

## **HAZARD MITIGATION GRANT PROGRAM GENERAL INFORMATION**

Please read the following instructions prior to completing the Hazard Mitigation Grant Program (HMGP) application. Accurate and complete answers are necessary for determining eligibility and expediting the review of your application. If you have additional questions while completing the application, please call the Hazard Mitigation Section at (916) 845-8150, Monday - Friday, 9:00am - 4:00pm.

### **Introduction**

As a result of the declaration of major federal disasters the State of California is eligible for HMGP funding.

Hazard mitigation activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA) and cost-effective hazard mitigation projects.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster Relief Act (Stafford Act) through FEMA and the State of California Governor's Office of Emergency Services (OES). OES is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing the HMGP are found in Title 44 of the Code of Federal Regulations (44CFR) Part 206 and Part 13.

Only activities approved through the Notice of Interest (NOI) process can be submitted as subgrant applications for funding consideration.. The NOI process identified activities that meet HMGP eligibility criteria and are consistent with the state's pre-established priorities for this program. These priorities are identified in the NOI instruction material.

### **Review Criteria**

1. **OES-Approved NOI:** Each application must match with an OES-approved NOI. If you did not receive notification from OES that the activity described in an NOI submitted by the subgrant applicant was approved, do not submit an application for the activity.
2. **Matching Funds:** Funds are provided on a 75/25 cost share basis: 75 percent federal and 25 percent non-federal. Matching funds must be identified and secured in the application when submitted.
3. **Local Hazard Mitigation Plan (LHMP) Requirement:** A FEMA-approved LHMP is required before funds can be approved for any project application activity.
4. **Other Important Eligibility Considerations:** The following are also important considerations in determining the eligibility of activities.
  - A. Completed activities and activities under construction are not eligible for funding.

- B. Project activity applications with benefit/cost ratios of less than 1.0 will not be considered.
- C. Applications that are incomplete, do not conform to pre-established priorities, or are not consistent with state and federal HMGP regulations will not be considered.
- D. HMGP funds cannot be used as a substitute or replacement to fund activities or programs that are available under other federal authorities.
- E. HMGP funds cannot be used as matching funds for other federal funds.

## Application Format

To expedite the review process, OES requests that the following format be used for application submissions.

1. Provide the completed application, FEMA benefit/cost module and LHMP (if required) on a Compact Disk (CD). Include all other attachments, clearly labeled, on the CD whenever possible. Hard copies of any information not available electronically (e.g., maps, construction plans, etc.) must be sent to OES with the application materials.
2. An additional CD and set of hard copies must be provided.
3. For maps, plans, and documents of varying size, clearly label items and place inside a file folder.

Applications submitted in other formats will delay the review of your application. Mail or deliver completed applications to:

Governor's Office of Emergency Services  
Disaster Assistance Programs Branch  
Hazard Mitigation Section – Attention 1577 / 1585  
3650 Schriever Avenue  
Mather, CA 95655