



# Glossary

Hazard Mitigation Grant Program

FEMA-1660-DR-AZ



## Common Terms Used in the Hazard Mitigation Grant Program (HMGP)



Sources include Title 44, Code of Federal Regulations, and the HMGP Desk Reference.

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**44 CFR Part 9**, Floodplain Management and Protection of Wetlands are regulations to implement and enforce Executive Order 11988, Floodplain Management, and Executive Order 11990, Protection of Wetlands.

**44 CFR Part 10**, *Environmental Considerations* are regulations for compliance with the National Environmental Policy Act (NEPA).

**44 CFR Part 13**, *Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments* establishes administrative requirements for Federal grants and subgrants.

**44 CFR Part 14**, *Administration of Grants: Audits of State and Local Governments* are requirements for non-Federal audits of recipients of financial assistance from FEMA.

**44 CFR 206**, *Federal Disaster Assistance for Disasters Declared On or After November 23, 1988*, are regulations for implementing the Stafford Act, including HMGP.

**ADEM** is the Arizona Division of Emergency Management, of which the Mitigation Office is responsible for administering HMGP, and serves as the grantee.

**Administrative Costs**, authorized under the Stafford Act, are costs for preparation of applications, progress reports, audits, etc. These costs are reimbursable based on a percentage of financial assistance received.

**Applicant** is a State agency (ADEM) that submits applications on behalf of other State agencies, local governments, and other eligible entities to FEFMA for funding consideration through HMGP.

**Application** is the request for HMGP funding.

**Base Flood** typically refers to the 100-year flood, which has a 1% chance of occurring in any given year.

**Base Flood Elevation (BFE)** is determined by statistical analysis of streamflow records (including precipitation and runoff characteristics) for a given watershed, and is the elevation to which waters of the 100-year flood event (base flood) are expected to rise.

**Benefits** are future losses and damages avoided or prevented by a mitigation project.

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**Benefit-cost analysis** is a quantitative procedure that assesses the benefits of a hazard mitigation measure by taking a long-term view of avoided future damages as compared to the cost of a project. The outcome of the analysis is a benefit-cost ratio, which demonstrates whether the net present value of benefits exceeds the net present value of costs.

**Buyout** is a commonly used synonym referring to property acquisition.

**Categorical Exclusion (CATEX)** is a designation that a particular project will have little to no significant impact on its environment. There are three levels, each of which requires a different amount of documentation.

**Community**—any area or political subdivision of a state, Indian tribe, Alaska Native Village, or authorized native organization that has the authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

**Comprehensive Building Code** is an adopted law or ordinance whose purpose is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, locations, and maintenance of all buildings and structures within a jurisdiction. The Uniform Building Code, National Building Code, Standard Building Code, Council of American Building Officials One and Two Family Dwelling Code, and the International Building Code are all considered to meet these criteria.

**Cost-effectiveness** is determined by performing a benefit-cost analysis. Projects whose benefits outweigh the costs are considered cost-effective.

**Duplication of Benefits (DOB)** occurs when multiple funding sources are used for the same purpose. FEMA's policy is to prevent DOB between its own programs (including NFIP), and between its own programs and other sources of funding (e.g., other disaster assistance, insurance), and considers these types of assistance to be advances towards the purchase price of a property. However, FEMA will not deduct benefits for which the property owner can provide receipts showing that the money has been used for its intended purpose (e.g., home repairs).

**Environmental Assessment (EA)** is the document that is prepared when a project does not qualify as a categorical exclusion and serves to determine whether an Environmental Impact Statement is needed. The EA

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examination determines how a project will affect geologic, biologic, cultural, and other resources.

**Environmental Impact Statement** is the document that is prepared for all actions significantly affecting the area in question, i.e., those that do not qualify for categorical exclusion.

**Environmental Officer** is a FEMA-appointed staff that serves as a regional resource to State personnel and ensures that environmental justice is served.

**Executive Orders 11988 and 11990** are the requirements to avoid direct or indirect support of floodplain development and to minimize harm to floodplains and wetlands. Federal decision makers are obligated to comply with these orders, accomplished through an eight-step decision-making process.

**Executive Order 12699** requires that new construction of Federal buildings comply with appropriate seismic design and construction standards.

**Executive Order 12898** is a Federal mandate that projects not have a disproportionate, adverse affect on areas occupied by minorities, the elderly, or low-income.

**Fair Market Value (FMV)** is the price a property would bring in a competitive and open market. For the purposes of property acquisition, FMV is the value a willing buyer would have paid and a willing seller would have sold a property for had the disaster not occurred.

**Federal Emergency Management Agency (FEMA)** is the agency charged with building and supporting the nation's emergency management system.

**First (Finished) Floor Elevation (FFE)** is the height above some datum (e.g., mean sea level) of the top of the lowest finished floor of a structure.

**Finding of No Significant Impact (FONSI)** is a determination that arises from an environmental assessment that an action will have no significant impact on the environment (i.e., no permanent adverse impact).

**Flood Insurance Rate Map (FIRM)** is a map published by FEMA that shows areas subject to flooding, and is based on meteorologic, hydrologic,

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hydraulic, and historical data. Information such as the BFE and special flood hazard areas can also be found on these maps.

**Floodplain** is any land area susceptible to being inundated by water from any source, and may be referred to by the size of the flood (e.g., the 100-year floodplain).

**Floodproofing** refers to any combination of structural and non-structural additions, changes, or adjustments to structures that reduce or eliminate flood damages to the structures and their contents. Generally, there are two types: wet and dry. Dry floodproofing typically involves erecting a barrier of some sort to keep floodwaters out; while wet floodproofing typically involves engineering a building so that it can withstand floodwaters without damage.

**Floodway** is the portion of the floodplain that effectively carries the flow of water and where the flood hazard is generally highest.

**Governor's Authorized Representative** is the individual designated by the Governor who serves as the grant administrator for all funds provided under the Hazard Mitigation Grant Program.

**Grant** is an award of financial assistance. For HMGP, the total grant award shall not exceed 7.5 percent of the total estimated Federal assistance (excluding any associated administrative costs) provided under Sections 403, 406, 407, 408, 410, 411, 416, and 701 of the Stafford Act.

**Grantee** is the government to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For purposes of HMGP, except as noted in 44 CFR 206.436(g)(1), ADEM is the grantee.

**Hazard Mitigation Grant Program (HMGP)**, as authorized under Section 404 of the Stafford Act, provides funding for hazard mitigation measures that are cost-effective and that complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not otherwise funded through other programs.

**Hazard Mitigation Plan** is the documentation of a State or local government's evaluation of natural hazards in its specific jurisdiction and the strategy to mitigate such hazards. States and local governments are

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required by Section 409 of the Stafford Act to undergo the mitigation planning process as a condition of receiving federal disaster assistance.

**HMGP Administrative Plan** refers to the guide developed by the state to describe the procedures for administration of the Hazard Mitigation Grant Program. The plan is updated on an annual basis, and following disasters that receive a Presidential Declaration.

**Increased Cost of Compliance (ICC)** is grant money supplied to bring projects up to code. Coverage benefits under the National Flood Insurance Program may be used for elevation and/or acquisition location costs. The coverage is included under all regular NFIP policies issued or renewed after June 1, 1997.

**Management Costs** are intended to include costs of managing or administering the HMGP that are not covered by the percentage allowance and generally include regular time salaries and approved equipment purchases; only the grantee is eligible.

**Measure** means any mitigation activity or project proposed to reduce risk of future damage, hardship, loss, or suffering from disasters. The term "measure" is used interchangeably with the term "project" in this program.

**Mitigation** is any sustained action taken to reduce or eliminate long-term risk of damages and losses attributed to natural hazards.

**National Environmental Policy Act (NEPA)** requires that actions affecting the environment comply with specific policies and procedures.

**National Flood Insurance Program (NFIP)** 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.

**NFIP-Eligible or Participating Community** is a community for which the sale of flood insurance under NFIP has been authorized.

**Non-Federal Funds** are financial resources provided by sources other than the federal government. The term does not include funds provided to a State or local government through a Federal grant unless the authorizing statute for that grant explicitly allows the funds to be used as a match for other federal grants (e.g., Community Development Block Grants).

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**Project** means any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters. The term “project” is used interchangeably with the term “measure” in this program.

**Repetitive loss** pertains to a structure that has sustained flood damage exceeding \$1000 on two or more occasions.

**Riverine** indicates relationship to rivers, streams, creeks, brooks, etc.

**Special Flood Hazard Area** is the land in the floodplain within a community subject to 100-year floods (1% chance any given year); may also be designated as Zone A.

**State Hazard Mitigation Officer (SHMO)** is the representative of a state government who is the primary point of contact with FEMA, other Federal agencies, and local units of government in the planning and implementation of post-disaster mitigation activities.

**Structure** is a walled and roofed building, including storage tanks for gas or liquid, that is principally above ground.

**Subapplicant** means a State agency, local government, or other eligible entity that applies through ADEM to receive funding from HMGP.

**Subgrantee** is the government or other legal entity to which funding is awarded and which is accountable to the grantee for the use of the funds provided. Subgrantees can be a state agency, local government, private nonprofit organization, or Native American tribe as outlined in 44 CFR 206.434.

**Substantial Damage** is defined as disaster-induced damages that typically total at least 50% of the pre-event fair market value of the property. The percentage may be different for historic buildings, or buildings of atypical construction (e.g., prisons).

**Substantial Improvement** includes any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the start of construction of the improvement.