**Hazard Mitigation Grant Program (HMGP)**

**Planning Subapplication – Detailed Scope of Work**

| **Subapplicant** | **New York State Division of Homeland Security and Emergency Services (NYSDHSES)** | | |
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| **Subapplication Title** | 2023 NYSHMP Update | | |
| **Subapplication Type** | Formal Hazard Mitigation Plan or Plan Update (HMP)  Hazard Mitigation Planning-Related Activities (HMP-A) | | |
| *Each of the following subsections indicates applicability to HMP and/or HMP-A (Subapplication Type). Complete all subsections for which your Subapplication Type is listed.* | | | |
| **Total Project Cost** | $1,000,000.00 | **Federal Share** | $750,000.00 |
| **If a subapplication for this planning activity for has been submitted under a previous mitigation grant cycle, please list the program, date, and disaster (if applicable)** | | | |
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|  | **Task (add lines for each task)** | **Start Month** | **Task Duration (in months)** |
| 0 | Grant Management and Administration | ***1*** | ***18+*** |
| 1 | Organize the Planning Effort | ***1*** | ***2*** |
| 2 | Profile NYS Existing Conditions | ***3*** | ***2*** |
| 3 | Select, Profile and Evaluate Impacts of Hazards of Concern | ***3*** | ***5*** |
| 4 | Assess State Mitigation Capabilities and Integrate Resources | ***8*** | ***3*** |
| 5 | Assess Local Mitigation Capabilities and Coordinate Local Resources | ***8*** | ***3*** |
| 6 | Update the Mitigation Strategy | ***11*** | ***3*** |
| 7 | Establish the Plan Maintenance Process | ***11*** | ***1.5*** |
| 8 | Draft Plan | ***12*** | ***3*** |
| 9 | Solicit Stakeholder and Public Input | ***15*** | ***1*** |
| 10 | Finalize Plan and Submit for Approval | ***16*** | ***1*** |
| 11 | Adopt Plan and Provide Assurances | ***18*** | ***1*** |

The 2023 NYSHMP will be a digital, web-based plan, with substantial enhancements based on lessons learned from and since the first iteration of the MitigateNY web-based plan, developed in 2018 and launched in 2019. The 2023 update will meet or exceed all Standard State Mitigation Plan Regulation elements as described in 44 CFR 201 and will focus on principles related to future conditions/climate change and climate adaptation, at-risk populations/social vulnerability, nature-based solutions, local hazard mitigation plan implementation, and technical assistance to state, local and NGO partners and stakeholders.

The Disaster Preparedness Commission (DPC) member agencies, and local emergency management officials will be re-engaged. The 2023 update planning process will solicit collaboration and document input from partner agencies and organizations, stakeholders, and the public consistently and continuously throughout the planning phases listed below. Outreach and information sharing/gathering efforts will leverage virtual meeting platforms, social media engagement, surveys and pre-existing virtual and in-person meetings.

Targeted outreach will seek to engage planning partners offering perspectives from the areas of emergency management, climate and environmental justice, economic development, land use and development of the built environment, public health and human services. The update processes will also actively coordinate with Climate Leadership and Community Protection Act (CLCPA) efforts across the state. The NYSDHSES will engage the Interagency Climate Adaptation and Resiliency Working Group (ICARWG), the NYS Climate Action Council and the Climate Justice Working Group as these entities implement the CLCPA scoping plan, anticipated early 2022.

Please note, the tasks below will not necessarily be started or completed in the order in which they appear. Some tasks may be started or completed sooner than, or concurrently with, other tasks included in “earlier” planning phases.

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| **Organize the Planning Process** |
| Establish project management timeline and project deliverables |
| Establish and mobilize Planning Teams and Working Groups, including hiring/on-boarding contractual team |
| Develop outreach/engagement strategy (meetings structure and objectives, milestones, timelines): Agency Representatives, Public, Stakeholders, NGOs, Local Governments |
| Conduct and document a Model Stakeholder Outreach that can be leveraged by locals |
| Develop survey for state agency engagement. Facilitate survey participation, including a formalized intent to participate in the SHMP update, as well as identification of agency mission and activity intersections with hazard mitigation planning and implementation in NYS. |
| Establish initial organization of plan product (sections, sub-sections, tables, etc.), ensuring careful consideration of alignment with LHMP MitigateNY where practicable |
| Review all FEMA comments on “opportunities for improvement” from the 2019 NYSHMP Review Tool to determine which are to be included in the update |
| Ensure 2023 NYSHMP includes all applicable information to support Enhanced Status |
| Identify start date in coordination with FEMA Region II for Enhanced programmatic and fiscal requirements |
| Identify, collect, update, review technical data |
| Ensure State-owned asset inventory data is catalogued – determine and organize next steps for assessment |
| Engage all Counties to request and inventory local HAZUS assessments |
| Engage agencies with administrative and regulatory roles in review and issuing of permits related to the built and natural environment to document processes and integrate hazard mitigation planning and implementation. |
| Identify, collect, update, review existing resources (policies, programs, capabilities, funding sources, etc.) |
| Inventory all LHMPs statewide and identify information to be mined and integrated in 2023 NYSHMP (including processes for local planning, e.g., identification of critical infrastructure/facilities, documenting hazard history and determining hazards of concern, etc.) |
| Develop and finalize standardized data and information collection instruments (i.e., forms, tables, surveys, etc.) for use in receiving and collecting information from LHMPs and local partners. |
| Update status of 2019 NYSHMP actions |

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| **Profile NYS Existing Conditions (“Risk Landscape”)** |
| Profile the NYS social environment with a focus on at-risk populations |
| Profile the NYS built environment with a focus on land use, assets and transportation networks |
| Profile critical infrastructure, critical facilities, and other critical state assets |
| Profile the NYS natural environment with a focus on water features/coasts and open space |
| Profile anticipated climate change trends and projections |

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| **Select, Profile and Evaluate Impacts of Hazards of Concern** |
| Review hazards and identify hazards of concern to be prioritized for enhanced hazard profile via hazard specific work group |
| Update all statistics related to hazard event history |
| Develop and finalize standardized methodology and data collection instrument(s) for documenting and supplementing best available datasets related to hazard event history in LHMPs |
| Update overview of local hazard identification from LHMPs |
| Develop template for enhanced profiles with a focus on hazard impacts of social, built, natural environments and critical infrastructure/assets |
| Establish working group for each prioritized hazard of concern |
| Profile hazards of concern, adding infectious disease outbreak/pandemic |
| Evaluate future changes in risk and vulnerabilities due to climate change for hazards of concern |

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| **Assess State Capabilities and Integrate Resources** |
| Review existing resources collected and documented in Organize the Planning Process phase |
| Finalize state agency program database and develop/document process for maintaining |
| Assess existing resources to evaluate capabilities available to accomplish hazard mitigation statewide |
| Describe opportunities to expand/strengthen NYS capabilities |
| Describe opportunities to integrate NYS capabilities |
| Evaluate NYS administration of NFIP, CRS, floodplain management and availability of hazard data |
| Describe commitment to maintaining NFIP compliance |
| Document comprehensive list of strategic funding sources and programmatic resources to accomplish mitigation |
| Describe how NYS has used, or intends to use, state funds, FEMA grants, other federal programs, private funding to accomplish mitigation |

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| **Assess Local Capabilities and Coordinate Resources** |
| Review LHMPs data identified in Organize the Planning Process phase |
| Assess existing resources to evaluate capabilities available to accomplish hazard mitigation at the local level |
| Describe strengths and challenges of local hazard mitigation planning and implementation |
| Describe NYS process to support local hazard mitigation plan updates – NYSDHSES planning and project management, annual letter to all counties, MitigateNY Tools and Guidance, etc. |
| Document comprehensive list of strategic funding sources and programmatic resources to accomplish mitigation at the local level |
| Describe NYS criteria for prioritizing local planning and project grants available via Federal and non-Federal programs |
| Describe the process and timeframe to review, coordinate, and integrate local mitigation plans with the state mitigation plan |

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| **Update the Mitigation Strategy** |
| Consider new priorities and describe any shifts in priorities since 2019 NYSHMP |
| Confirm and/or update goals consistent with identified hazards of concern and describe strategies for achieving goals (objectives) |
| Based on previous tasks decide which vulnerabilities present an unacceptable risk and/or for which capabilities are lacking, and summarize those risks and vulnerabilities as problem statements |
| Solicit problem statements from state agencies and NGOs (ensure these problems are appropriately documented in Existing Conditions and Hazard Profiles) |
| For each problem statement identify a range of solutions/actions |
| Establish action prioritization criteria |
| Select, describe, and prioritize mitigation actions |
| For each action establish a strategy for implementation using a wide range of public and private resources |
| Engage federal, state and local partners to identify opportunities for prioritization and implementation, specifically the Interagency Climate Adaptation and Resilience Working Group |
| Update NYS Repetitive Strategy describing how the state intends to reduce the number of RL/SRL properties statewide |
| Create a new strategy section dedicated to Benefit Cost Analysis |
| Create a new strategy section dedicated to nature-based solutions |
| Create a new strategy section dedicated to addressing mitigation actions that support at-risk populations |
| Establish NYS mitigation priorities for action development and funding subapplications and allocations during the SHMP lifecycle. Establish a maintenance process which requires the convening of DPC member agencies, and others as applicable, to formally reprioritize action development and funding allocations. |
| **Update the Plan Maintenance Process** |
| Describe the method and schedule for continuing public engagement throughout the five-year lifecycle of the plan |
| Describe the method and schedule for monitoring and evaluating progress throughout the five-year lifecycle of the plan |
| Schedule and document first plan maintenance meeting |
| Identify activities to be completed at each stage of maintenance |
| Describe method and schedule for updating the 2023 NYSHMP before it expires |

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| **Draft Plan** |
| Write and assemble draft 2023 NYSHMP using web-based interface |
| Write and assemble draft 2023 NYSHMP Executive Summary |
| Write and assemble “one-pagers” with high-level stats and graphics for: each county in NYS and each profiled hazard |

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| **Solicit Stakeholder and Public Input** |
| Publish and distribute digital draft NYSHMP and solicit review and comments by planning participants and the public |
| Document comments and revise plan, as applicable |
| Complete the ‘Location in Plan’ section of FEMA’s State Mitigation Plan Review Tool |

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| **Finalize Plan and Submit for Approval** |
| Submit final NYSHMP to FEMA Region II |

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| **Adopt Plan, Provide Assurances** |
| Provide documentation of formal adoption by the highest elected official or designee |
| Include assurances in 2023 NYSHMP that NYS will manage and administer FEMA funding in accordance with applicable Federal statutes and regulations |