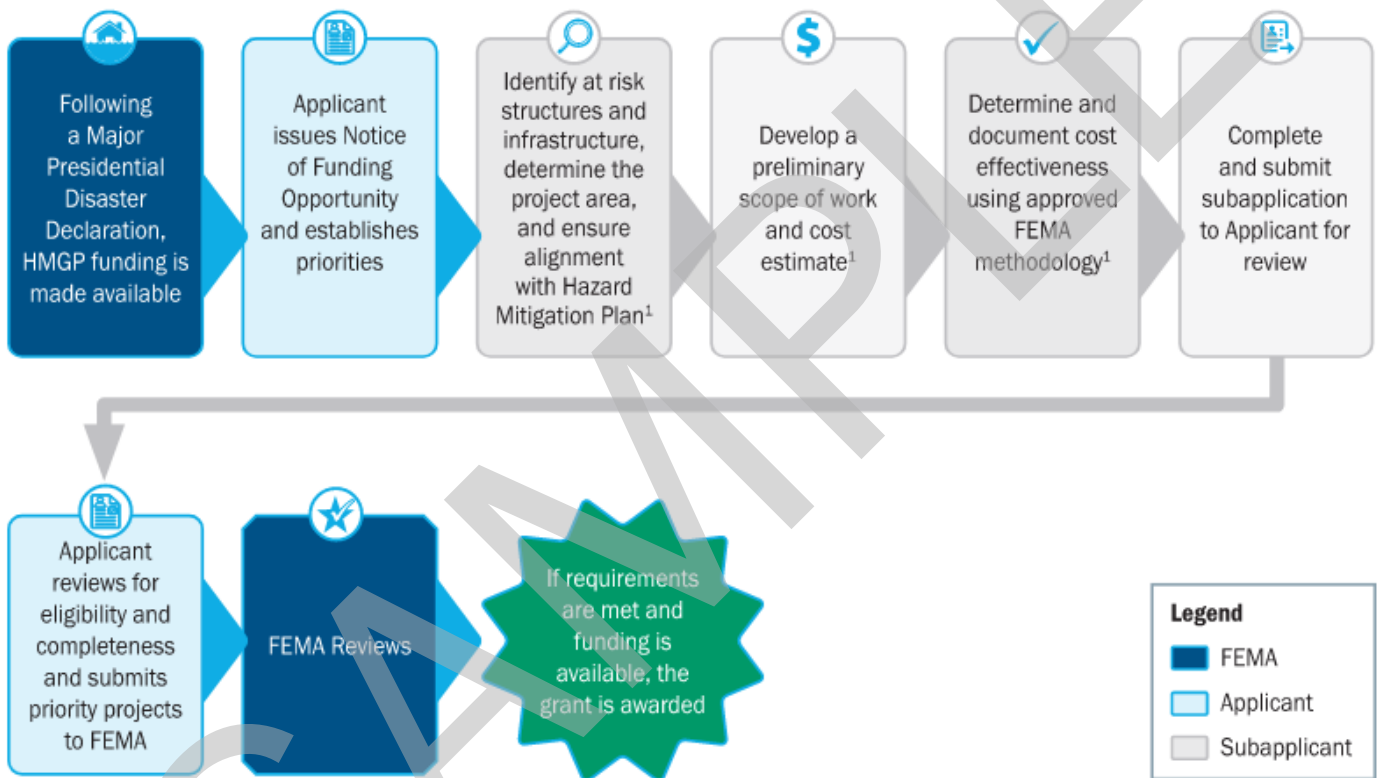


Wildfire Mitigation: Overview

*The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand the FEMA Hazard Mitigation Grant Program (HMGP) application process.

Purpose: Application templates have been developed to provide step-by-step instructions for specific project types. This application is intended to be used for wildfire mitigation projects, including creating defensible space, reducing hazardous fuels, implementing ignition-resistant construction and removing standing burned trees. Wildfire mitigation projects are a long-term effort and require multiple steps. **Figure 1** shows the general process flow and decision points from a Major Presidential Disaster Declarations to grant award.



Notes:

- (1) These activities may also occur prior to the Disaster Declarations and/or the Notice of Funding Opportunity.

Figure 1: Wildfire Project Process Overview

Prior to starting an application, it is recommended that you review the summary of data requirements (**Table 1**) needed to complete the application. Early submission of accurate and complete eligibility and pre-award information will facilitate FEMA’s review process and the release of Hazard Mitigation Grant Program (HMGP) funds.



Key Resources

WILDFIRE MITIGATION PROJECT APPLICATION AND INSTRUCTIONS

This application form is designed specifically for wildfire mitigation projects, including creating defensible space, reducing hazardous fuels, implementing ignition-resistant construction and removing standing burned trees. The accompanying instructions provide definitions, explanations, and clarification on the information requested in each section of the application. This step-by-step guidance references additional FEMA resources to help direct you to more detailed information, if needed.

HAZARD MITIGATION ASSISTANCE TECHNICAL REVIEW JOB AID SERIES, WILDFIRE TECHNICAL REVIEW

This Job Aid describes the requirements for the technical review process for Hazard Mitigation Assistance-funded wildfire mitigation projects and provides a step-by-step approach to addressing each of the major components of a wildfire mitigation project application.

HAZARD MITIGATION ASSISTANCE ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) REVIEW JOB AID SERIES, WILDFIRE: INFORMATION REQUIRED FOR ENVIRONMENTAL REVIEW

This Job Aid provides detailed guidance regarding information that should be included in wildfire mitigation project applications, including recommended documentation and supplemental information needed to help FEMA conduct an EHP review. This Job Aid categorizes the components considered within FEMA’s EHP review process, describes the information needed under each component, identifies potential sources of documentation, and provides examples.

Table 1: Summary of Data Requirements

Location and Scope of Work Information	Required Eligibility Data ¹	Required Pre-Award Data ²	Application Section and Number
Applicant/subapplicant contact information	✓		A
Description of wildfire risk being mitigated, damage history, and need and purpose of wildfire project	✓		B1
Location of proposed project, description of existing conditions, and description of mechanisms to mitigate wildfire risk	✓		B2
Detailed scope of work including tasks and key milestones	✓		B3
Description of vegetation removal and other relevant project components, quantification of the project area	Required for defensible space, hazardous fuels reduction, and removal of standing burned tree projects		B4
For ignition-resistant construction projects: Description of the building envelope modifications proposed	✓		B5
Description of ground-disturbing activities and dimensions of ground disturbance	✓		B6
Map or image (e.g., geographic information system [GIS] file, Google Earth .kmz file) showing the boundaries of the project area and all project components including equipment staging	✓		B7
Number of structures/infrastructure and people protected by mitigation activity	✓		B8
Technical data to support the scope of work	✓		B9

Hazard Mitigation Grant Program Application Template

Location and Scope of Work Information	Required Eligibility Data ¹	Required Pre-Award Data ²	Application Section and Number
Representative photos of project area, surrounding area, and of any buildings that would be retrofitted	✓		B10
Maps of wildfire severity and frequency within and near project areas	Required for defensible space, hazardous fuels reduction, and ignition-resistant construction projects		B11
Description of alternatives (no action, alternative action, proposed project)	✓		C
Operations and Maintenance Plan		✓	E
Schedule (schedule must be for 3 years or less)	✓		F
Project cost estimate with line items and supporting documentation	✓		G, H
Cost-Effectiveness			
<i>Note: This includes common data requirements to show cost-effectiveness; some projects may require additional documentation of damages to demonstrate a benefit-cost ratio greater than 1.0. The technical job aid provides step-by-step instructions and additional resources.</i>			
Benefit-cost analysis (BCA) narrative	Recommended		J
Project useful life (PUL)	Provide documentation if standard PUL from BCA information tab is not used		
Average burn recurrence interval	✓		
Project effectiveness	✓		
Provide benefit-cost ratio, export of the BCA tool, PDF of the BCA Report from the toolkit, and supporting documentation	✓		
Additional EHP Documentation: Needs vary based on potential impacts considerations			
Inventory of structures/infrastructure to be protected by the project with dates of construction and improvements		✓	D1
Description of public outreach that has occurred		✓	D2
Description of any federal, state, or local agency coordination, and permitting		✓	D3
Provide any environmental and/or cultural studies that have been conducted in the area		✓	D4
Is the project in a known floodplain?			D5
Are there nearby surface waters or wetlands?			D6
What are the soil and topographic conditions in the project area?	If yes, additional documentation and discussion of impacts and potential mitigation measures will be required		D7
Are there known hazardous or contaminated materials at the project site?			D8
Does the project involve the use of imported fill?			D9
List any best management practices that will be used during construction		✓	
Other Required Documents			
Fund commitment letters	✓		K
Applicable signed SF-424 forms and Assurances	✓		
Designated authorized agent documentation	✓		

Notes:

¹ Eligibility: Items that must be included in the grant application to fully evaluate eligibility.

² Pre-Award: Information that FEMA will need to review prior to award.