

Unit 9

Hazard Mitigation

Portal Questions

Answer Key

1. List three mitigation activities supported by FEMA.
 - *Building Performance Assessment Teams (BPAT)*
 - *Sustainability/Sustainable Re-development*
 - *Mitigation Assistance Program*
 - *Community Assistance Program – State Support Services Element*
2. What are the basic eligibility requirements for a project to receive Hazard Mitigation Grant Program (HMGP) funding?
 - *Conform to the State Hazard Mitigation Plan developed as a requirement of Section 409.*
 - *Provide a beneficial impact on the disaster area, including:*
 - *Projects located in the disaster area that address a site-specific problem*
 - *Projects located outside of the disaster area but having an impact on reducing damages in the disaster area*
 - *Conform with environmental regulations such as:*
 - *Executive Order 11988, Floodplain Management*
 - *Executive Order 11990, Protection of Wetlands*
 - *National Environmental Policy Act*
 - *Solve a problem independently or constitute a functional part of the solution.*
 - *Be cost-effective.*
3. Summarize the State's role in the HMGP.

The States are responsible for administering the HMGP and prioritizing projects submitted by local jurisdictions, forwarding to FEMA those that are consistent with State mitigation planning objectives and for which there is available funding.
4. List the four phases of hazard mitigation planning.
 - *Organize resources*
 - *Assess risks*
 - *Develop a mitigation plan*
 - *Implement the plan and monitor progress*

Objectives

At the completion of this unit, you will be able to:

1. Summarize the components of the FEMA approach to mitigation in compliance with the Disaster Mitigation Act of 2000.
2. Identify pre-disaster and post-disaster mitigation programs.
3. Describe the mitigation grants available through the Federal Insurance and Mitigation Administration (FIMA).
4. Describe State responsibility for administration of the HMGP by illustrating the application process.

Topics

Mitigation as a Disaster Management Strategy

Disaster Mitigation Act and Planning

Mitigation Activities

Multi-Hazard Mitigation Programs

Mitigation Grant Programs

Environmental Review

Learning Check

Supplemental Materials

Mitigation as a Disaster Management Strategy

Natural hazards have been a part of American life since the earliest recordings of human settlement in this hemisphere. Pre-Columbian and colonial histories record conflicts with the natural elements such as hurricanes, floods, earthquakes, and severe winter weather.

In this century, the United States has made great progress toward protecting its citizens from the risks of natural hazards by taking the following actions:

- Developing fire and building life safety codes for much of the nation to reduce major urban fires and building failures
- Establishing under the National Flood Insurance Program (NFIP) a national program of floodplain management with strong mitigation provisions to significantly reduce flood losses
- Developing a national system of emergency management with a coordinated National Response Framework (NRF) to replace the piecemeal approach to recovery only after disaster strikes
- Establishing a National Earthquake Hazards Reduction Program (NEHRP) to increase the availability of applied seismic research, develop State seismic hazard reduction programs, and provide training and education on methods to reduce the risk of loss of life and property to earthquakes
- Establishing a National Hurricane Program to minimize loss of life and property from hurricanes through better property protection, warning and evacuation procedures, and training and education
- Developing a National Inventory of Dams that has identified high-hazard dams and encouraged the development of warning systems and emergency plans for many of these facilities
- Establishing an effective program of assistance to State and local governments for pre-disaster and post-disaster mitigation actions through grant programs
- Establishing a nationwide program of Federal, State, and local preparedness consisting of trained personnel, facilities, equipment, training, and exercises to save lives and protect property through warning, evacuation, shelter, and other pre- and post-disaster actions

Despite these advances, disasters continue to result in untold suffering, billions of dollars in property losses, and environmental degradation.

The floods, earthquakes, wildfires, hurricanes, and other natural disasters of recent years have been a sobering reminder of work yet to be done to significantly reduce the vulnerability of Americans and their communities to natural hazard events, and to minimize the economic and societal disruption those events cause.

As our society becomes ever more complex, the economic and societal costs of disasters increase every year. Projections of demographic trends for the next 15 years suggest that even more Americans will live and work in regions with significant natural hazard risk. The need to encourage timely, cost-effective means to save lives, reduce property damage, and limit disaster costs has never been more apparent.

This requires a mitigation program with national leadership and with the goal of natural hazard loss reduction as a national priority. Hazard mitigation is defined as sustained action taken to reduce or eliminate long-term risk to people and their property from hazards and their effects.

In its Strategic Plan for 2008–2013, FEMA recognizes the continued need for mitigation activities by stating:

- Goal 1, Objective 1.3: Promote physical and economic loss reduction measures

This will be achieved by the supporting this and other objectives that include mitigation and preparedness planning.

The Disaster Mitigation Act of 2000 (DMA 2000) establishes a national program for pre-disaster mitigation as well as streamlining the administration of disaster relief. The agency reorganized to create FIMA to manage the Flood Insurance Program and oversee FEMA's mitigation programs.

FIMA combines organizational activities to promote protection, prevention, and partnerships at the Federal, State, local, and individual levels. FIMA is the cornerstone of emergency management. It is the ongoing effort to lessen the impact that disasters have on peoples lives and property through damage prevention and flood insurance. Through measures such as building safely within the floodplain or removing homes altogether; engineering buildings and infrastructures to withstand earthquakes; and creating and enforcing effective building codes to protect property from floods, hurricanes and other natural hazards, the impact on lives and communities is lessened.

Disaster Mitigation Act and Planning

The DMA 2000 became law on October 10, 2000, when the President signed Public Law 106-390. The legislation establishes several initiatives designed to improve State, Tribal, and local hazard mitigation planning. Section 322 of the Act requires that State, Tribal, and local governments prepare and adopt jurisdiction-wide hazard mitigation plans as a condition of receiving HMGP grants. The Act also establishes a pre-disaster mitigation grant program to help implement pre-disaster plans and fund pre-disaster “brick and mortar” mitigation projects.

FEMA and your State government can provide technical assistance to your community—whether or not you have suffered a disaster—when you are ready to develop a mitigation plan. DMA 2000 is intended to facilitate cooperation between State and local authorities. It encourages and rewards local and State pre-disaster planning and promotes sustainability as a strategy for disaster resistance. This planning approach will better enable local and State governments to identify hazard vulnerabilities and develop programs, policies, and projects designed to reduce the impact of future events. The identification of specific mitigation projects is intended to expedite pre- and

post-disaster funding when it becomes available.

The DMA 2000 shifts Federal emergency management policy away from a reactive response and recovery approach. The emphasis is now placed on identifying hazards before they occur, preventing losses, and minimizing the impact of disasters. To implement the DMA 2000 requirements, FEMA prepared an Interim Final Rule, published in the Federal Register on February 26, 2002, at 44 CFR Parts 201 and 206, which establishes planning and funding criteria for States, Tribes, and local communities.



Point-Aux-Chenes, LA, October 7, 2002 -- This small fishing community was hard hit by a seven foot tidal surge that accompanied Hurricane Lili. Several homes in this community are elevated and did not receive the damage that the other homes did. Photo by Bob McMillan/ FEMA News Photo

By far, the best time to begin the process of incorporating disaster resistance into your community is before a disaster strikes. Identifying the hazards and risks in the community, anticipating disaster recovery issues, and prioritizing hazard mitigation policies and actions before a disaster strikes will result in substantial long-term reduction in risk and future disaster damages and minimize conflicts and chaos inherent in making recovery decisions after a disaster. Some opportunities that can be pursued at a deliberate pace in a pre-disaster setting include:

- Designating areas where the acquisition of property would be most effective and establishing priorities to guide those purchases
- Designating target areas for retrofitting at-risk structures
- Revisiting subdivision controls to better address natural hazards.

Following a disaster, communities that can identify and articulate their recovery needs to State and Federal officials quickly and clearly will expedite the delivery of post-disaster funding and technical assistance.



FEMA Hazard Mitigation. Raising an air conditioning unit can prevent losses and mishaps during a flood. Photo by: Dave Gatley/ FEMA News Photo

Natural Hazard Mitigation Planning

Natural hazard mitigation planning is the process of figuring out how to reduce or eliminate the loss of life and property damage resulting from natural hazards such as floods, earthquakes, and tornadoes. The four major phases of the process are described below. For illustrative purposes, the accompanying diagram portrays a process that appears to proceed in a single direction. However, the mitigation planning process is rarely linear. It is not unusual that ideas developed while assessing risks may need revision, or that implementing the plan may result in the identification of new goals or additional risk assessment needs.

- **Organize Resources.** The first phase of the mitigation planning process includes assessing your planning capabilities, establishing a planning team, securing political support, and engaging the community in the effort.
- **Assess Risks.** The second phase of the mitigation planning process involves identifying and evaluating hazard risk. A risk assessment involves determining the exposure of the community to hazards, the probability of damages, and the compilation of expected loss estimates. Knowing the hazard vulnerability of your community will help you protect your most at-risk assets first.
- **Develop a Mitigation Plan.** The third phase of the mitigation

planning process builds on the capability and risk assessment. Goals, objectives, and measures are developed next to guide actions based on the findings of steps one and two. This phase focuses on identifying mitigation measures to help achieve goals and objectives intended to reduce future disaster-related losses.

- **Implement and Monitor Progress.** The fourth phase of the mitigation planning process involves adopting, implementing, monitoring, and reviewing the plan over time to ensure that the plan's goals and objectives are being met.

Specific agencies and individuals should be assigned responsibility to implement identified measures with clearly delineated timelines. Periodic review of the plan will keep the plan current, reflecting the changing needs of your community.

The passage of DMA 2000 reinforces the importance of mitigation planning and emphasizes planning for disasters. The Act requires States and communities to have an approved mitigation plan in place before receiving post-disaster mitigation funding. FEMA has prepared a series of mitigation planning how-to guides to help States and communities enhance their mitigation planning capabilities and meet DMA 2000 requirements. A separate guide was prepared for each of the four major phases, in addition to special-topic guidance documents. The how-to guides can be obtained free-of-charge by calling 1-800-480-2520.

Four Phases of Hazard Mitigation Planning



Mitigation Activities

Building Performance Assessment Team (BPAT)

Two important components of hazard mitigation are:

- Assessing the vulnerability of buildings and infrastructure
- Increasing building and infrastructure resistance to damage caused by hazard events.

This increased damage resistance is achieved through improvements in construction codes and standards, designs, methods, and materials used for new construction and post-disaster repair and recovery. The BPAT Program is an integral part of this process. Preventive measures prove that mitigation works. Check for success stories and details about the BPAT Program at:

http://www.fema.gov/rebuild/mat/mat_reprts.shtm

A Vision of Smart Recovery

What does smart recovery really mean?

In its broadest context, smart recovery meets the needs of the present without compromising the ability of future generations to meet their own needs. Smart recovery means that decisions made by the present generation will not reduce the options of future generations, but will pass on to them a natural, economic, and social environment that will provide a high quality of life.

The extent to which a community achieves smart recovery after a disaster largely depends on how well the concepts and principles of sustainable development, including disaster resilience, are integrated into individual, commercial, and governmental decision-making processes. Time and again, community leaders have indicated that the fundamental component of successful recovery efforts is community participation in the process—having people come together to identify a community's needs and work toward collaborative solutions.

How can a community achieve smart recovery?

From experience, we know that communities who have made a smart recovery make more efficient use of their land. Such land-use decisions emphasize open-space planning by promoting greenways, parks, and landscaping. In addition, the effective use of open space can prevent development from encroaching on floodplains, active fault zones, and other hazard areas. Sustainable communities also take advantage of underused urban areas and encourage infill or brownfield development. These communities make energy and resource conservation high priorities and emphasize public transit and mixed-use environments that are less dependent on automobiles.

An essential characteristic of a smart recovery community is its resilience to disasters. Traditional indicators are environmental, social, and economic health. The degree to which a community achieves smart recovery is commensurate with how well it satisfies the values underlying these indicators. However, another fundamental component must now be added: disaster resilience. Disaster resilience focuses community attention on issues related to sustainable development and livability because it is an issue that cuts across social, economic, and environmental lines.

Social Viability

In considering social viability, a community must balance the competing needs of its citizens. Following a disaster, for example, efforts may focus on citizens who are most likely to live in high-hazard zones and may be less able to rebuild following a disaster. In other disasters, community efforts may focus on homeowners who have been allowed to build in environmentally sensitive areas. In either case, housing and access to basic public services are critical social needs in the aftermath of a disaster. Disasters can have other social consequences that may undermine community sustainability, including the loss of security, severe stress and anxiety, diminished trust in government, and the disruption of familiar environments and daily routines.

Economic Vitality

Economic vitality, including limiting economic losses associated with disasters, is essential to smart recovery. Economic recovery following a disaster typically has three key objectives: retaining businesses, promoting continued or new economic development, and ensuring that businesses are rebuilt in a way that makes them less vulnerable to future disasters. Keeping local businesses and economic infrastructure out of high-risk areas, or disaster-proofing them if there is no practicable alternative, is an important approach to promoting a more sustainable economy and one that recovers more readily from a disaster.

Environmental Integrity

Preserving ecological integrity is the most important environmental indicator of smart recovery. This involves limiting the degradation of the environment and natural systems such as wetlands, floodplains, dunes, and active fault or landslide zones. Environmentally sensitive areas are frequently subject to the effects of natural hazards. Limiting development in these locations achieves environmental protection and risk reduction objectives simultaneously. Floodplains and wetlands, for instance, serve as natural buffers, absorbing excess rainfall and limiting the effects of floods on the built environment while filtering non-point source pollutants.

Emergency Management Performance Grant (EMPG)

The Emergency Management Performance Grant (EMPG) is a Federal assistance program designed to assist the development, maintenance, and improvement of State and local emergency management capabilities, which are key components of a comprehensive national emergency management system for disasters and

emergencies that may result from natural disasters or accidental or man-caused events. By combining former program activities into the EMPG, FEMA is providing States the flexibility to allocate funds according to risk and to address the most urgent State and local needs in disaster mitigation, preparedness, response, and recovery. Working within the standard Federal Government grant administration process, EMPG provides the support that State and local governments need to achieve measurable results in hazard identification, risk assessment, planning, training and exercises, and public education and information.

Community Assistance Program—State Support Services Element

The Community Assistance Program (CAP) is a product-oriented financial assistance program directly related to the flood loss reduction objectives of the NFIP. States and communities participating in the NFIP are eligible for this assistance. The CAP is intended to identify, prevent, and resolve floodplain management issues in participating communities before they become problems requiring enforcement action.

Mitigation Activities Checklist

The State Emergency Management Agency and its staff can conduct activities that promote mitigation before disasters happen or as part of the long-term recovery after they happen.

Review this checklist to see what you are doing and what more you can do as the State Coordinating Officer or other State staff member.

Pre-Disaster Mitigation Activities

Pre-disaster mitigation activities promote or incorporate the mitigation measures implemented in post-disaster activities. The following actions describe the job responsibilities in the pre-disaster environment.

Encourage the Flood Mitigation Assistance (FMA) Program

The FMA Program provides pre-disaster grants for planning and implementation. Grant funds, which are available from NFIP insurance premiums, are available only to communities participating in the NFIP. Grants are available in each region. They are distributed based on the number of NFIP policies in force and are awarded based on the number of repetitive claims paid. Before FMA, mitigation funds were only available after disasters had struck, not beforehand.

Ensure that Executive Orders 11988 and 11990 Are Carried Out

Executive Orders 11988 and 11990 are presidential edicts that require an eight-step decision-making process be used whenever Federal expenditures are planned within identified floodplain or wetland areas. Expenditures are allowed only when no other practicable alternatives exist.

Uphold COBRA

The Coastal Barrier Resources Act (COBRA) is a 1982 law that prohibits Federal expenditures within certain areas of identified barrier islands. The act includes federally backed mortgage loans, the sale of flood insurance, and the provision of Federal disaster assistance.

Promote the Hurricane Program (HP)

This multi-agency program combines FEMA and State efforts with the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Army Corps of Engineers (USACE) to develop evacuation plans for coastal communities vulnerable to hurricanes and severe coastal storms. Grants are now available through the HP to State and local governments for property protection programs, hazard analysis and evacuation planning, post-storm analyses, training and exercises, and public awareness and education efforts.

Incorporate the National Earthquake Program (NEP)

The NEHRP, established in 1977, is a partnership between four Federal entities: FEMA, the U.S. Geological Survey (USGS), the National Science Foundation, and the National Institute for Standards and Technology. Its purpose is to promote research into earthquake hazards and engineering techniques. It has recently been expanded by a newer program entitled the NEP.

Post-Disaster Mitigation Activities

The following actions describe the job responsibilities in the post-disaster environment.

Conduct Damage Assessments

Post-disaster repairs must be done quickly. When implementing post-disaster mitigation measures, considerations must be taken to repair and replace damaged structures so that they do not suffer the same damages again. Key points include:

- Identifying where mitigation measures can be implemented
- Conducting site visits and researching community plans and codes, past disaster damages, and disaster recurrence probabilities

Develop Mitigation Plans and Interagency Hazard Mitigation Team Reports

The Interagency Hazard Mitigation Team consisting of Federal, State, and local officials determines what can be achieved following a disaster and prepares a strategy report within 15 days of the disaster. Mitigation staff duties include:

- Coordinating the participation of appropriate officials
- Arranging site visits
- Analyzing the situation and making recommendations
- Developing and disseminating the report

Conduct Applicants' Briefings

Local government, private non-profit organizations, individuals, and businesses are eligible for different types of disaster assistance. Applicants' Briefings are conducted to inform officials and individuals of the types of assistance that are available. Mitigation staff members are responsible for:

- Informing people of the opportunities to implement mitigation measures
- Providing guidance of the process that must be followed
- Preparing materials for distribution
- Coordinating public information releases

Coordinate FEMA's 409 Program

States develop and implement a comprehensive, all-hazards mitigation plan as a condition of Federal assistance. The plan must evaluate the hazards in the areas where Federal disaster relief proceeds are provided, and set forth a plan of action to mitigate those hazards.

Mitigation staff duties may include:

- Providing planning assistance to states
- Coordinating the provision of technical assistance available through other Federal agencies
- Reviewing and evaluating the plans

Coordinate FEMA's 404 Program

FEMA's 404 Program refers to the post-disaster HMGP, which cost-shares the implementation of mitigation measures developed in conformance with the State priorities identified in the 409 Plan. The program is available upon State request and FEMA approval of an HMGP Administrative Plan. The program is then managed by the States, but projects are subject to an eligibility review by FEMA. States review HMGP proposals, rank them, and recommend them to FEMA for funding, if so desired. Mitigation staff duties include reviewing the proposals for conformance with the Federal regulations, which include a cost-benefit analysis, environmental review, and coordination with natural and cultural resource officials.

Coordinate FEMA's 406 Program

FEMA's 406 Program refers to the Public Assistance (PA) program that cost-shares the repair of damaged facilities and infrastructure with eligible applicants. Under this program, all repairs must be made to applicable codes and standards, and damaged facilities can be improved for mitigation purposes if technically feasible, cost-effective, and environmentally sound. FEMA may prescribe codes and standards where they are lacking. Each repair must be generated by a Project Worksheet (PW). Mitigation staff duties include:

- Reviewing PWs for mitigation opportunities
- Making recommendations based on reviewing the PW
- Ensuring that the solution is physically part of the damaged facility

Carry Out Additional Post-Disaster Responsibilities

Additional post-disaster mitigation staff duties might include:

- Supporting community education programs
- Staffing multiple Disaster Recovery Centers (DRC)
- Providing a general discussion of mitigation options available to applicants at the DRCs
- Referring applicants to specific programs and reference materials
- Monitoring compliance with local NFIP floodplain management ordinances or Federal Executive Orders and other regulations that pertain to the disbursement of Federal resources
- Assisting in the coordination of mitigation efforts with FEMA's Individual Assistance (IA) and/or PA programs
- Gathering data for environmental assessments
- Analyzing cost-benefit ratios for proposed projects
- Researching issues related to historic preservation

—Adapted from Mitigation Orientation Manual
for Disaster Assistance Employees,
FEMA Region IV, October 1996.

Multi-Hazard Mitigation Programs

FEMA endorses a multi-hazard approach to mitigation through the implementation of several programs. Some are summarized on the following chart.

MULTI-HAZARD MITIGATION	
The National Flood Insurance Program (NFIP)	The NFIP is the premier fundamental mitigation program in the United States. It provides the availability of flood insurance in exchange for the adoption of a minimum local floodplain management ordinance that regulates new and substantially improved development in identified flood hazard areas. The ordinance does not prohibit development in flood-prone areas. Rather, it directs development to be above or beyond the limits of anticipated flood inundation areas. These areas are known as the 100-year floodplain.
The 100-Year Flood	The 100-Year Flood is the national planning standard and may be referred to as the Base Flood Elevation (BFE). The BFE references a flood that has a 1 percent chance of occurring or being exceeded in any given year. It does not mean that it will occur only once every 100 years. In fact, there is a 26 percent chance that a 1 percent flood will occur during the life of a 30-year mortgage on a structure located within a 100-year floodplain.
Flood Insurance Rate Maps (FIRM)	FIRMs are the mechanism by which flood hazard areas are identified. When a community agrees to participate in the NFIP, FEMA agrees to provide the community with the FIRMs.
Participation in the NFIP	Nearly 19,000 communities nationwide participate in the NFIP. More than 3.3 million NFIP policies are in force. The entire program is self-sufficient. That is, the cost to FEMA of paying claims, developing maps, funding the Flood Mitigation Assistance Program (FMAP) grants, and providing technical assistance through an extensive staff, is entirely covered by the insurance premiums that floodplain occupants pay. While these figures are very favorable, others are equally startling. Only 30 percent of the structures in the nation's floodplains are insured. Approximately 30 percent of the claims paid are paid to only 2 percent of the policyholders. Another 30 percent of claims paid are for damages outside of the identified 100-year floodplain.
Substantial Damage and Improvement of Existing Structures	When a structure is damaged greater than 50 percent of its pre-damage value, it is "substantially damaged." When a structure is improved greater than 50 percent of its pre-improvement value, it is "substantially improved." In either case, regardless of the source of damage, the need for the improvement, or the amount of construction undertaken, the construction is deemed the equivalent of new construction. Therefore, it is subject to the development regulations of the local floodplain ordinance. As flood damage, general decay, or substantial improvements occur, these structures must be located above or beyond the limits of the anticipated 100-year flood. The NFIP works. More than 80 percent of the damages incurred from floods occurs to pre-FIRM structures. These are the structures that were built before the local governments' adoption of their local floodplain management ordinance. The development regulations on new and substantially damaged and improved construction prevent future, repetitive flood damage.

MULTI-HAZARD MITIGATION (CONT)	
The Community Rating System (CRS)	The CRS is a program that rewards communities for going beyond the minimum requirements of the NFIP. Communities are awarded points for activities proven to reduce flood losses. Upon accumulation of enough points to reach pre-identified plateaus, every NFIP policyholder in the community receives a 5 percent reduction to their insurance premium, up to the maximum of a 45 percent reduction.
Multi-Hazard Implications of the NFIP	Because the substantial damage regulations are in effect regardless of the source of damage, structures must be protected from future flood damages even if they are damaged in an earthquake, a tornado, a hurricane, an explosion, or even a house fire. Regardless of the type of disaster, it is always very important to identify if the community participates in the NFIP, and if there are any substantially damaged structures within the identified 100-year floodplain.
Multi-Objective Management (MOM)	MOM refers to a process that presents many opportunities following floods and other disasters. The basis of the process is to combine multiple community goals with available resources to achieve an end result that is often greater than the sum of its parts.

—Adapted from Mitigation Orientation Manual for Disaster Assistance Employees, FEMA Region IV, October 1996.

Mitigation Grant Programs

FEMA has three mitigation grant programs: the HMGP, the Flood Mitigation Assistance Program (FMAP) and, the Pre-Disaster Mitigation (PDM) Program.

The Hazard Mitigation Grant Program (HMGP)

Program Purpose

- To reduce the risk of damage, hardship, loss, or suffering as a result of major disasters by providing substantial financial support to implement cost-effective, post-disaster State and local hazard mitigation measures
- To provide funding for mitigation measures identified through the Section 409 post-disaster plan required of State and local governments as a condition of receiving Federal assistance

Program Goals

- To contribute to the development of a long-term comprehensive mitigation program by funding measures corresponding with the goals of the State Hazard Mitigation Plan
- To take advantage of post-disaster opportunities identified through the Hazard Mitigation Survey Team or the Interagency Hazard Mitigation Team process, or other mechanism

Program Objectives are to encourage State and local governments to:

- Identify and implement cost-effective mitigation measures that will reduce future disaster losses
- Coordinate mitigation needs with existing State and Federal efforts
- Capitalize on previous mitigation planning efforts to maximize the financial opportunities available under the HMGP

Program Funding

- Total Federal assistance cannot exceed 15 percent of the total estimated Federal assistance provided under Sections 403, 406, 407, 408, 410, 411, 416, and 601 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act.
- FEMA may contribute up to 75 percent of the cost of measures approved for funding under the grant program for major disasters declared on or after June 10, 1993.
- The State and/or local share (which must be no less than 25 percent) may be met with cash or with in-kind services.



To calculate the amount of program funds available to a State, FEMA:

1. Examines the PWs to determine estimated costs
2. Reviews suspended PWs to ascertain anticipated costs
3. Identifies costs of other infrastructure support projects
4. Identifies grants provided to individuals
5. Identifies costs of mission assignments
6. Totals costs from Steps 1–5
7. Calculates the Federal share (75 percent) of the total
8. Authorizes funding for 15 percent of the Federal share

To be eligible for funding, a project must meet the following minimum project criteria:

- Conform to the State Hazard Mitigation Plan developed as a requirement of Section 409.
- Provide a beneficial impact on the disaster area, including:
 - Projects located in the disaster area that address a site-specific problem
 - Projects located outside of the disaster area but having an impact on reducing damages in the disaster area
- Conform with environmental regulations such as:
 - Executive Order 11988, Floodplain Management
 - Executive Order 11990, Protection of Wetlands
 - National Environmental Policy Act
- Solve a problem independently or constitute a functional part of the solution.
- Be cost-effective.

Projects may be of any nature that will result in the protection of lives and/or public or private property. Eligible projects may include:

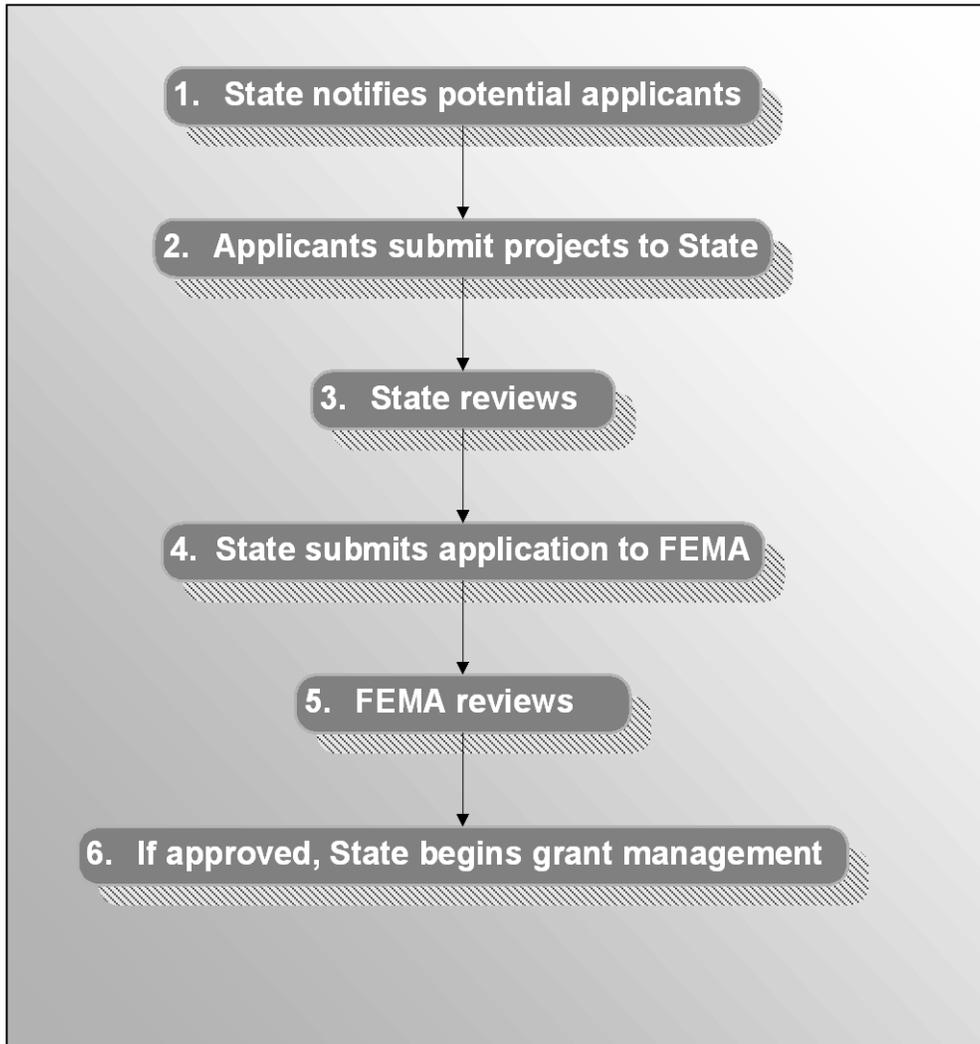
- Property acquisition, relocation of structures, and conversion of land to open space
- Retrofitting or seismic rehabilitation of facilities
- Elimination of flood-prone structures
- Implementation of State or local mitigation standards, including training of enforcement officials
- Development of a comprehensive mitigation program with implementation of an essential component
- Initial implementation of vegetation management programs to reduce wildfire hazard to high-risk structures

The following pages illustrate the HMGP application process, the grant program sequence of events, and the eight-step decision-making process.

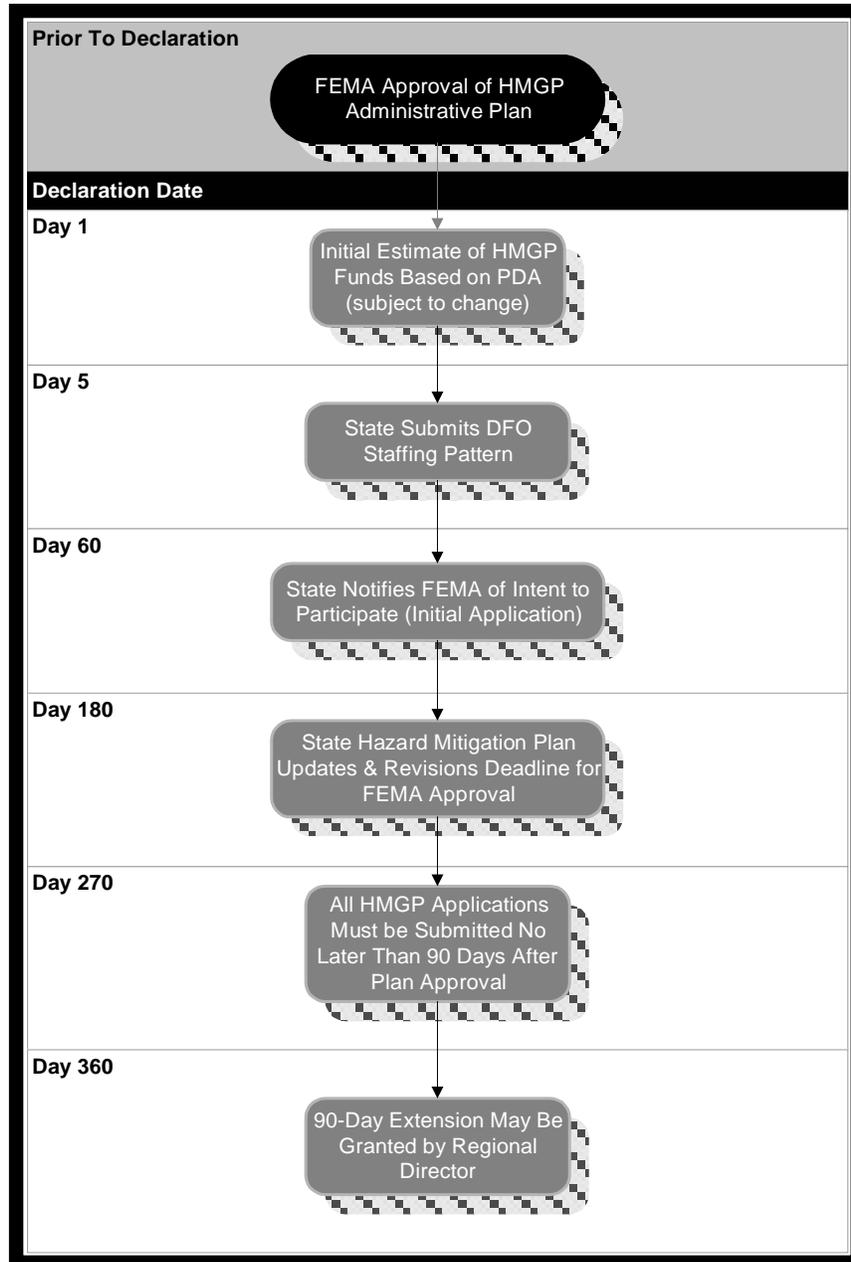
The Supplemental Materials section contains a list of FAQs regarding the HMGP.

Additional information about other hazard mitigation (HM) initiatives can be found in the Supplemental Materials section.

Hazard Mitigation Grant Program Application Process



Hazard Mitigation Grant Program Sequence of Events



The Flood Mitigation Assistance Program (FMAP)

Program Purpose

The FMAP provides funding to assist States and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP.

Program Funding

The FMAP was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994 (42 U.S.C. 4101) to reduce or eliminate claims under the NFIP. FMAP regulations can be found in 44 CFR Part 78. Funding for the program is provided through the National Flood Insurance Fund. The FMAP is funded at \$20 million nationally.

Grant Types

There are three types of grants available under the FMAP:

- Planning
- Project
- Technical Assistance

FMAP Planning Grants are available to States and communities to prepare Flood Mitigation Plans.

NFIP-participating communities with approved Flood Mitigation Plans can apply for **FMAP Project Grants**. These grants are available to States and NFIP-participating communities to implement measures to reduce flood losses.

Ten percent of the Project Grant is made available to States as a **Technical Assistance Grant**. These funds may be used by the State to help administer the program. Communities receiving FMAP Planning and Project Grants must be participating in the NFIP. A few examples of eligible FMA projects include the elevation, acquisition, and relocation of NFIP-insured structures.

State Role

States are encouraged to prioritize FMA project grant applications that include repetitive loss properties. The FY 2001 FMA emphasis encourages States and communities to address target repetitive loss properties identified in the agency's Repetitive Loss Strategy. These include structures with four or more losses, and structures with two or more losses where cumulative payments have exceeded the property value.

States and communities are also encouraged to develop plans that address the mitigation of these target repetitive loss properties.

Severe Repetitive Losses (SRL) Program

The Severe Repetitive Losses (SRL) Program is designed to provide funding to projects that mitigate the damage to residential properties insured under the NFIP. The program is designed to reduce or eliminate repeated claims under the NFIP through projects that will provide the greatest savings.

An SRL property must be a residential property that meets at least one of two requirements:

1. The property has at least four claim payments from the NFIP exceeding \$5,000 each, with a cumulative total of more than \$20,000.

2. At least two separate claim payments have been made with the cumulative amount of the *building* payments exceeding the market value of the building.

In both cases, at least two of the claims must have occurred within a 10-year period and must be great than 10 days apart.

More information on the SRL Program can be found at

<http://www.fema.gov/government/grant/srl/index.shtm>

Pre-Disaster Mitigation (PDM) Program

Program Purpose

The PDM Program provides technical and financial assistance to States and local governments for cost-effective, pre-disaster hazard mitigation activities that complement a comprehensive mitigation program, and reduce injuries, loss of life, and damage and destruction of property.

FEMA provides PDM grants to States that, in turn, provide sub-grants to local governments for mitigation activities such as planning and the implementation of projects identified through the evaluation of natural hazards.

Eligible Activities

The PDM Program encompasses the following five eligible activities:

- Management costs (up to \$50,000 for grantees)
- Information dissemination (up to 10 percent)
- Mitigation planning
- Technical assistance (for sub-grantees)
- Mitigation brick-and-mortar projects

Program Funding

The PDM Program was authorized by §203 of the Stafford Act, 42 USC, as amended by §102 of the Disaster Mitigation Act of 2000.

Funding for the program is provided through the National Pre-Disaster Mitigation Fund to assist States and local governments in implementing cost-effective hazard mitigation activities that complement a comprehensive mitigation program.

To be eligible for PDM funding, applicants must participate in the NFIP and be in good standing (not on probation or suspended) if they have been mapped by FEMA.

Brick-and-Mortar Projects

A mitigation brick-and-mortar project is any action that results in elimination or long-term reduction of damages to public or private property from natural hazards and may include:

- Property acquisition or relocation
 - Structural and non-structural retrofitting for wildfire, seismic, wind, or flood hazards (elevation, storm shutters, hurricane clips)
 - Minor structural hazard control or protection projects that may include vegetation management, storm water management (culverts, floodgates, retention basins), or shoreline/landslide/snow avalanche stabilization. (Major flood control projects such as dikes, levees, floodwalls, seawalls, groins, jetties, dams, beach nourishment, and waterway channelization are not eligible.)
- Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities and that do not constitute a section of a larger flood control system
 - An approved mitigation plan is required for mitigation brick-and-mortar project grants. Therefore, PDM applicants are strongly encouraged to focus on the development of multi-hazard mitigation plans. Criteria for State and local hazard mitigation planning appear in 44 CFR Part 201, Hazard Mitigation Planning, which took effect on November 1, 2003.

Eight-Step Decision-Making Process

Executive Orders 11988 and 11990 are Presidential edicts that require use of an eight-step decision-making process whenever Federal expenditures are planned within identified floodplain or wetland areas, respectively. Expenditures are allowed only when no other practicable alternatives exist.

STEP 1	Determine if the project is in wetland and/or the 100-year floodplain (500-year floodplain for critical actions), or if the project may affect or be affected by a wetland and/or floodplain.
STEP 2	Notify the public as soon as possible of the intent to fund a project in a wetland and/or floodplain, and involve all affected and interested individuals and groups in the decision-making process.
STEP 3	Identify and evaluate practicable alternatives to locating the project in a wetland and/or floodplain. If a practicable alternative exists, FEMA must locate the project at the alternative site.
STEP 4	Identify direct/indirect impacts from the occupancy/modification of wetlands and/or floodplains, and potential direct/indirect support of wetland and/or floodplain development that could result.
STEP 5	Minimize the potential adverse impacts and support to or within wetlands and/or floodplains to be identified under Step 4, restore and preserve the natural and beneficial values served by floodplains, and preserve and enhance the natural and beneficial values served by wetlands.
STEP 6	Re-evaluate the project to determine if it is still practicable with exposure to flood hazards, the increased hazards to others, and damage to wetland and/or floodplain values, and if alternatives preliminarily rejected in Step 3 are practicable with the information gained in Steps 4 and 5. FEMA will not approve actions in a wetland and/or floodplain unless there is no practicable alternative.
STEP 7	Prepare and publicize a finding and explanation of any final decision that the wetland and/or floodplain is the only practicable alternative.
STEP 8	Review the project implementation and post-implementation stages to ensure that the Executive Order requirements are fully met. Oversight responsibility should be integrated into existing processes.

Environmental Review

When providing disaster response, FEMA must comply with a vast array of environmental laws, regulations, and Executive Orders. These laws and regulations are designed to protect our nation's natural, cultural, social, and economic resources for future generations. Among the many Federal environmental laws that may relate to FEMA-funded projects, the most often addressed include: the Clean Water Act, the Clean Air Act, the Coastal Barriers Resources Act, the Coastal Zone Management Act, the Resource Conservation and Recovery Act, the Endangered Species Act, the National Historic Preservation Act, and Executive Orders covering floodplains, wetlands, and environmental justice. Any project that receives Federal funding must comply with applicable Federal environmental and historic preservation laws, and the review must be completed before work can begin.



Tivoli, Pa. -- A church, which has been flooded several times in the past five years, is moved out of harm's way and relocated 500 feet across highway 220 in Lycoming County, at a cost of \$24,000.

Photo by Liz Roll/FEMA News Photo

The keystone of all these regulations is the National Environmental Policy Act, or NEPA. In 1969, Congress enacted NEPA in response to public concern about the deteriorating quality of the nation's physical (air, water, and soils), natural (plants and animals), and cultural (archeology and historic structures) environment. NEPA takes a broad look at the environmental impacts of major Federal projects by requiring Federal agencies to include, along with the engineering and economic, an environmental perspective in project planning that evaluates potential impacts of the proposed project and ensures that an appropriate level of public involvement occurs.

NEPA Environmental Review

For mitigation projects, there are three levels of NEPA environmental review (FEMA 44 CFR 10.8):

1. Categorical Exclusions (CATEX)
2. Environmental Assessments (EA)
3. Environmental Impact Statements (EIS).

This review process was established to:

- Ensure that agency decision-makers are fully informed about the environmental consequences of their decision to fund or conduct an actions
- Mandate that the public be informed of the proposed actions, the consequences of those actions, and the ultimate agency decision
- Require review be performed BEFORE work is initiated.

The time and effort needed for an environmental review depends on the project complexity and alternatives, project site characteristics, and the amount of information already available. FEMA and State staff can facilitate the environmental review process by informing applicants of the general and specific environmental review requirements and contacts for technical assistance.

Benefits of Compliance

Better Project Design – A good environmental review can be instrumental in identifying potential implementation problems early in the process,

modifications that help the project better meet community needs, grant conditions and alterations to the project that can be built into the project formulation, and ways to integrate the project with community priorities.

Expedited Completion of Projects and Quick Obligation of Funds – When environmental review is begun early in project planning, the review process is completed simultaneously with parallel reviews and usually does not delay project completion. Delays are typically caused when the review process begins late in the project development or the process was not appropriately followed.

Positive Publicity – The result of timely and proper compliance with environmental laws is positive publicity for the agency. The project is a result of a better planning process, a more informed decision-maker, and involvement of interested parties and the public. In addition, the applicant is satisfied because the project was funded within a reasonable time frame.

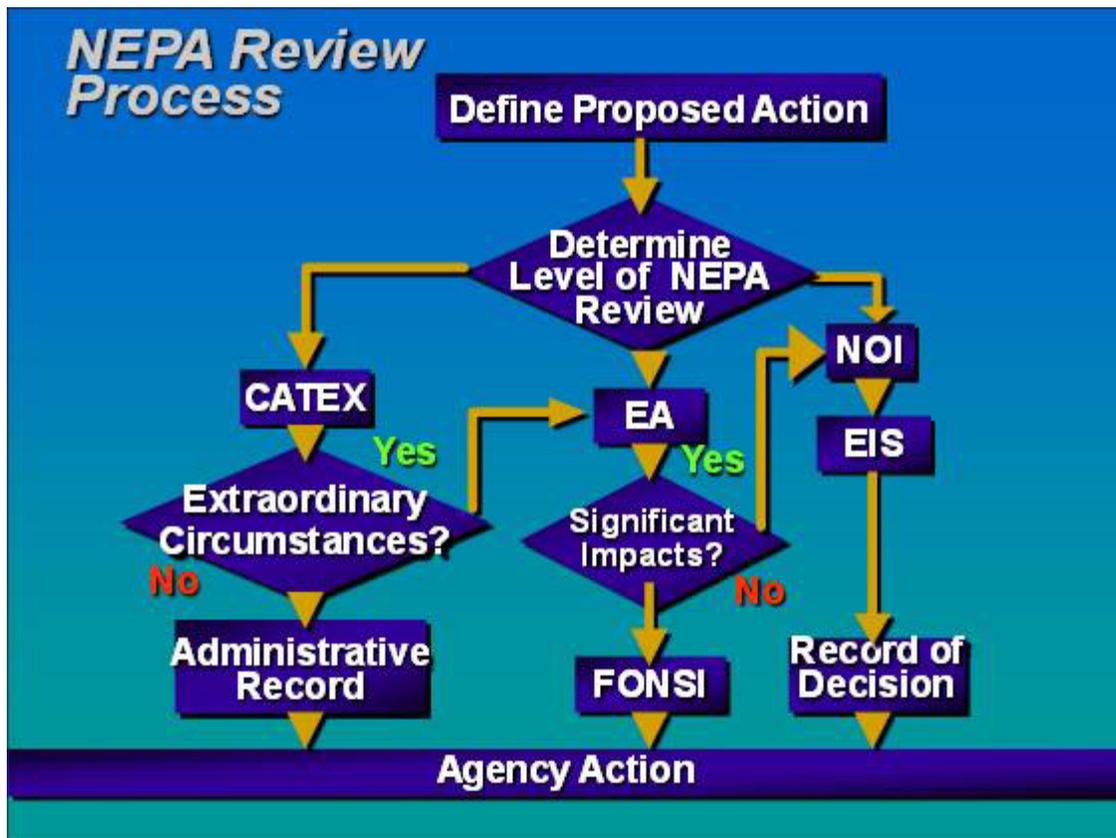
Lower Risk of Lawsuits – Appropriately following the NEPA process reduces the likelihood that a citizen or other entity will file a lawsuit against FEMA. Most lawsuits relate to failure to follow the process of timing, analysis, documentation, disclosure, and consideration in agency decision-making. Lawsuits often begin with an injunction requiring immediate stoppage of work and may take considerable time, effort, and costly attorney fees and court costs to resolve.

Environmental Review Process

The following flowchart illustrates the environmental review process required by the NEPA.

The three levels of environmental review for mitigation projects are described below and on the following pages.

For certain emergency actions, Congress granted FEMA Statutory Exclusion power, known as STATEXs. These are described in the Stafford Disaster Relief and Emergency Assistance Act and include administrative funding, debris removal, essential assistance such as food and other consumables, and search and rescue operations. Sections 402, 403, 406, 407, and 502 of the Stafford Act are statutorily excluded from NEPA review. Funding for mitigation projects is *not* a STATEX-able action.



1. Categorical Exclusions (CATEX)

NEPA provides for each agency to develop a list of categories of actions that the agency determines to have no effect on the environment and are therefore eligible for exclusion from detailed documentation. If a project meets CATEX criteria, FEMA prepares a CATEX Memorandum for the Record (MFTR), with supporting documents. The CATEX MFTR is typically a one-to-three-page memorandum that includes project purpose and need, project and site description, and justification of why the project will have little or no adverse environmental or socioeconomic impact.

FEMA actions eligible for CATEXs are found in 44 CFR Part 10.8 (i.e., CATEXable) and include:

- Acquisition or lease of facilities for use in ways that conform to past use or local land use ordinances
 - Acquisition, installation, or operation of utility and communication systems using existing systems or facilities, or currently used infrastructure rights-of-way (e.g., roadways, sewer lines, power lines)
 - Routine maintenance, repair, and grounds keeping at FEMA facilities
 - Planting of indigenous (local native) vegetation
 - Demolition of structures and other improvements (e.g., fences, roads), or disposal of non-hazardous structures, materials, or demolition debris in permitted (i.e., having appropriate State and Federal permits) off-site locations
 - Physical relocation of individual structures where FEMA has no control over the relocation site or development
 - Granting community-wide exceptions for flood-proofed residential basements meeting the requirements of 44 CFR 60.6(c) under NFIP
 - Repair, reconstruction, restoration, elevation, retrofitting, or upgrading to current codes and standards, or replacement of any facility in a way that substantially conforms to the pre-existing design, function, and location (e.g., within an existing structure footprint)
 - Improvements to existing facilities and small-scale construction in existing developed areas with substantially completed infrastructure
 - Activities within enclosed structures where all airborne emissions (e.g., gases, vapors, droplets, dust), waterborne effluent (wastewater), outdoor noise and radiation levels, and solid and bulk waste disposal comply with existing Federal, State, local, and Tribal laws, regulations, and other statutes
 - Selected emergency and disaster response and recovery planning and administrative activities
- Administrative activities (e.g., office work such as paperwork, telephone calls, and meetings; publication in the Federal Register; personnel actions; official travel)
 - Preparation, revision, and adoption of documents for CATEXable actions
 - Studies that only use workforce (i.e., labor) and associated funds (e.g., wages, benefits, supplies)
 - Inspection, monitoring, granting variances, and enforcement of Federal, State, and local and Tribal codes, standards, laws, regulations, and other statutes
 - Training activities and operational exercises using existing facilities in ways that conform to past use or local land use ordinances
 - Purchase of goods and services for daily and emergency activities, and temporary storage of non-hazardous goods in existing facilities or on previously disturbed lands
 - Authorized acquisition (buyout) of properties and demolition/removal of structures from willing sellers, and the related buyer coordinated acquisition planning. Acquired properties must be deeded in perpetuity as open space, for recreation, or as wetlands.

Projects that meet one or more, but do not violate any, of these criteria may be CATEXable. Exceptions: If “exceptional circumstances” exist within an area such that a project may have a significant adverse impact, then an EA is needed (FEMA 44 CFR 10.8 (e)(3)). Examples include:

- Unusually large project size or scope
- High level of controversy
- Degradation of existing poor environmental conditions
- Use of unproved technology with potential adverse impacts
- Presence of endangered or threatened species in their critical habitat, or cultural (archeological and historical) or other protected resources
- Presence of hazardous or toxic substances at levels (concentrations) that exceed Federal, State, local, or Tribal laws, regulations, and other statutes
- Adverse impacts on wetlands, coastal zones, wildlife refuges, wilderness areas, wild and scenic rivers, or sole or principal drinking water aquifers
- Adverse impacts on health and safety
- Potential violation of Federal, State, local, or Tribal environmental laws, regulations, or other statutes
- Significant cumulative impacts

During the environmental review, a CATEX review can be initiated if a project is determined to meet the CATEX criteria and there are no unresolved exceptional circumstances. The CATEX review will include most issues considered for EAs and Environmental Impact Statements (EISs) (e.g., hydrology changes, threatened and endangered species, archaeological and historic resources). Supporting documents from State and Federal regulatory agency reviews will be kept in FEMA’s permanent records. After the CATEX review, if the project meets the CATEX requirements, the environmental review process will end with the FEMA Regional Administrator issuing a CATEX memorandum.

- **Note:** The FEMA Regional Administrator can revoke a CATEX determination and require an EA or EIS if the Regional Administrator determines that, due to new findings or project changes, the project no longer meets the CATEX requirements.

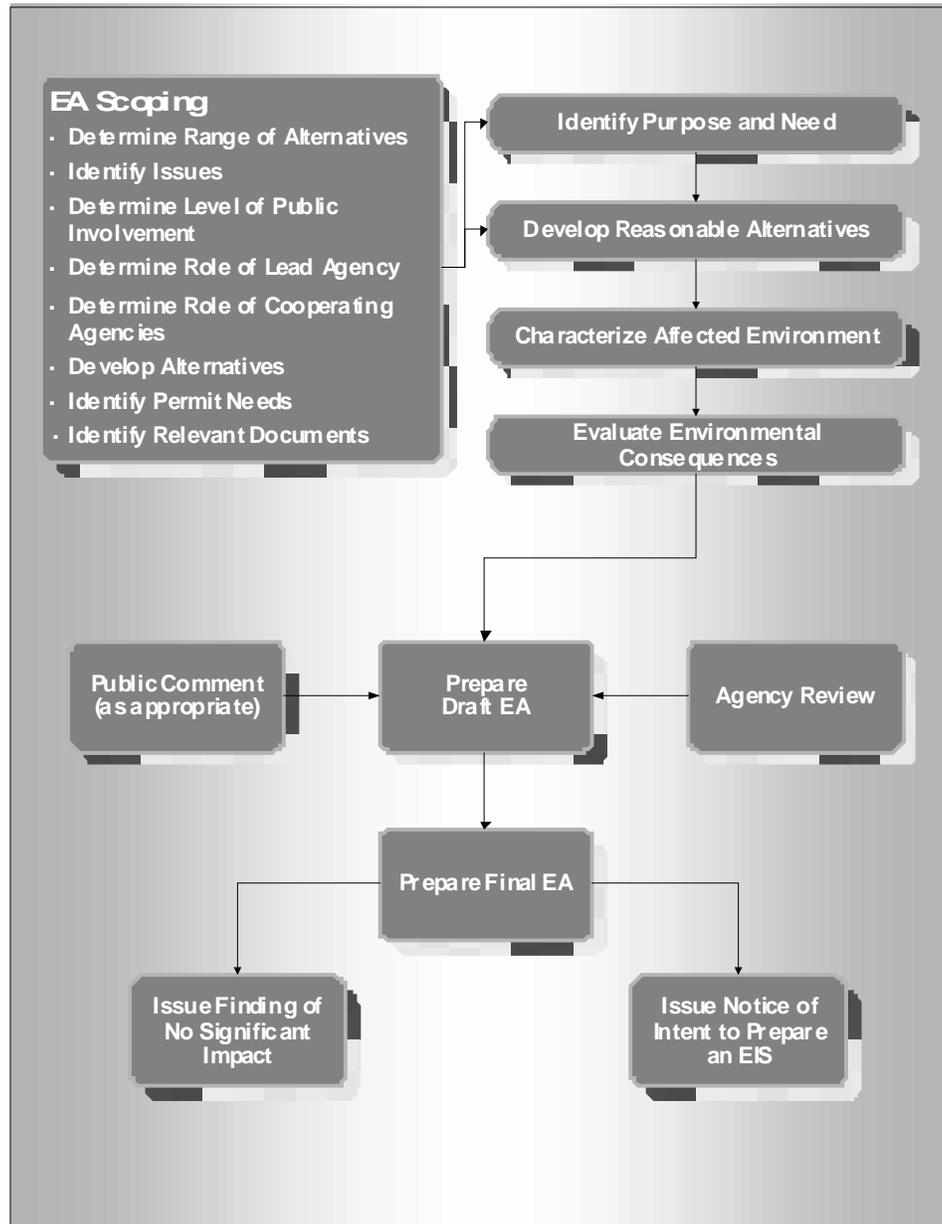
2. Environmental Assessments (EA)

Actions that do not qualify as a CATEX must undergo an EA (FEMA 44 CFR 10.9), a concise document that presents an evaluation of the potential environmental, historical, and societal impact of the proposed project and alternatives. Even though EAs must consider aspects of the human and natural environment, an EA should not provide exhaustive information on any one area. Rather, the EA should provide a full description of a proposed action and a concise analysis of its potential effect.

The study can take from 3 months to a year to complete and usually culminates in an EA Report. An EA Report should be concise, comprehensive, and legally defensible. The report is used by FEMA decision-makers to determine whether to prepare a Finding of No Significant Impact (FONSI) or an EIS (CEQ 40 CFR 1508; FEMA 44 CFR 10.9).

EAs (cont'd.)

The following chart illustrates FEMA's EA process:



3. Environmental Impact Statements (EIS)

If a project requires an EIS, it is initiated jointly by the FEMA Regional Office and FEMA HQ (FEMA 44 CFR 10.9). The EIS is a more detailed, comprehensive technical analysis and evaluation of the project, alternatives, and potential significant adverse environmental or socioeconomic impacts. We will briefly discuss EISs here. Further details are in CEQ 40 CFR 1500–1508 and FEMA 44 CFR 10.10.

Examples of significant impacts include:

- Adverse impacts, in large measure, on important natural resources, floodplains, wetlands, estuaries, beaches, dunes, unstable soils, steep slopes, aquifer recharge areas, sensitive or unique ecosystems, and wildlife (including pets) and their habitat
- Major adverse effect on air or water quality
- Adverse effect on a property listed or eligible for listing on the National Register of Historic Places
- An extensive change in land use or commitment of large land areas
- A land use change that is incompatible with the existing or planned land use of the surrounding area
- If it affects a large number of people
- If an action holds potential for threat or hazard to the public
- If any project impacts are likely to be controversial

The required EIS involves extensive public participation, one or more draft EISs, and a final EIS. The EIS can take 2 to 3 years to complete. EISs are uncommon. However, when one is required, the large scope may require Hazard Mitigation Technical Assistance Program (HMTAP) work. The HMTAP work is closely coordinated among the contractor, FEMA, and FEMA HQ groups.

FEMA publishes a Notice of Intent (NOI) in the Federal Register before developing the EIS (44 CFR 1501.7). The NOI must include the name of the agency action (NOI to prepare a draft EIS), a summary that includes the proposed action, a brief description of all reasonable alternatives and significant issues to be discussed in the EIS, and a description of the public involvement program. The NOI should also include an estimated date when the draft EIS will be available to the public, and the name and address of the person who can answer questions regarding the project and the EIS.

NEPA and Other Laws

Correctly applying the FEMA NEPA Environmental Review process enables other applicable environmental and historic preservation laws to be conveniently incorporated into the ER process.



COBRA ZONES

The COBRA of 1982 removed the Federal Government from financial involvement associated with building and development in undeveloped portions of hazardous coastal areas (barrier islands). These areas are mapped and designated as Coastal Barrier Resources System units, or **COBRA Zones**.

Congress established COBRA Zones to minimize:

- Loss of human life
- Wasteful expenditure of Federal revenues
- Damage to fish, wildlife, and other natural resources.

The U.S. Fish and Wildlife Service oversees COBRA Zones.

COBRA bans the sale of Federally backed flood insurance by the NFIP for structures built or substantially improved after October 1, 1983.

The Coastal Barrier Improvement Act (CBIA) of 1990 expanded and added COBRA Zones affected by the NFIP flood insurance ban. This ban affects structures built or substantially improved in the expanded or added COBRA Zones after November 1, 1991.

NFIP flood insurance may be sold in COBRA Zones if the building is grandfathered. An existing or new homeowner may purchase flood insurance through the NFIP for a building within a COBRA Zone if:

- The building was constructed before the effective date of the COBRA or CBIA and
- The community is a participant in the NFIP.

If the grandfathered building with flood insurance is substantially damaged or improved, the insurance policy will be canceled.

- Substantial damage occurs when the total costs to fully repair a structure to its before-damage condition equal or exceed 50 percent of its market value. This will be determined by the local floodplain management official.
- Substantial improvement occurs when the total costs of remodeling, renovating, and/or constructing an addition equals or exceeds 50 percent of the market value of the structure only (i.e., property value less the value of the land and other site improvements). Again, this will be determined by the local floodplain management official.

Unit 9 Learning Check



1. List four FEMA programs or initiatives that support the concept of mitigation.
2. Define Smart Recovery.
3. State the general requirement that must be met for a project to receive HMGP funding.
4. List three examples of projects that may be eligible for HMGP funding.
5. What are the three levels of environmental review?

Please see Appendix A, page A.16 to check your answers.

Supplemental Materials

The Flood Mitigation Assistance Program

The FMA is made available to a State each year. The FMA Program provides grants to communities for projects that reduce the risk of flood damage to structures that have flood insurance coverage. This funding is available for mitigation planning and implementation of mitigation measures only. The State is the administrator of the FMA Program and is responsible for selecting projects for funding from the applications submitted by all communities within the State. The State then forwards selected applications to FEMA for an eligibility determination. Although individuals cannot apply directly for FMA funds, their local governments may submit an application on their behalf.

Key Points:

Funding for the program is drawn from the NFIP and does not draw reserves from the Presidential Disaster Relief Fund.

The program was developed to:

- Reduce the flood hazard for insurable structures under the NFIP
- Address concerns regarding repetitively or substantially damaged structures and the associated claims on the NFIP.

Under the FMA, grants are awarded for:

- Planning assistance to assist States and communities to develop flood mitigation plans
- Project implementation for actual projects
- Technical assistance for States to help applicants in applying for the program or in implementing approved projects.

HAZUS

FEMA, through a cooperative agreement with the National Institute of Building Sciences, has developed a standardized, nationally applicable earthquake loss estimation methodology. This methodology is implemented through PC-based Geographic Information System (GIS) software called HAZUS.

HAZUS is an essential element of FEMA's National Mitigation Strategy to promote sustained action to reduce or eliminate long-term risk to people and property from earthquakes. HAZUS also will assist local governments in facilitating short-term recovery through emergency preparedness in response to earthquakes. HAZUS is available in two versions: the original MapInfo[®] version and an ArcView[®] version.

HAZUS is being expanded into a multi-hazard methodology with new models for estimating potential losses from wind (hurricanes, thunderstorms, tornadoes, extra-tropical cyclones, and hail) and flood (riverine and coastal) hazards. FEMA's National Mitigation Strategy recognizes that mounting dollar losses cannot be adequately addressed by a fragmented approach to natural hazards. Instead, estimated losses for other hazards are needed to support FEMA's risk-based approach to mitigation and emergency preparedness and comprehensive mitigation programs by local communities.

HAZUS is a registered trademark of FEMA.

Community Assistance Program

State Support Services Element

The CAP provides funding to meet negotiated objectives for reducing flood hazards in NFIP communities. The program intends to identify, prevent, and resolve floodplain management issues in participating communities before they require compliance action by FEMA. Available CAP funding is provided on a 75 percent Federal maximum and 25 percent minimum State cost-sharing basis through the annual FEMA-State Performance Partnership Agreements.

NEMIS and Hazard Mitigation

States can submit their approved Mitigation Plans and Administrative Plans (through the Regions) for inclusion on the NEMIS Intranet Web site at <http://www.nemis.fema.gov>. From any FEMA computer within the firewall, States can read each other's plans and view, print, or save to file many documents that pertain to mitigation.



MITIGATION

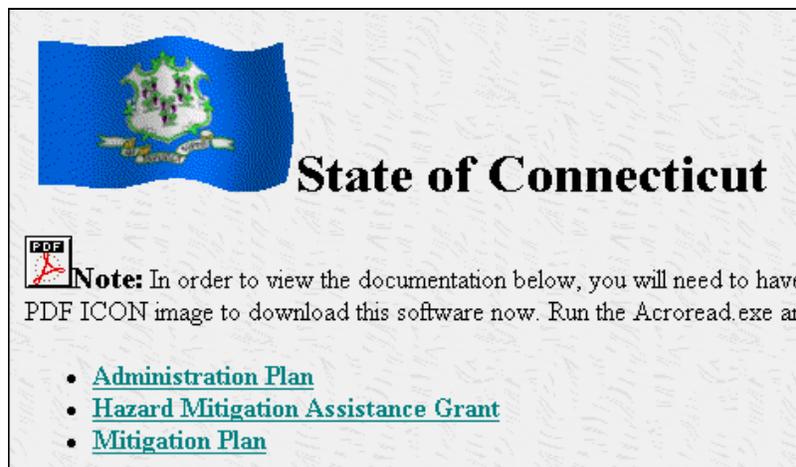
Mitigation Documentation

 **Note:** In order to view some of the documentation below, you will need to have the Adobe Acrobat Reader Software. Click the Adobe PDF ICON image to download this software now. Run the Acroread.exe and follow the installation instructions.

- [Staying above Water \(FEMA Region VIII\)](#)
- [Reference Material](#)
- [Region I](#)
- [Region II](#)
- [Region III](#)
- [Region IV](#)
- [Region V](#)
- [Region VI](#)
- [Region VII](#)
- [Region VIII](#)
- [Region IX](#)
- [Region X](#)
- [Non-State Grantees](#)
- [Hazard Mitigation Grant Program \(HMGP\) Compendium](#)
- [Technical Bulletins](#)
- [Protecting Your Property Fact Sheets](#)

From the opening page users will click on the blue button marked Mitigation on the left side of the screen. The screen copied above will then open.

Below is an example of one of the States under the Region I heading, to show the documents that are available for most of the States.



 **State of Connecticut**

 **Note:** In order to view the documentation below, you will need to have PDF ICON image to download this software now. Run the Acroread.exe an

- [Administration Plan](#)
- [Hazard Mitigation Assistance Grant](#)
- [Mitigation Plan](#)

State Data Entry for NEMIS

Training and support for the use of NEMIS will be available through FEMA. If States do not have the capability of using NEMIS at places other than the Disaster Field Office, their FEMA Regional Office will provide the support for data entry.

The NEMIS Mitigation Job Aid provides details on data entry. The States have direct access and input to certain elements of the program. The following matrix outlines the State procedures.

ENTER PROJECT APPLICATION DATA	
What is it?	Using NEMIS to create a record for each project application and entering data on the project and the applicant on the Application Development data entry screens
When does it start?	Post-declaration, after the Regional staff has entered disaster data
Who does it?	State Mitigation staff, unless the State does not have access to NEMIS; then the Regional Mitigation staff performs these tasks
How is it done?	Execute 15 Tasks: Task 1: Select Project Task 2: Enter Application Information Task 3: Enter Project Information Task 4: Attach Hazard and Risk Analysis Data Task 5: Enter Cost Estimate Data Task 6: Enter Work Schedule Data Task 7: Enter Public Notice Data Task 8: Enter Non-Federal Share Fund Data Task 9: Enter Property Site Inventory Data Task 10: Attach Maintenance Assurance Data Task 11: Enter Eligibility Review Overview Data Task 12: Enter Comments Task 13: Enter Eligibility Review Environmental Checklist Task 14: Attach Documents Task 15: Set Priorities, Determine Eligibility

VERIFY AND SUBMIT PROJECT APPLICATIONS	
What is it?	Using NEMIS to verify data entry and submit the project application electronically to FEMA for funding.
When does it start?	Post-declaration, after the SF-424 is submitted.
Who does it?	State Mitigation staff, unless the State does not have access to NEMIS. Then the Regional Mitigation staff perform these tasks.
How is it done?	Execute 3 Tasks: Task 1: Select Project Task 2: Verify and Submit Project Applications Task 3: Review Financial Data

CREATE AN AMENDMENT	
What is it?	Using NEMIS to make changes to a project application that has been approved or denied by FEMA
When does it start?	After FEMA staff completes an eligibility review described in Chapter 11, Enter Eligibility Determination Data
Who does it?	State Mitigation staff, unless the State does not have access to NEMIS; then the Regional Mitigation staff perform these tasks
How is it done?	Execute 4 Tasks: Task 1: Determine Status of the Project Application Task 2: Select Project Task 3: Create Amendment and Enter New Data Task 4: Verify and Submit Project Application

NEMIS Reports

State and FEMA staff may generate reports to manage and monitor the HMGP with NEMIS. State staff can generate all reports except financial reports with signatures. FEMA staff can generate all reports.

Twenty-eight mitigation reports are available and should be generated at different phases of the disaster.

Reports to Generate During the Pre-Declaration Phase

The following reports will assist the State and FEMA staff with planning and preparing for disaster response:

- State Administrative Plan Report
- Plan Implementation Action Status Report
- State Mitigation Plan

Reports to Generate During the Post-Declaration Phase

The following reports will assist the State and FEMA staff with the tasks that occur after a declaration, when projects are submitted and approved:

- Disaster Overview
- Funding Estimate
- Funding Estimate Budget Planning
- Funding Estimate Financial Activity
- Team Building
- Project Cost Line Item
- Project Non-Federal Share
- Property Inventory
- State Application
- Environmental Review
- Federal Eligibility Work Packets
- Project Eligibility
- Project Appeal

Reports to Generate During the Funding and Closeout Phase

The following reports will assist the State and FEMA staff with managing the project review process, the financial tasks, and the general oversight of the projects in the HMGP.

- Allocation Request
- Allocation Request with Signature
- Approved Project Management
- Disaster Closeout
- Field Survey
- Fiscal Year Management Report
- Full Project History Report
- Obligation Summary
- Obligation Summary with Signature
- Project Status List
- Quarterly Report Tracking
- Quarterly Reports by Project

The NEMIS Mitigation Job Aid provides the details on how to generate each of these reports.

State Access to NEMIS Information

The following matrix indicates, by category, where States can find the information they need and how the information is entered. Regional Mitigation staff executes the data entry tasks. State staff with read-only access may need to review these screens to glean information for executing their NEMIS tasks. **This information comes from the NEMIS Mitigation Job Aid.**

STATE'S INFORMATION NEED	REGION'S DATA ENTRY TASK	PAGES
STATE ADMINISTRATIVE PLAN DATA		
To view plans under review	Task 1: Select Administrative Plan	3-7
To determine the Federal share and the due date for HMGP applications	Task 2: Enter Plan Data	3-10
To view status of review	Task 3: Enter Plan Date Data	3-11
To view checklist, responses, and follow-up requirements	Task 4: Enter Checklist Data	3-14
To view details on follow-up requirements	Task 5: Enter Follow-Up Data	3-17
To view plan and supporting documentation	Task 6: Attach Documents	3-19
To view the HMO and Division Director's decisions	Task 7: Enter Authorization Data	3-20
PDA DATA		
To determine if the Mitigation Program has been identified for this PDA	Task 1: Ensure Hazard Mitigation is identified	5-7
To read names of teams, leaders, members, and read assignments	Task 2: Create Teams	5-9
To read the preliminary estimated funding amounts	Task 3: Enter Program Data	5-16
To read answers to the PDA administrative questionnaire	Task 4: Enter Administrative Data	5-17
To read answers to the building code evaluation	Task 5: Enter Building Code Data	5-22
To read answers to the PDA environmental questionnaire	Task 6: Enter Environmental Data	5-24
To read flood data	Task 7: Enter Flood Data	5-27
To read data gathered on public structures	Task 8: Enter Data on Public Structures	5-31
To read data gathered on residential structures	Task 9: Enter Data on Residential Structures	5-41
To read comments made by the NEMIS users and PDA members	Task 10: Enter Issues	5-47
DISASTER DATA		
To determine if the Mitigation Program has been designated for this disaster	Task 1: Ensure the Declaration Data are complete	6-6
To view Declaration Documents	Task 2: Enter Mitigation-Specific Data in Declaration Module	6-9
To view the final due date for HMGP Applications	Task 3: Enter General Information	6-10
To view grantees designated for this disaster	Task 4: Enter Grantee Information	6-13
To view SF424s submitted	Task 5: Enter SF-424 Information	6-18
To view public notice details	Task 6: Enter Federal Public Notice Data	6-22

STATE'S INFORMATION NEED	REGION'S DATA ENTRY TASK	PAGES
To view the Letter of Intent, FEMA/State Agreement, or other supporting documents	Task 7: Attach Documents	6–24
To view grantees linked to users	Task 8: Enter State User to Grantee Link Data	6–25
To view Project Worksheets	Task 9: Enter Mitigation-Specific Data in PWs	6–27
FUNDING ESTIMATE DATA		
To view current funding estimate details, including obligations made to date	Task 2: Enter Financial Details	7–9
To view dates and amounts of estimates made	Tasks 4 & 5: Enter Financial Information and Enter Lock-In Data	7–15
To view lock-in dates and amounts	Tasks 4 & 5: Enter Financial Information and Enter Lock-In Data	7–15
To view available funding amounts based on obligations	Task 6: Review Financial Activity Data	7–18
To view available funding amounts based on submitted projects	Task 7: Review Budget Planning Data	7–21
To read comments	Task 8: Enter Comments	7–23
NEMIS TEAM BUILDING AND TRACKER TOOLS		
To view teams and members	Task 2: Develop Teams	8–11
ELIGIBILITY DETERMINATION DATA		
To determine how to select a project application to view	Task 1: Identify Work Packet	11–15
To view eligible costs	Task 4: Execute Cost Review	11–30
To view regulatory criteria, additional criteria, and eligibility determination criteria	Task 5: Execute Eligibility Review	11–33
To view review of applicable Executive Orders	Task 7: Execute Executive Orders Review	11–46
To view review of applicable environmental laws	Task 8: Execute Other Environmental Laws Review	11–49
To view review of requirements for NEPA	Task 9: Execute NEPA Documentation Review	11–52
DATA TO PROCESS APPEALS		
To view dates tracking appeal process	Task 2: Create Appeal Record and Document Receipt of Letter Task 3: Update Appeal Record	13–8
To view appeal decision	Task 4: Document Appeal Decision	13–12
ALLOCATE AND OBLIGATE FUNDS		
To view allocation amounts	Task 1: Create Allocation	14–9
To view status of allocation	Task 4: Accept Approved Allocation, review work packet list Chapter 15, Perform Program Oversight Tasks – Task 2: Perform Approved Project Management	14–24 15–10
To view obligation amount	Task 5: Create Obligation	14–27
To view status of obligations	Task 8: Accept Obligation, review work packet list Chapter 15, Perform Program Oversight Tasks – Task 2: Perform Approved Project Management	14–38 15–10

STATE'S INFORMATION NEED	REGION'S DATA ENTRY TASK	PAGES
PERFORM PROGRAM OVERSIGHT TASKS		
To view field surveys	Task 1: Document Field Surveys	15-7
To view project summary data	Task 2: Perform Approved Project Management	15-10
To view projects assigned to SF-424s	Task 3: Complete SF-424 Information	15-16
To view overall Federal share percentage and amount	Task 4: Perform Global Matching	15-22
PROJECT CLOSEOUT DATA		
To view if the project has been closed out	Task 8: Closeout Project	17-30
PROGRAM CLOSEOUT DATA		
To view if the program has been closed out	Task 1: Closeout Program	18-6

Frequently Asked Questions Regarding the Hazard Mitigation Grant Program

Q: What are the names of the three national model building code organizations and what do they do? How can I get more information about them?

A: BOCA—Building Officials and Code Administrators International Inc. is responsible for development of the National Building Code (NBC), which is adopted as law by many New England and upper Midwest States and local government legislative bodies to regulate construction within their jurisdictions. The building code establishes minimum acceptable requirements necessary for addressing property damage and preserving public health, safety, and welfare in the built environment.

BOCA
4051 West Flossmoor Road
Country Club Hills, IL 60478-5795
708-799-2300
Internet: <http://www.bocai.org/>

SBCCI—Southern Building Code Congress International Inc. is responsible for the development of the Standard Building Code (SBC), which is adopted by many Southern States.

SBCCI
900 Montclair Road
Birmingham, AL 35213-1206
205-591-1853
Internet: <http://www.sbcci.org/>

ICBO—International Conference of Building Officials is responsible for the development of the Uniform Building Code (UBC), which is adopted by many Western States.

ICBO
360 Workman Mill Road
Whittier, CA 90601-2298
800-284-4406
Internet: <http://www.icbo.org/index.html>

Q: Who is eligible for grants under FEMA's Hazard Mitigation Grant Program (HMGP)?

A: HMGP funding is only available to applicants that reside within a Presidential Declared Disaster area. Specifically, the HMGP can provide grants to State and local governments; certain private, non-profit organizations and institutions; Indian tribes or authorized tribal organizations; and Alaska Native villages or organizations. Local governments may also sponsor an application on behalf of individuals.

Q: What types of projects can be funded by the HMGP?

A: HMGP funds may be used to fund projects that will reduce or eliminate losses from future disasters. Projects must provide a long-term solution to a problem; for example, elevation of a home to reduce the risk of flood damages as opposed to buying sandbags and pumps to fight the flood. In addition, a project's potential savings must be more than the cost of implementing the project. Funds may be used to protect either public or private property or to purchase property that has been subjected to, or is in danger of, repetitive damage. Examples of projects may include:

- Acquiring and relocating structures from hazard-prone areas
- Strengthening structures against floods, high winds, wildfire, or other hazards to protect structures from future damage
- Elevating structures to comply with the NFIP
- Developing State or local standards to protect new and substantially improved structures from disaster damage.

Q: The States are responsible for administering the HMGP and prioritizing projects submitted by local jurisdictions, forwarding to FEMA those that are consistent with State mitigation planning objectives and for which there is available funding. How do I apply?

A: Following a disaster declaration, the State will advertise that HMGP funding is available to fund mitigation projects in the State. Those interested in applying to the HMGP should contact their local government to begin the application process. Local governments should contact their State Hazard Mitigation Officer.

Q: How much money is available in the HMGP?

A: The amount of funding available for the HMGP under a particular disaster declaration is limited. HMGP funds are allocated according to a legislated formula based on the magnitude of total FEMA disaster dollars expended in a State. The formula provides 15 percent of FEMA's estimated total disaster costs available in the form of HMGP funds. It is the responsibility of the State to set priorities and allocate funding among applicants that meet State program objectives.

FEMA can fund up to 75 percent of the eligible costs of each project. The State or grantee must provide a 25 percent match, which can be fashioned from a combination of cash and in-kind sources. Funding from other Federal sources cannot be used for the 25 percent share with one exception: funding provided to States under the Community Development Block Grant program from the Department of Housing and Urban Development can be used to meet the non-Federal share requirement.

Q: How are projects selected for funding, and by whom?

A: The State, as grantee, is responsible for defining a project identification and selection process, ranking and prioritizing projects for funding, and forwarding projects to FEMA for approval. States evaluate projects according to the State's Hazard Mitigation Plan priorities. Approved projects are carried out by the applicant or sub-grantee. Information regarding your State's Hazard Mitigation Plan priorities is available from your State Hazard Mitigation Officer (HMO).

Q: How long will it take to get my project approved under the HMGP?

A: Approval for a project application can be a lengthy process. Once eligible projects are selected by the State, they are forwarded to the FEMA Regional Office where they are reviewed to ensure compliance with Federal laws and regulations. One such law is the 1970 NEPA, which requires FEMA to evaluate the potential environmental impacts of each proposed project. The time required for the environmental review depends on the complexity of the project.

Q: How can I get more information about the HMGP?

A: For further information on the HMGP, contact the State Hazard Mitigation Officer or the FEMA Mitigation Division in your Region.