for the planning activity.
- e) The LHMP must incorporate climate resilient mitigation activities and/or encourage the integration of adaptation measures into local planning and development practices.
- f) Provide information on whether the plan being updated was previously in compliance with AB 2140 and if the plan was adapted to the Safety Element of a General Plan.
- g) In a separate paragraph, the NOI must provide information on the planning capabilities of the applicant based on previous successful grant compliance/completion.

**For Project NOIs:** The scope of work must include the following:

- a) A purpose statement that demonstrates the proposed project will reduce the risk from the effects of natural hazards to life, property, essential services, or critical facilities. Identify all the benefits that will result from the project's implementation.
- b) A project description that is clear and concise, and includes the location of the proposed project, the

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proposed conceptual design, the means of implementation, and the basic dimensions of the project and the project area.

- c) A statement of the level of protection of the proposed project versus the existing level of protection.
- d) A description of any existing engineering drawings or any environmental documents that relate to the project and describe any possible impacts to the environment or historic structures from the project's implementation.
- e) For flood projects or any project in the FEMA mapped floodplain, identify if the project location(s) on a FEMA flood map and state the flood zone designation, document the community's participation in the National Flood Insurance Program (NFIP), and determine if any of the structures have flood insurance or are on FEMA's severe repetitive loss list.
- f) A description of the project life and the long-term maintenance requirements.

15. Performance Period:

Indicate the length of time, in months, needed to complete the activity. The 2018 NOFO will provide dates of the PDM/FMA Period of Performance.

16. National Flood Insurance Program

All subapplicant's for the FMA program must be participating in the NFIP, and must not be withdrawn or suspended.

17. Duplicate Programs:

Indicate if this activity is eligible for funding from another federal program such as the United States Army Corps of engineers, FEMA Public Assistance Program, or the US Department of Agriculture/Department of the Interior Healthy Forest Reform Act of 2002.

18. Local Hazard Mitigation Plan Requirement

Not required for planning activities. Provide a narrative that identifies how the proposed activity is consistent with your LHMP. Be specific; identify the page number and/or section number from your plan.

Include a narrative that quantifies the criticality of the project with respect to the overall population of the community

19. LHMP Approval Date:

Identify the date subapplicant's Local Hazard Mitigation Plan (LHMP) was approved by FEMA.

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20. Subapplicant Name: Provide the name of the subapplicant applying for grant funds. Subapplicant names must be consistent with the FIPS#.
21. Subapplicant Address: Provide the mailing address for the sub- applicant. Include city, county, state and zip code.
22. Name of Person Completing NOI: Provide the first and last name of the person completing the NOI.
23. FIPS #: Provide the Federal Identification Processing System number for the subapplicant. If the subapplicant does not have or know their FIPS number, contact Cal OES.
24. DUNS #: Provide the Data Universal Numbering System number for the subapplicant. If the subapplicant does not have or know their DUNS number, call Dunn & Bradstreet at 1-866-705-5711.
25. Legislative Districts: Provide only the number of the legislative districts listed. If the project site is located in a different district than the subapplicant address, please provide both.
26. Subapplicant Authorized Agent (AA): The person(s) authorized by the subapplicant’s governing body to act on behalf of the subapplicant to execute an NOI for the purpose of obtaining federal financial assistance. Provide the position title or name of the person(s) that will serve in this position.
- Forms used to designate the AA will be provided upon sub-grant approval. The AA will also be required to sign standard assurances to accept grant funds. Provide the first and last name, title, address, phone and fax numbers and e-mail address.
27. Project Manager/Working Contact: The person Cal OES will contact with questions and/or requests for information. Provide the first and last name, title, address, phone and fax numbers and e-mail address.
28. Project Manager/Working Contact (Alternative): The person Cal OES will contact with questions and/or requests for information when the primary contact is not available. Provide the first and last name, title, address, phone and fax numbers and e-mail address.

If you have any questions or comments, please contact the Pre-Disaster and Flood Mitigation Assistance Division at: [PDFM@caloes.ca.gov](mailto:PDFM@caloes.ca.gov) or at (916) 845-8150.