



DR-1931 INSTRUCTIONS FOR COMPLETING THE TEXAS NOTICE OF INTEREST (NOI) FORM

A. General:

The “Texas HMGP Notice of Interest Form” is a two page report to assist the local jurisdictions and other eligible applicants, in the identification and implementation of mitigation actions that will reduce, or eliminate, loss of lives and future damages or losses to property.

A separate NOI report must be completed for **each** project to be submitted.

The NOI form is primarily used to document necessary mitigation actions following a disaster or significant event. However, in an ever-changing environment, this tool may also be used to document mitigation opportunities identified in other ways (e.g. findings or recommendations of special comprehensive studies), to update the community’s Hazard Analysis and Mitigation Action Plan (MAP) strategies. NOI’s may be prepared in advance to await funding opportunities.

B. Explanation of Report Components:

The first line is for the date and the grant incident. This is a specific event such as “Hurricane Alex” or a specific disaster declaration number such as DR-1931. The event determines the Stafford Act funding stream for which the NOI is being submitted. If it is for review only – write review in this space.

Next is the name of the applicant (ex: Incorporated City Name, County Name, or other eligible organization name) and the City and County in which the applicant and project are located.

The second section is a series of questions concerning the applicant. If the applicant is a jurisdiction (City or County) all of the questions apply and must be answered. In the case of any other type of applicant some of the questions apply to the County or City in which the proposed project is located, but it is important that all questions are addressed – **these are screening criteria questions.**

Mitigation action plan (MAP) approval date – this is the date FEMA approved the plan you belong to. If you do not have an approved plan – what was the date your plan was submitted to the State?

Preparedness level of your local emergency management plan which will be basic, intermediate, or advanced.

Is this project located in your MAP specifically or generally and where in the MAP is it located. Indicate location of the measure in the MAP.

NFIP standing – applicants on probation or sanctioned by the NFIP are not eligible until the issue is resolved.

1. NOI point of contact:

Identify the person (designated by the local elected official or organization CEO) responsible for completing the NOI report and serving as the single point of contact concerning the development of the project.

2. Project Estimated Cost:

The best estimate of the total cost for this project – when estimating remember “cost plus” type items and contingency amounts are not acceptable. Indicate if the cost is based on a contractor proposal.

3. Proposed Mitigation Action

This is a clear explanation of the project proposed on this NOI. If the State Hazard Mitigation Team does not understand your project it is likely to score very few points or be eliminated all together.

4. Impact Area:

This will be the area impacted for the project on this NOI. Identify the area(s) impacted by this hazard such as a specific sub division, a section of property along a creek or drainage ditch, or a specific structure such as a building or bridge or culvert etc. This could also identify a vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.

5. Repetitive Loss History:

Example: If this project is for a flood hazard – how many times has it flooded, when did it happen, how deep did it get, what were the damages?

6. Number of Residents or Structures at Risk:

This is a description of what you are trying to protect. It could be citizens, buildings, homes, etc. **NOTE:** Be sure to update this information if the NOI form was created before the application period - populations can change quickly in both quantity and make-up (example: a new nursing home or apartment complex is built in the project target area).

7. Funding Method for the 25% Match:

IMPORTANT - will the community provide the grant match, will the homeowner provide the 25% for the buyout, is it a public/private project with the

private partner providing the match, or is the match coming from another grant such as Texas Department of Rural Affairs (TDRA)?

Instructions

8. Background and Discussion:

How did you arrive at this project? What happened? Why did it happen? How many solutions did you consider? Be aware that the application will require the discussion of at least two alternative solutions (one can be the no action alternative) and why this one was selected. Briefly explain the problem and what benefits will be derived once the problem is corrected.

9. Project Completion Timeframe:

Do not propose projects requiring more than 2 years to complete.

10. List any technical studies in progress or completed?

Studies and consultations such as hydraulics, hydrology and environmental assessments must be less than two years old. If updates are required list them in item 9. If you have questions concerning the depth of information that will be required for your project, consult the State Mitigation Section of the Texas Division of Emergency Management. For Benefit Cost Analysis (BCA) documentation, you may also request a copy of the Mitigation BCA Toolkit CD or contact the toll-free URS BC helpline at 866-222-3580.

11. Will this project be requested as a Phased Project? List any additional Technical Studies required for this Project?

Indicate if any additional studies, study updates, or other assistance will be needed to provide the necessary documentation to support the benefit cost analysis, engineering or environmental issues. Identify any additional studies needed and estimate their costs. Have they been considered in the total project cost (the **BCA** must support the total project cost including Phase 1 activities).

NOTE: This form was designed as a mitigation planning tool as well as a NOI. The work project sheets may be created as desired and necessary projects are identified. They may then be used in creating or updating your community hazard analysis, mitigation action plan, community projects, and various grant applications.