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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY  
HAZARD MITIGATION GRANT PROGRAM  
NOTICE OF INTEREST  
DR-4382**

Please read the following instructions prior to completing the Notice of Interest (NOI) to participate in the DR-4382 ‘Summer 2018 California Wildfires and High Winds’ Hazard Mitigation Grant Program (HMGP). The NOI can be found at <http://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program>. Accurate and complete answers are required to determine eligibility and expedite review. NOIs must be submitted electronically and each section must be answered in the space provided. Do not send any additional documents, they will not be considered during the NOI eligibility determination process. Please direct any questions regarding completion of the NOI to [HMGP@caloes.ca.gov](mailto:HMGP@caloes.ca.gov).

**Introduction**

Federal funding is provided under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) through the Federal Emergency Management Agency (FEMA) and the California Governor’s Office of Emergency (Cal OES). Cal OES is responsible for the review of HMGP NOIs and subapplications. Cal OES forwards funding recommendations to FEMA based on these reviews. FEMA has final approval for activity eligibility and funding.

Hazard mitigation activities are aimed at reducing or eliminating future damages. Subapplicants must have a FEMA approved and locally adopted Local Hazard Mitigation Plan (LHMP). Special districts with an independent governing body must have a FEMA approved and locally adopted LHMP or be participating in a FEMA approved and locally adopted multi-jurisdiction LHMP, by way of an approved and adopted annex. Being identified as a jurisdiction within the boundaries of a County plan, without an approved annex does not meet the LHMP requirement. An approved LHMP must be in place by the time FEMA is ready to award and obligate, if approved.

Project activities must be shown to be cost-effective using the FEMA-approved Benefit Cost Analysis software, which is available at: <https://www.fema.gov/benefit-cost-analysis>.

FEMA’s Hazard Mitigation Assistance (HMA) guidance and addendum are available at <https://www.fema.gov/media-library/assets/documents/103279>. This document provides guidance on applicant and activity eligibility as well as other requirements including performance period, funding limits, cost effectiveness, environmental review, and documentation minimums. Please review all eligibility requirements before submitting an NOI.

Cal OES will review each NOI to determine if the subapplicant and proposed activity are eligible in accordance with FEMA’s HMA Guidance. Subapplicants submitting an eligible NOI will be notified to submit an HMGP subapplication. Cal OES will conduct subapplication development workshops throughout the state to provide information and assistance in filling out the subapplication, and preparing a Benefit Cost Analysis (BCA) using the FEMA-approved BCA software. Only those subapplicants who have received an approved NOI notification will be invited to attend the workshops and submit a full subapplication.

## **HMGP Overview**

HMGP funding becomes available after a federal major disaster declaration, approved by the President of the United States. Cal OES has an enhanced State Hazard Mitigation Plan (October 2013-October 2018) and receives 20% of the total value of eligible damages.

## **Priorities**

Priority will be given to post wildfire mitigation and burned watershed risk mitigation activities in disaster declared or Fire Management Assistance Grant (FMAG) declared counties; wildfire mitigation activities, post wildfire flood risk reduction, and Climate Resiliency Mitigation Actions (CRMA) or climate adaptation projects. If additional funding is available, Cal OES will consider all other eligible mitigation activities. *Refer to Page 33 of [FEMA's HMA Guidance](#) for a comprehensive list of eligible mitigation activities.*

Priority examples include:

➤ Ignition resistant construction materials	➤ Erosion control	➤ <a href="#">Flood Diversion and Storage</a>
➤ Defensible space	➤ Soil stabilization	➤ <a href="#">Floodplain and Stream Restoration</a>
➤ Hazardous fuels reduction	➤ Increase culvert/debris basin capacity	➤ <a href="#">Aquifer Storage and Recovery</a>
➤ Early warning systems (5%)	➤ Drainage Improvements	➤ <a href="#">Green Infrastructure</a>
➤ Critical facility generators	➤ Hydroseeding	➤ Sea Level Rise Risk Reduction

## **Requirements**

1. Eligible subapplicants include state agencies, local government agencies, special districts, federally recognized tribes, and private non-profit organizations consistent with 44 CFR §206.221(e).
2. Must have a FEMA approved and locally adopted LHMP. PNPs are not required to have a LHMP but must be located within a jurisdiction with an approved plan. A plan must be in place at the time of obligation.
3. Must be cost beneficial (per 44 CFR §206.434 (c) (5)) and result in a Benefit Cost Ratio (BCR) of 1.00 or greater, using FEMA approved Benefit Cost Analysis (BCA) tool- version 5.3.0.
4. Subapplicant is responsible for no less than 25% local match of the total activity cost. This can be from any non-federal source.
5. Project must be completed within 36 months of FEMA award.
6. Subapplicants are responsible for undertaking compliance with the California Environmental Quality Act (CEQA). FEMA will undertake National Environmental Policy Act (NEPA) review if the project is approved.
7. **NO CONSTRUCTION CAN OCCUR PRIOR TO FEMA APPROVAL.**

## **Notice of Interest Form**

All subapplicants are required to submit an NOI. The NOI must be received by Cal OES **no later than 11:59 p.m. on October 5, 2018**. An approved NOI is required for each subapplication submitted.

**IMPORTANT:** Once the NOI is correctly submitted, a control number will be displayed to print and retain. Please reference the control number in any correspondence with Cal OES after the NOI is submitted.

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The following provides detailed guidance on completing the NOI form:

1. Disaster #: DR-4382 ‘Summer 2018 California Wildfires and High Winds.’
2. Name of Person Completing NOI: Provide the first and last name of the person completing the NOI.
3. NOI Instructions have been reviewed and read: By selecting yes, the person completing the NOI form certifies that he/she has read the NOI instruction material.
4. FIPS #: Provide the Federal Identification Processing System (FIPS) number for the subgrant applicant. If the subapplicant does not have or know their FIPS number, contact Cal OES at [HMGP@caloes.ca.gov](mailto:HMGP@caloes.ca.gov).
5. DUNS #: Provide the Data Universal Numbering System (DUNS) number for the subapplicant. If the subapplicant does not have or know their DUNS number, call Dunn & Bradstreet at 1-866-705-5711.
6. Applicant Name: Provide the name of the subapplicant jurisdiction applying for grant funds. Subapplicant names must be consistent with the FIPS#.
7. Applicant Address: Provide the mailing address for the subapplicant. Include city, county, state and zip code.
8. Applicant Type: Select one. Eligible subgrant applicants include state and local governments, federally recognized tribes, special districts, and private non-profits (44 CFR §206.221(e)). If your entity does not fall into one of these categories, you are not eligible to apply for HMGP funding.
9. 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.
10. Authorized Applicant Agent: The person(s) authorized by the subapplicant’s governing body to act on behalf of the subapplicant to execute a subapplication for the purpose of obtaining federal financial assistance. Provide the name of the person(s) that will serve in this position. Forms used to designate the Authorized Agent (AA) will be provided upon 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.
11. Project Manager/Primary 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.

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12. Project Manager/ Alternative Contact: 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.
13. Application Type: Select one. Identify if your application describes a planning, project, or 5% activity. For more information about 5% activity projects, please refer to page 111-112 of the HMA guidance.
14. Hazard Type: Select one. If the project addresses multiple hazards, select the primary hazard you seek to mitigate. Use Multi-Hazard for planning activities.
15. Activity Type: Select one. Cal OES will only accept NOIs describing eligible activities. If Miscellaneous/Other is selected, please describe the activity you wish to undertake.
16. Activity Title/Name: Provide a name that clearly reflects the proposed activity. Cal OES recommends choosing a short and concise project title as it will be referenced in all correspondence between the subapplicant and the State. The name selected in the NOI must match the name used if a subapplication is submitted. (e.g., State Street Flood Control Project or Smallville LHMP Update).
17. Population: For planning applications only. Provide population for jurisdiction(s) plan will cover.
18. Activity Location: Provide the Latitude and Longitude in degrees to six decimal places defining the activity location. If the activity involves more than one location, provide a Latitude and Longitude at the center of the proposed activity area and a general description of the activity area.
19. Describe the problem to be mitigated: Provide a short concise statement to describe the need for this activity.  
The problem statement must:  
1. Include a description of the hazard(s) being addressed, i.e. fire, flood, earthquake, etc. If a planning activity, describe the hazards to be addressed in the plan.  
2. Identify all risks to the facility that the proposed project will mitigate.  
3. Refer to any studies or reports that have been prepared analyzing the risks to the facility being protected.
20. Describe the scope of work: The scope of work must include the following:  
1. Provide a short concise statement describing the mitigation goals and objectives of the mitigation activity. If a planning activity, describe the steps to be undertaken to implement the plan.  
2. In short summary, describe the activity, from beginning to end, to include:  
a. How the project will be implemented from beginning to end.

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- b. Percentage of design completion, if any.
  - c. How the project will provide a long-term independent solution to mitigate risks from future disasters.
  - d. Identify if the project location(s) is in a floodplain or floodway.
21. Performance Period: Indicate the length of time needed to complete the activity in months (**number only- e.g., 36**). The performance period cannot exceed 36 months.
22. Duplicate Programs: Indicate if this activity is eligible for / or seeking funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, or the US Department of Agriculture/Department of the Interior Healthy Forest Reform Act of 2002.
23. Activity Costs: Federal Share: The federal share for HMGP cannot exceed 75 percent of the total eligible activity cost.  
  
Applicant Match: The subapplicant must provide a minimum of 25 percent of the total activity cost. The subapplicant may over match the required 25 percent. The matching funds must be from a non-federal source and must be available at the time of application submittal.  
  
Total Activity Cost: The total activity cost must equal the sum of the federal share and the subapplicant match.  
  
Identify the subapplicant's source for the required 25 percent non-federal match.
24. LHMP Approval Date: Identify the date the subgrant applicant's Local Hazard Mitigation Plan (LHMP) was approved by FEMA. LHMP's expire every five years. Subapplicants must have a FEMA-approved and adopted LHMP by the time FEMA is ready to obligate funds to any approved project.
25. Local Hazard Mitigation Plan: If your LHMP is in the process of being updated, please identify when the new plan is anticipated to be approved and adopted. Provide a narrative that identifies how the proposed activity is consistent with the subapplicant's FEMA approved LHMP.

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