FEMA GO User Manual

Subapplication Development for Hazard Mitigation Grants

September 2020

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Introduction

FEMA GO is one electronic application solution that houses the grant management functions for all of FEMA's grant programs. This user manual addresses the Subapplication Development module for FEMA's hazard mitigation grant programs. In this module, a subapplicant user can create a new subapplication or continue working on a subapplication that was previously created.

The information requested in a subapplication includes general information about the subapplicant, including the Subrecipient Authorized Representative (SAR) who has the authority to sign and submit the subapplication to the applicant, and about the community(ties) that will benefit from the proposed mitigation activity. A user must also provide information about the approved hazard mitigation plan.

The user must describe the scope of work in detail to provide the applicant and FEMA with sufficient information to determine eligibility. Along with the tasks in the scope of work, the user will need to document the work schedule and estimate the costs to build a budget. Because federal agencies are required to only fund projects where the expected benefits will be greater than the expected costs, the user must provide information about the methodology and data used to determine cost-effectiveness, often from FEMA's BCA Tool. The user will provide information to assist FEMA in determining the EHP resources present within the project impact area, ensuring compliance with applicable EHP laws, and determining potential impacts to EHP resources. For subapplications being submitted under a nationally competitive grant program, the user will provide additional information about the community(ies), which helps FEMA rank subapplications in priority for award.

After all required fields have been completed and after a user commits to standard assurances and certifications, the subapplication can be submitted to a SAR for signature. Then the SAR will review the subapplication and submit it to the applicant.

This user manual is organized by sections that are associated with each main screen of a subapplication. In each section, an introduction is given to provide an overview of the purpose of the screen, and a list of information requirements is provided to help the user gather the information they will need to enter information completely and accurately on the screen. Along with the steps for completing each field or making each selection, job aids are provided as help to the user. Job aids include the names and links of references, sources, and resources for where a user can obtain information and data; tips that give the user helpful information on completing a step(s); and best practices that a user can follow to achieve the easiest and most streamlined process and to ensure the greatest accuracy and completeness. There are also some "help" boxes that explain the steps involved to gather accurate data or information from other systems that are necessary for completing fields in the FEMA GO system in an expedient manner.

Attachments

At the bottom of most screens associated with a subapplication, the user will have the option to attach files. Attachments may be used to supply additional information about data entered on each screen, provide an explanation for a selection made, provide a justification for values entered, provide more detailed back-up documentation, etc. Follow these steps to manage attachments in the Attachments section of each screen.

Steps

1. To attach a file:

   a. Click the **Attach a Document** button.

   b. In the pop-up window, navigate to the location where the file is saved.

   c. Select the file, and then click Open.

   d. After a file is added, the filename and attributes will be displayed:

Attributes of attached files

   i. The **Filename** link will display in the Filename column.

   ii. The date that the file was uploaded will display in the Date uploaded column.

   iii. The FEMA GO login account for the person who uploaded the file will display in the Uploaded by column.

iv. The size of the file will be displayed in the File size column.

v. In the **Description** column, the user can enter a description of the file.

2. To open and view an attached file, click on the **Filename** link in the Filename column.

3. To remove an attached file, click the **Delete** link associated with the file.

Best Practice

There is a file size limitation of 1 gigabyte. For extremely large files, make every effort to reduce the file size when possible. This may entail actions such as attaching only select pages of a large document or supplying documentation in a more efficient file format.

Hello, Welcome

From the first Hello, Welcome screen, an applicant user can start a new application, and a subapplicant user can either start a new subapplication or continue working on a subapplication that was already started. A user also can search for their organization, view the status of their organization's open grants, and view the status of the subapplications associated with their organization.

Information Requirements

	Information/Data Needed	Sources of Information/Data
	None	

Steps

There are four sections on this initial screen:

1. **Apply for a new grant**

   a. FEMA GO is one electronic application solution that will eventually include functionality for managing all of FEMA's grant programs. Search through the list of available FEMA grant programs to find the funding opportunity or to start an application or subapplication.

      o An applicant user should find the specific funding opportunity, then select the **Start application** link to start a new application. For example, a funding opportunity may be FY 2020 Flood Mitigation Assistance Application.

      o A subapplicant user should find the Mitigation: Hazard subapplication, then select the **Start subapplication** link to start a new subapplication.

2. **My grants**

   a. After one or more subapplications have been created, they will be listed here by name and type.

   b. To continue entering or revising information in a subapplication that has previously been started, select the **Continue subapplication** link.

> 💡 **Tip**
>
> The user can access the My grants window at any time by clicking on the FEMA GO icon in the upper left corner of any screen.

   c. Due to limited space, if the list of subapplications is too long, they may not all be displayed in the My grants section. To view the status (i.e., the suborganization name, activity type, project title, and status) of each subapplication associated with the subapplicant's
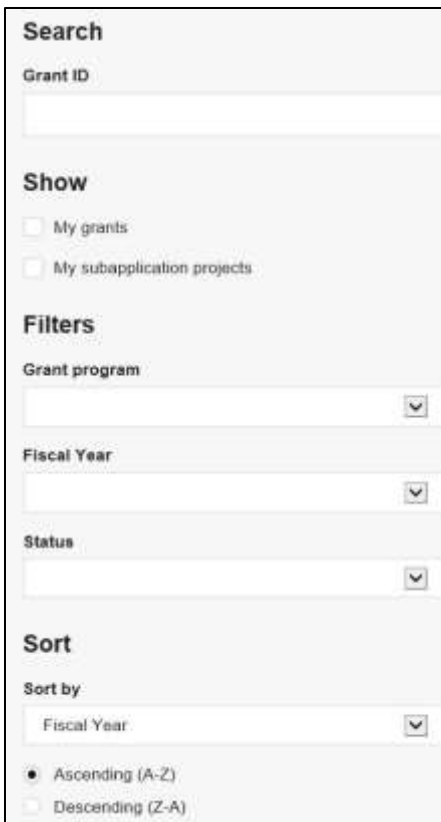
organization, either select the **View all grants** link at the bottom of the My grants section or select the **Grants** link in the top banner.

d. For subapplications that have been created but not yet submitted for signature, the user may Select an action from the **I want to...** drop-down menu to either Continue subapplication development or View subapplication.
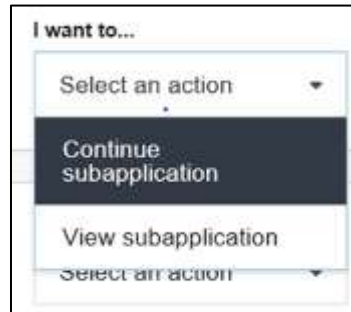
Select an action drop-down menu from My grants screen

e. On the right side of the screen, the **Search**, **Show**, **Filters**, and **Sort** capabilities allow users to restrict or prioritize the applications and subapplications that appear on the screen.

o   To use the **Search** capability, enter the Grant ID of the grant application.

o   To use the **Show** capability, check the My grants box to show applications or check the My subapplication projects box to show subapplications

o   To use the **Filters** capability, choose whether to filter the applications and subapplications by Grant program, Fiscal year, or Status. Then select the options from each dropdown menu.

o   To use the **Sort** capability, sort by Fiscal Year or Grand Id, and then choose whether to display in Ascending or Descending order.

Search, Show, Filters, and Sort options from My grants screen

3. **Search for your organization POCs**

   a. FEMA GO automatically adds the user's organization from SAM.gov.

   b. **Enter your DUNS number** in the field and then select the **Search** button to find out if your organization is in the system. Below the **Search** button, one of the following two search results will appear:

      o If your organization was found in the system, the message "Organization is already registered" will be displayed, along with the name of the electronic business POC, or "eBiz POC." The name(s) of the eBiz POC will be displayed as it was entered in SAM.gov. The eBiz POC for your applicant organization is automatically assigned as the Authorized Organization Representative (AOR), and the eBiz POC for your subapplicant organization is the Subrecipient Authorized Representative (SAR).

      o If your organization was not found in the system, the eBiz POC must register your organization on SAM.gov before any FEMA GO functionality will be enabled.

> **Tip**
>
> The AOR or SAR eBiz POC must have a FEMA GO account because only these users can add more AOR or SAR accounts to their organization.

Start a Subapplication – Mitigation: Hazards

After selecting the **Start subapplication** link from the Welcome screen, the user can create a new subapplication. When creating a new subapplication, some of the fields on this screen will be automatically populated based on the user's assigned roles and will not be able to be changed later. Some of the information selected or entered on this screen will be able to be changed later, after the subapplication is created, but other information will not be able to be changed later.

Information Requirements

Information/Data Needed	Sources of Information/Data
None	

Steps

Select or enter the following information:

1. **Organization you are applying for**
   The organization(s) listed in the drop-down menu are based on the user's account credentials that were provided during account setup. Select the organization on whose behalf you are applying.

2. **Organization you are applying to**
   The options in the drop-down menu are populated only after selecting the organization you are applying for and are based on the user's account credentials that were provided during account setup. Select the applicant organization to which the subapplication will be submitted.

3. **Subapplication title**
   Create a title for the subapplication. Use enough identifying information so that the title can be found and distinguished easily from a list of many/multiple subapplication titles. (Note: The title can be changed later in the Scope of Work section of the subapplication.)

> **Best Practice**
>
> Title your subapplication using the subapplicant name, subapplication type, and year. For project subapplications, include the type of project and other identifying text, for example: City of Floodville Flood Elevation of 3 Homes - FY2020 BRIC.

4. **Subapplication type**
   a. Select the type of subapplication from the drop-down menu:

      o Management cost—A separate subapplication for assistance to an applicant to manage its awarded subapplication(s). (This type is only available for an applicant and should not be confused with subapplicant management costs).

      o Plan—A subapplication to develop or update a hazard mitigation plan (per 44 CFR Part 201).

      o Project—A subapplication for any mitigation activity to reduce risk, including education and outreach.

      o Project scoping—A subapplication to assist with critical elements of developing other project subapplications, such as developing mitigation strategies, obtaining data, Environmental & Historic Preservation (EHP) compliance concerns, and other activities that may help to prioritize, select, and develop complete subapplications in a timely manner.

      o Technical assistance—A subapplication for an applicant to be able to provide technical assistance to subapplicants as they develop their subapplications. (This type is only available for applicants under the FMA program.)

   b. Note: The subapplication type cannot be changed after you select the **Start your subapplication** button at the bottom of the screen. So, if an incorrect subapplication type is selected, the user will need to start over to create a new subapplication.

5. **Document control number (optional)**
   If desired, supply a reference number for the subapplication that follows the subapplicant's internal document numbering and control method. Document control numbers can be used to track multiple subapplications.

6. Select the button to **Start your subapplication**.

Subapplicant Information

On this screen, the user will supply information about the type of submission and the Executive Order 12372 status for the subapplication. The user will define the type of subapplicant and state whether the subapplicant is delinquent on any federal debt.

Information Requirements

Information/Data Needed	Sources of Information/Data
Status of participation in E.O. 12372, *Intergovernmental Review of Federal Programs*	State Hazard Mitigation Officer at https://www.fema.gov/grants/mitigation/state-contacts
Status of delinquency on any federal debt	The System for Award Management (SAM) at https://www.sam.gov/SAM

Steps

1. **Type of submission**

Type of submission

Select the type of submission from the drop-down menu:

o   Pre-application—Select this option if the applicant to whom you will be submitting a subapplication has requested all potential subapplicants to submit an explanation of their intended subapplication. (After prioritizing the pre-applications, the applicant will request that complete subapplications be developed and submitted for those of highest priority.)

o   Application—Select this option if you intend to develop and submit a full subapplication (i.e., for mitigation planning, mitigation project, project scoping, management costs, or technical assistance).

o   Changed/Corrected application—Select this option if you have previously submitted a subapplication to an applicant and either you would like to revise that subapplication or the applicant has requested that you revise the subapplication.

2. **Subapplicant Type**

Select the type of subapplicant from the drop-down menu:

o   State Government—Select this option if the subapplicant either is the same as the applicant or is a different state or territorial agency than the applicant.

o   Local Government—Select this option if the subapplicant is a local unit of government, such as a city, town, village, or similar entity.

o   Indian Tribal Government—Select this option if the subapplicant is either (a) a Federally recognized tribal government that is applying through a state government as the applicant or (b) a different tribal government agency than the applicant that is applying to a Federally recognized tribal government as the applicant. In the space provided, enter the tribal ID for the Indian tribal government.

o   Special Governmental District—Select this option if the subapplicant is an independent, special purpose, governmental unit that exists as a separate entity with independence from general local governments.

o   Private Non-Profit—Select this option if the subapplicant is a private non-profit organization and is applying to the applicant under the Hazard Mitigation Grant Program. In the fields displayed, enter text to describe the Legal status, Function, Facilities Owned, State Tax Id, and Federal Tax Id.

o   Other—Select this option if the subapplicant is not one of the types of entities listed above If this option is selected, provide a description of the type of subapplicant in the text box.

3. **Is the subapplicant subject to review by Executive Order 12372 Process?**

The Executive Order (E.O.) 12372, *Intergovernmental Review of Federal Programs* process refers to when applicant-level agencies conduct a review of subapplications for federal assistance. This process is often referred to as the "State Clearinghouse" or "Federal Assistance Clearinghouse."

Is the subapplicant subject to review by Executive Order 12372 Process?

○   Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:

○   No, Program is not covered by E.O. 12372

○   No, Program has not been selected by state for review

<div align="center">

Executive Order 12372 process

</div>

o   If the state, territory, or tribe participates in the E.O. 12372 process:

a.   Select Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:

      b.   In the text box displayed, enter the date, in MM/DD/YYYY format, that the subapplication was made available to the agency to initiate the E.O. 12372 process.

- If the state, territory, or tribe does not participate in the E.O. 12372 process, select No, Program is not covered by E.O. 12372.

- If the state, territory, or tribe participates in the E.O. 12372 process but this subapplication will not be reviewed in the E.O. 12372 process, select No, Program has not been selected by state for review.

- If you do not know the answer to this question, check with the State Hazard Mitigation Officer for your state or territory to find out.

4. **Is the subapplicant delinquent on any Federal debt?**

   - If the subapplicant is not delinquent, then select No.

   - If the subapplicant is delinquent, then select Yes and provide an explanation of the debt delinquency status in the text box.

   - If you do not know the answer to this question, access the System for Award Management (SAM) to make the determination as described in the help box below.

💡 **Tip**
Delinquent debt applies to the subapplicant organization and not to individual people who work on or sign the subapplication.

💡 **Tip**
An explanation is required for any "Yes" response. Any undeclared federal debt will be discovered in the review and award process.

Determining whether a subapplicant is delinquent on any Federal debt:

1. Access the System for Award Management (SAM) System for Award Management at https://www.sam.gov/SAM.

2. Click Search Records in the top banner.

3. Conduct a search based on the entity name, DUNS Number, or one of the advanced search options to find the card for the entity.

   - A green Entity box means that the entity is not subject to debt delinquency.

   - If the answer to the question Has Active Exclusion? or Debt Subject to Offset? is Yes or if there is a purple Exclusion box, the entity is subject to debt delinquency.

4. If the entity cannot be found in the System for Award Management, the subapplicant must setup an account and then follow the steps above. Note: Be aware that the process of registering in SAM.gov may take up to 15 business days.

Contact Information

The user will need to supply the contact information for at least one Subrecipient Authorized Representative (SAR) and at least one point of contact. The SAR is the person in the subapplicant's agency who has the authority to sign and submit the subapplication to the applicant. Note that in situations where the applicant is also acting as the subapplicant, the SAR may be the same person who submits the application to FEMA. A point of contact should be a person who is familiar with the subapplication and who could answer questions if/when contacted by the applicant.

Information Requirements

	Information/Data Needed	Sources of Information/Data
	None	

Steps

1. **Subrecipient Authorized Representative (SAR)**

Add a SAR

a. Select the **Add a SAR** button.

b. The options in the drop-down menu will be automatically populated with users in your organization. Select the person from your organization who will serve as a SAR. More than one SAR may be added by selecting the **Add a SAR** button and adding the information for as many people as desired.

c. Once a name of a SAR is selected, system will automatically populate the SAR's contact information from their user registration information.

d. A SAR can be removed by selecting the **Delete** link to the far right of the SAR contact.

2. **Point(s) of contact**

Add a point of contact

a. Select the **Add a point of contact** button.

b. The options in the drop-down menu will be automatically populated with users in your organization. Select the person who will be a point of contact. More than one point of contact may be added by selecting the Add a point of contact button and adding the information for as many people as desired.

c. If the person you wish to name as the point of contact is not listed:

   i. Select New contact from the drop-down menu.

   ii. From the list of users, select the name for the point of contact. The system will automatically populate the person's contact information from their user registration information.

   iii. Complete the information in the remaining fields (i.e., phone numbers and mailing addresses). Note that only fields labelled as "Optional" may be left blank. If required fields are left blank or if a number is entered in an incorrect format, the data entry box for that field will be highlighted in red and red text will explain the error.

d. If information for a previously selected point of contact needs to be updated, select the **Edit** link to the far right of the point of contact.

e. A point of contact can be removed by selecting the **Delete** link to the right of the point of contact.

f. Check if there are any fields where red text denotes errors and enter or correct the information as required.

3. Select the **Continue** button.

Community

The user will supply important community identification and political information about the community(ties) that will benefit from the proposed mitigation activity.

Information Requirements

Information/Data Needed	Sources of Information/Data
Congressional District number	The subapplicant's Congressional Representative: https://www.house.gov/representatives/find-your-representative

Steps

1. **Add Communities**

   To find and add communities that will benefit from the proposed mitigation activity, select the **Find communities** button.

   Add Communities

   Please find the community(ies) that will benefit from this mitigation activity by clicking on the Find communities button. If needed, modify the Congressional District number for each community by entering the updated number under the U.S. Congressional District column for that community. When finished, click the Continue button. NOTE: You should also notify your State NFIP coordinator so that the updated U.S. Congressional District number can be updated in the Community Information System (CIS) database.

   🔍 Find communities

   Add Communities

2. **Find community**

   a. When the Find community section is displayed, the system automatically populates the name of the State based on the user's account information.

   Find community

   Communities that match your search criteria are listed below. To select one or more communities, select the check box under the Select column. When finished, click the Add Communities button.

State	Community name (optional)	County name (optional)
Tennessee		

   🔍 Search

   Find community

b. To narrow the search, either search for a particular community by entering the name of the community in the Community name search box or search for all communities in a county by entering the name of the county in the County name search box.

c. For statewide projects, do not enter anything in the Community name or County name search boxes.

d. Select the **Search** button.

e. The list of communities that match the search criteria will be displayed, along with corresponding information that comes from FEMA's National Flood Insurance Program Community Information System (CIS) database: the Community name, County code, Community Identification (CID) number, status of Community Rating System (CRS) participation, CRS rating, and U.S. Congressional District.

Select all	Community name	County code	CID number	CRS community	CRS rating	U.S. Congressional District	State
☐	CLINTON, CITY OF	1	470001	N		2,3	TN
☐	NORRIS, CITY OF	1	470003	N		1,3	TN
☐	SEWANEE, TOWN OF	51	470004	N			TN
☐	OLIVER SPRINGS, TOWN OF	1,129,145	470005	N		1,4	TN
☐	BEDFORD COUNTY*	3	470006	N		1,4	TN

List of found communities

f. Check the box(es) for each community that will benefit from the mitigation activity. Check the **Select all** box to select all the communities in the list.

g. For statewide projects, check the **Select all** box to select all the communities in the state or territory.

h. Select the **Add Communities** button.

i.   After adding the community(ies), the U.S. Congressional District field will become editable. Because the U.S. Congressional District number that is automatically populated by the system may not be accurate, the system allows a user to manually correct it.

> 💡 **Tip**
>
> The U.S. Congressional District number may not be accurate because Congressional Districts may change over time, and the CIS database may not be updated quickly enough. Also, a city or county may be situated in more than one Congressional district. The user can check to see if the Congressional District number(s) are accurate by visiting the United States House of Representatives website (https://www.house.gov/representatives/find-your-representative).

Community name	County code	CID number	CRS community	CRS rating	U.S. Congressional District	
KNOXVILLE, CITY OF	93	475434	Y	6	2	✖ Delete

Added communities

j.   To remove a community, select the **Delete** link to the right of that community.

3. **Please provide any additional comments below (optional)**

If desired, enter any clarifying text for the community or community information. For example, supply an explanation if the U.S. Congressional District number was changed.

4. **Attachments**

a.   If an attachment will supply additional information about the community(ies), use the **Attach a Document** button to attach a file.

b.   To remove a file, select the **Delete** link.

5. Select the **Continue** button.

Mitigation Plan

Hazard mitigation plans are a principal component of FEMA's hazard mitigation programs. A FEMA-approved state or tribal hazard mitigation plan must be in place in order for any subapplicant in that state or tribe to be eligible for any mitigation funding. Additionally, a FEMA-approved local hazard mitigation plan must be in place in order for any local jurisdiction to be eligible for project funding. While supplying mitigation plan information is important for all subapplication types, additional steps are required to document that the approved mitigation plan contains information about a project for which a project subapplication is being developed. On this screen, the user will indicate whether there is a current, FEMA-approved mitigation plan and will provide key information about an approved plan.

Information Requirements

Information/Data Needed	*Sources of Information/Data*
Name of subapplicant's hazard mitigation plan	The FEMA-approved hazard mitigation plan
Type of hazard mitigation plan	The FEMA-approved mitigation plan, your State Hazard Mitigation Officer (https://www.fema.gov/grants/mitigation/state-contacts) or FEMA's Hazard Mitigation Plan Status website (https://www.fema.gov/emergency-managers/risk/hazard-mitigation-planning/status)
Plan approval date	The FEMA plan approval letter

Steps

1. **Is the entity that will benefit from the proposed activity covered by the current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR 201?**

   o   Select No if one of the following is true: (a) the subapplicant does not currently have a FEMA-approved hazard mitigation plan, (b) a previously approved hazard mitigation plan has expired, or (c) the purpose of the subapplication is to develop a new hazard mitigation plan or to update an expired plan.

   > **Tip**
   >
   > For a mitigation project subapplication, the subapplicant should be aware that a FEMA-approved hazard mitigation plan must be in place by the application deadline.

   o Select Yes if the subapplicant currently has a FEMA-approved hazard mitigation plan.

    a. **Please provide plan information**

      i. Select the **+ Enter plan details** link to supply information on the approved plan.

Enter plan details

[Instructional Text Here] Lorem ipsum dolor sit amet consectetur adipisicing elit.

Plan name

State mitigation plan

Plan type

State Multi-Hazard Mitigation Plan

Is this plan type standard or enhanced?

 ○ Standard

 ○ Enhanced

Plan approval date (MM/DD/YYYY)

Proposed activity description (Optional)

Save plan details

✖ Cancel

<div align="center">Mitigation plan details</div>

      ii. Enter the **Plan name** from the FEMA-approved state, territorial, tribal, or local hazard mitigation plan.

iii. Select the **Plan type** from the drop-down menu:

    – State Multi-Hazard Mitigation Plan

    – Tribal Multi-Hazard Mitigation Plan

    – Local Multi-Hazard Mitigation Plan

    – Tribal (Local) Multi-Hazard Mitigation Plan

Tip
Tribal governments are eligible to apply (a) directly to FEMA as an applicant or (b) through the state applicant as a subapplicant. The type of mitigation plan selected should be the type of plan that FEMA has approved.

    – Local Multijurisdictional Multi-Hazard Mitigation Plan

    – Tribal (Local) Multijurisdictional Multi-Hazard Mitigation Plan

iv. **Is this plan type standard or enhanced?**

This question will be displayed if the **Plan type** selected was either State Multi-Hazard Mitigation Plan or Tribal Multi-Hazard Mitigation Plan.

    – If your state or tribe has an enhanced mitigation plan, select Enhanced.

    – If your state or tribe does not have an enhanced mitigation plan, then select Standard.

Tip
To determine if your state or tribe has an enhanced mitigation plan, either contact your State Hazard Mitigation Officer or refer to FEMA's Hazard Mitigation Plan Status website

v. **Plan approval date**

FEMA approves mitigation plans by issuing a formal letter, which cites the official approval date. Enter that approval date in DD/MM/YYYY format. (Note that this date must be on or before the current date; it cannot be a date in the future.)

vi. **Proposed activity description (optional)**

In this optional field, provide any notes about the proposed activity.

vii. After supplying all of the plan details, select the **Save plan details** button.

viii. Selecting the **Cancel** link will remove all entered plan details.

ix. To update previously entered plan details, select the **Edit** link on the right side of the plan details box.

> **Best Practice**
>
> Although the Proposed activity description is an optional field, users are strongly encouraged to include both the section number and page number of the mitigation plan where the activity is referenced. For easiest reference, scan the page(s) of the mitigation plan that references the proposed activity and include it in the **Attachments** section.

x. After entering the updated plan information, select the **Update plan details** button to save the updated information.

2. **Please provide any additional comments below (optional).**

   o If No was selected because the subapplicant does not have an approved mitigation plan but still wishes to apply for mitigation funding, provide comments or an explanation. (For example, the subapplicant may have reason to believe that FEMA will approve their local hazard mitigation plan during the timeframe between the date the subapplication is submitted to FEMA and the application deadline.)

   o If Yes was selected because the subapplicant has an approved mitigation plan, supplying additional comments is optional.

3. **Attachments**

   a. When developing a project subapplication, a subapplicant must demonstrate that the proposed project is addressed in the approved hazard mitigation plan. Rather than attach the entire mitigation plan, scan the page(s) of the plan that address the mitigation project to a file and then attach that file using the **Attach a document** button.

   b. To remove a file, use the **Delete** link.

4. Select the **Continue** button.

Scope of Work

In the Scope of Work section, the user will provide detailed information about the proposed mitigation activity, including descriptions of the geographic location and how the proposed activities will be implemented. The type of information that will need to be supplied depends on the type of subapplication that was selected from the Start a subapplication screen (i.e., plan, project, project scoping, technical assistance, or management cost). Since a proposed project will often require construction, the greatest level of detail will need to be supplied for the scope of work for a project subapplication. The information requested to be provided in the Scope of Work section will provide the applicant and FEMA with sufficient information to evaluate the proposed activity for eligibility.

The information requirements and steps to complete the Scope of Work section for the different types of subapplications are provided in the following sections:

- Plan subapplication: Section A

- Project subapplication: Section B

- Project scoping subapplication: Section C

- Technical assistance subapplication: Section D

- Management cost subapplication: Section E

A.Scope of Work for a Plan Subapplication

The scope of work for a plan subapplication can be for either developing a new or updating an existing hazard mitigation plan per 44 CFR Part 201 requirements.

Information Requirements

Information/Data Needed	Sources of Information/Data
Hazard Mitigation Assistance Guidance	FEMA Hazard Mitigation Assistance Guidance at https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15
FEMA Hazard Mitigation Planning requirements and resources	Hazard Mitigation Planning website (https://www.fema.gov/emergency-managers/risk/hazard-mitigation-planning), which include handbooks, guidance, and other helpful resources

Steps

1. **Title of proposed activity**

   The title displayed for the proposed activity is the title that the user entered from the **Start a subapplication** screen. After a subapplication is created, its title can only be changed in this field, and changes made to the title here will be cascaded throughout the subapplication. The user may change the title here whenever needed.

2. **Primary activity type**

   a. Select the **Primary activity type** from the drop-down menu that most closely fits the intended mitigation planning activity.

   b. In some cases, after a Primary activity type is selected, a list of sub-activities will be presented. Select the **Primary sub-activity type** from the drop-down menu that corresponds to the intent of the subapplication. If Other or Other plan is selected, supply an explanation of the sub-activity type in the window provided.

   c. After a Primary activity type is selected, a list of secondary activity types will be displayed. If applicable, select the **Secondary activity type** from the drop-down menu that corresponds to the intent of the subapplication.

   d. In some cases, when a Secondary activity type is selected, a list of secondary sub-activities menu may be displayed. In this case, select the **Secondary sub-activity type** from the drop-

down menu that corresponds to the intent of the subapplication. If Other or Other plan is selected, supply an explanation of the sub-activity type in the window provided.

e. If a Secondary activity type is selected, a list of tertiary activity types will be displayed. If applicable, select the **Tertiary activity type** from the drop-down menu that corresponds to the intent of the subapplication.

f. In some cases, when a Tertiary activity type is selected, a list of tertiary sub-activity types may be displayed. In such a case, select the **Tertiary sub-activity type** from the drop-down menu that corresponds to the intent of the subapplication. If Other or Other plan is selected, supply an explanation of the sub-activity type in the window provided.

3. **Geographic areas description**

Supply a general description of the area that will be covered by the proposed plan, including the communities and counties that are expected to participate in the planning process. The description may include prominent hazard-creating features like rivers, coastlines, and faults.

4. **Hazard sources**

a. The hazard source refers to the hazard risk that will be analyzed in the mitigation plan. Select the **Primary hazard source** from the drop-down menu that would be the most significant hazard risk that will be analyzed in the mitigation plan.

Hazard sources
Primary hazard source

Select
Biological incident
Chemical incident
Civil disturbance
Cyber incident
Dam/Levee break
Disease
Drought
Earthquake
Explosion
Extreme temperature
Fire
Flooding
Hostile action
Infrastructure failure
Landslide/Debris flow
Nuclear explosion
Radiological incident
Severe storm
Solar event
Space object
Tornado
Tropical cyclone (Hurricane/Typhoon)
Tsunami
Uncategorized
Volcano
Winter storm

Primary hazard sources

b. After a Primary hazard source is selected, the user has the option to select a **Secondary hazard source**. After a Secondary hazard source has been selected, it can be removed by selecting the Select option at the top of the drop-down menu.

c. After a Secondary hazard source is selected, the user has the option to select a **Tertiary hazard source**. After a Tertiary hazard source has been selected, it can be removed by selecting the Select option at the top of the drop-down menu.

> **Tip**
>
> The system allows a user to indicate a maximum of three hazard sources. If more than three hazard sources are applicable, indicate the three hazards (analyzed in the mitigation plan) that are the most prevalent. Then indicate the other hazard sources by supplying an **Additional comment** or by providing an **Attachment**.

5. **Evaluation process description**

    For plan update activities, explain the process that the subapplicant will follow to review and evaluate the existing hazard mitigation plan to be updated.

6. **Implementation process description**

    Explain the general process that the subapplicant will follow for completing the mitigation planning work, making references to FEMA's [mitigation planning requirements](https://www.fema.gov/emergency-managers/risk/hazard-mitigation-planning) (https://www.fema.gov/emergency-managers/risk/hazard-mitigation-planning).

7. **Primary sources description**

    List the sources of information that will be used during the mitigation planning process, such as previously completed mitigation plans and new or updated risk data sources.

8. **Staff and resources description**

    Describe the staff—whether existing or hired—that the subapplicant will use in the planning process. Name the resources—which refers to equipment and supplies—that will be made available by the subapplicant.

9. **Additional comments (optional)**

    If desired or if it would be helpful for reviewers, add narrative scope of work comments.

10. **Attachments**

    a. Use the **Attach a Document** button to attach each piece of documentation that supports answers provided in the Scope of work screen.

    b. To remove a file, click the **Delete** link.

11. Select the **Continue** button.

B. Scope of Work for a Project Subapplication

A project subapplication will be created for any mitigation activity taken to reduce risk. The [Hazard Mitigation Assistance Guidance](https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15) (https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15) provides a list of eligible mitigation projects. In the Scope of Work section, the user will classify the proposed mitigation project as either construction or non-construction. While construction projects make physical changes to the landscape or to buildings to change their risk parameters, non-construction projects are for mitigation activities like education and outreach programs that do not make physical changes to the natural or developed landscape.

Information Requirements

Information/Data Needed	Sources of Information/Data
Eligible mitigation activities	FEMA Hazard Mitigation Assistance Guidance: https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15 State Hazard Mitigation Officer: https://www.fema.gov/grants/mitigation/state-contacts
Community Lifelines information	FEMA's Community Lifelines website: https://www.fema.gov/emergency-managers/practitioners/lifelines
Data and documentation to demonstrate technical feasibility	Design professionals such as licensed Professional Engineers or licensed architects

Steps

1. **Subapplication Title (include type of activity and location)**

   The title displayed is the title that the user entered from the **Start a subapplication** screen. After a subapplication is created, its title can only be changed in this field, and changes made to the title here will be cascaded throughout the subapplication. The user may change the title here whenever needed.

2. **Primary activity type**

   a. From the drop-down list, select the **Primary activity type** that most closely fits the intended mitigation project. For assistance with identifying a primary activity type, consult the Eligible Activities section of the most recent [Hazard Mitigation Assistance Guidance](https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-) (https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-

addendum-fy15) or contact your [State Hazard Mitigation Officer](https://www.fema.gov/grants/mitigation/state-contacts) (https://www.fema.gov/grants/mitigation/state-contacts). If Other is selected, supply an explanation of the activity type in the window provided.

Primary activity types

b. In some cases, when a Primary activity type is selected, a list of sub-activity types will be displayed. For example, if Retrofit is selected as the Primary activity type, a Primary sub-activity type menu will be displayed for the user to clarify what hazard type will be mitigated by the Retrofit (i.e., seismic, wildfire, wind, or other). Select the most appropriate **Primary sub-activity type** from the drop-down menu. If Other is selected, supply an explanation of the sub-activity type in the window provided.

c. After a Primary activity type is selected, a list of secondary activities types will be displayed. In cases that include more than one eligible mitigation activity, a **Secondary activity type** should be selected. For example, both acquisition and elevation may be components of a flood mitigation project or a generator may be part of a wind retrofit project. If Other is selected, supply an explanation of the activity type in the window provided. If there is no secondary activity type for the project, this field can be left blank.

d. In some cases, when a Secondary activity type is selected, a list of secondary sub-activity types will be displayed. For example, in a case where a generator is part of a wind retrofit project, a secondary sub-activity type for a generator would be displayed for the user to clarify whether the generator is permanent or portable or if the sub-activity is for generator hookups. Select the **Secondary sub-activity type**. If Other is selected, supply an explanation of the sub-activity type in the window provided.

e. If a Secondary activity type is selected, a list of tertiary activity types will be displayed. Select the most appropriate **Tertiary activity type**. If Other is selected, supply an explanation of the activity type in the window provided. If there is no tertiary activity type for the project, this field can be left blank.

f. In some cases, when a Tertiary activity type is selected, a list of tertiary sub-activity types will be displayed. Select the **Tertiary sub-activity type**. If Other is selected, supply an explanation of the sub-activity type in the window provided.

3. **Geographic areas description**

Supply geographic information that is as detailed as possible about the project being scoped. The description of the geographic areas will depend on the project type. For example, the geographic area for a wildfire hazardous fuels reduction project would be described as an area mitigated; the geographic area for a utility mitigation project would be described in terms of linear features; and a project for culvert improvements would be described as points on a map.

> **Tip**
>
> Note that other geographic information such as geospatial coordinates (i.e., latitude and longitude) will be entered in the **Location** section of the subapplication.

4. **Community lifelines**

a. Community Lifelines (https://www.fema.gov/emergency-managers/practitioners/lifelines) are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. Therefore, mitigating the loss of lifelines improves a community's resilience. From the drop-down menu, select a **Primary community lifeline** to name at least one community lifeline applicable to the proposed project.

Community lifelines
Primary community lifeline

Select
Safety and security
Food, water, shelter
Health and medical
Energy
Communications
Transportation
Hazardous material

Primary community lifelines

b. After a Primary community lifeline is selected, a list of primary sub-community lifelines will be enabled. The sub-menu displayed will be different for each primary community lifeline selected. Select a **Primary sub-community lifeline**.

Primary sub-community lifelines for Transportation primary community lifeline

c. The user has the option to select a **Secondary community lifeline**. Making a selection is optional and will depend on the nature of each individual project being scoped and whether another lifeline is applicable. After a Secondary community lifeline has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

d. After a Secondary community lifeline is selected, a list of secondary sub-community lifelines will be displayed. Select a **Secondary sub-community lifeline.**

e. After a Secondary community lifeline is selected, the user has the option to select a **Tertiary community lifeline**. Making a selection is optional and will depend on the nature of each individual project being scoped and whether another lifeline is applicable. After a Tertiary community lifeline has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

f. After a Tertiary community lifeline is selected, a list of tertiary sub-community lifelines will be displayed. Select a **Tertiary sub-community lifeline.**

5. **Hazard sources**

a. The hazard source refers to the hazard type that will be mitigated by the project being scoped. Select a **Primary hazard source** from the drop-down menu. If Uncategorized is selected, supply an explanation in the window provided.

Primary hazard sources

b. After a Primary hazard source is selected, the user has the option to select a **Secondary hazard source**. Making this selection is optional and will depend on the nature of each individual project and whether another hazard source is applicable. For example, a coastal elevation project could have a secondary hazard because it could mitigate both a flooding hazard and a hurricane wind hazard. After a Secondary hazard source has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

c. After a Secondary hazard source is selected, the user has the option to select a **Tertiary hazard source**. Once a Tertiary hazard source has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

6. **Is this a phased project?**

a. Select Yes or No. For assistance, consult with your State Hazard Mitigation Officer or the latest Hazard Mitigation Assistance Guidance for the definition and procedural information for phased projects at https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15.

b. For phased projects, the system will require users to enter Phase 1 and Phase 2 cost estimate information in the Budget screen.

7. **Are you doing construction in this project?**

a. Select Yes or No. For most project types, the answer will be Yes; however, education and outreach projects are examples of projects that would not involve construction.

b. After answering this question, the system will automatically select the applicable budget forms and assurances (i.e., either for construction or non-construction) for future screens, and a message will be displayed to inform the user.
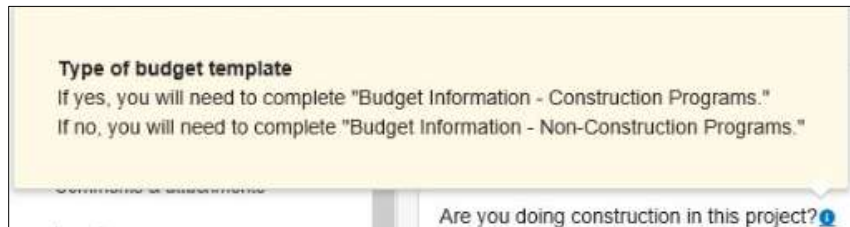
Budget template information message

c. Note that the answer to this question will determine what information will be requested in the **Budget** section of the subapplication, and any data entered in the Budget section of the subapplication will be lost if the answer to this question is changed here.

8. **Population affected**

    Supply the percentage of the population that will be affected by the proposed project.

9. **Detail/description of stated percentage**

    Explain how the percentage provided in the previous field was determined. There is no official guidance about how the population affected should be determined. However, the number of people who will benefit from the proposed project should be a known variable from the scope of work. Then divide this number by a total population to determine the percentage of the population affected.

10. **Provide a clear and detailed description of your proposed activity**

    Describe the need for the proposed project, including citing past event and damage history. Explain how the proposed project will mitigate such damages and losses in the future.

> **Best Practice**
>
> A complete Scope of Work should answer any potential questions that a person who is completely unfamiliar with the problem might have such as: Who? What? Where? When? Why?

11. **How will the mitigation activity be implemented?**

    Explain the process that the subapplicant will follow to implement the mitigation project. Include information about the procurement process that the subapplicant will follow, if that process will be required.

12. **Describe how the project is technically feasible and will be effective in reducing the risk by reducing or eliminating damage to property and/or loss of life in the project area.**

    a. Technical feasibility refers to the extent that the completed project will mitigate damages and losses as claimed in the subapplication. Demonstrating technical feasibility often requires providing technical documentation, which requires consultation with design professionals like Professional Engineers or licensed architects.

        o Engineering design documentation demonstrates how the proposed project will reduce risk after it is completed. Documentation may include preliminary schematic or engineering drawings, a clear explanation of design parameters that will be followed, and the level of protection. Examples of the level of protection are protection to a certain windspeed for hurricane wind retrofits or protection to a certain flood recurrence interval (e.g., a 100-year or 1%-annual chance flood). Any engineering practices and best practices proposed in the design should be explained.

        o For certain hazard types, FEMA has developed design standards that must be followed in order for a project to be considered eligible for funding. For example, FEMA Publication 361 prescribes design standards for safe room projects.

        o For projects that require professional input, a response to this prompt may be provided by them or may be taken from technical reports such as a project feasibility study.

        o Technical feasibility should also explain any required building or construction codes, such as the International Wildland Urban Interface Code for some areas that are at high risk for wildfires.

    b. Technical documentation should be attached in the **Attachments** section at the bottom of the screen.

13. **Who will manage and complete the mitigation activity?**

Explain how the project will be managed. For example, will a local community provide staff as a project manager to oversee the progress? Explain whether existing or hired staff will be used. Name resources, which refers to equipment and supplies.

14. **Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)?**

Residual risk refers to the amount of risk that will *not* be mitigated by the proposed project. For example, if a culvert that is washed out by a 10-year (10%-annual chance) flood would be replaced by a culvert that provides 100-year (1%-annual chance) capacity, the residual risk would be any event greater than the designed 100-year level of protection. The response to this question often can use the same source of information that was used for the response for the technical feasibility prompt above.

15. **When will the mitigation activity take place?**

Provide a general narrative description that starts with the application deadline and assumes several months for FEMA's review and awarding process. Note that the user will provide a detailed project schedule in the **Schedule** section of the subapplication.

16. **Explain why this project is the best alternative. What alternatives were considered to address the risk and why was the proposed activity considered the best alternative?**

Identify and provide a description of other projects that could mitigate the problem/risk and explain why those were not selected. This ensures that the project subapplication is the result of a locally driven, deliberative process.

> **Tip**
>
> The approved hazard mitigation plan can be a reliable source of information about other projects that were considered to address the risk.

17. **Please identify the entity that will perform any long-term maintenance and provide a maintenance schedule and cost information.**

Long-term maintenance helps to ensure that a mitigation project will maintain its effectiveness at reducing risk beyond its initial construction, into the future.

o   To ensure long-term maintenance will be provided, certain project types require operations and maintenance plans.

o   Name the entity that will be performing the long-term maintenance.

o   Supply a schedule of how often maintenance will be conducted.

> **Tip**
>
> If maintenance costs are applicable to the project, they must be included in the benefit-cost analysis; however, they cannot be included in the project's detailed budget.

o   Information on maintenance costs is likely to be contained in documentation used in the benefit-cost analysis (in the **Cost-effectiveness** section of the subapplication).

18. **Additional comments (optional)**

19. If desired or if it would be helpful for reviewers, add narrative scope of work comments.

20. **Attachments**

a. Use the **Attach a Document** button to attach each piece of documentation that supports answers provided in the Scope of work screen, including mitigation activities, community lifelines, hazard sources, and mitigation approach and effectiveness.

b. To remove a file, click the **Delete** link.

21. Select the **Continue** button.

C. Scope of Work for a Project Scoping Subapplication

The goal of a project scoping subapplication is to "scope out," or make preparations, before developing a complete project subapplication. Most often, project scoping funds are awarded for complex projects that require an exceptional amount of development that is beyond a subapplicant's resources to complete in support of a regular project subapplication. If the project scoping process determines that the project would likely meet all eligibility requirements, the expectation is that the subapplicant would seek project funding in the future.

Information Requirements

Information/Data Needed	Sources of Information/Data
Eligible activity types	FEMA Hazard Mitigation Assistance Guidance: https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15 State Hazard Mitigation Officer: https://www.fema.gov/grants/mitigation/state-contacts
Community Lifelines information	FEMA's Community Lifelines website: https://www.fema.gov/emergency-managers/practitioners/lifelines

Steps

1. **Title of proposed activity**

   The title displayed is the title that the user entered from the **Start a subapplication** screen. After a subapplication is created, its title can only be changed in this field, and changes made to the title here will be cascaded throughout the subapplication. The user may change the title here whenever needed.

2. **Primary activity type**

   a. From the drop-down list, select the project scoping **Primary activity type** that most closely fits the intended mitigation project. For assistance with identifying an activity type, consult the *Eligible Activities* section of the most recent Hazard Mitigation Assistance Guidance (https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15) or contact your State Hazard Mitigation Officer (https://www.fema.gov/grants/mitigation/state-contacts). If Other is selected, supply an explanation of the activity type in the window provided.

Primary activity types

b. After a **Primary activity type** is selected, a list of secondary activity types will be displayed. Select a **Secondary activity type.** If Other is selected, provide an explanation of the activity type in the window provided. If there is no secondary activity type for the intended mitigation project, this field can be left blank.

c. If a Secondary activity type is selected, a list of tertiary activity types will be displayed. Select a **Tertiary activity type.** If Other is selected, supply an explanation of the activity type in the window provided. If there is no tertiary activity type for the intended mitigation project, this field can be left blank.

3. **Geographic areas description**

Supply geographic information about the project being scoped that is as detailed as possible. The description of the geographic areas will depend on the project type. For example, the geographic area for a wildfire hazardous fuels reduction project would be described as an area mitigated; the geographic area for a utility mitigation project would be described in terms of linear features; and a project for generators would be described as points on a map.

4. **Community lifelines**

a. [Community Lifelines](https://www.fema.gov/emergency-managers/practitioners/lifelines) (https://www.fema.gov/emergency-managers/practitioners/lifelines) are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. Therefore, mitigating the loss of lifelines improves a community's resilience. Select a **Primary community lifeline** to name at least one community lifeline applicable to the proposed project.

Primary community lifelines

b. After a Primary community lifeline is selected, a list of Primary sub-community lifelines will be enabled. This list of sub-community lifelines is different for each primary community lifeline. Select a **Primary sub-community lifeline.**

Primary sub-community lifelines for Transportation primary community lifeline

c. The user has the option to select a **Secondary community lifeline**. Making a selection is optional and will depend on the nature of each individual project being scoped and whether another lifeline is applicable. After a Secondary community lifeline has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

d. After a Secondary community lifeline is selected, a list of Secondary sub-community lifelines will be displayed. Select a **Secondary sub-community lifeline.**

e. After a Secondary community lifeline is selected, the user has the option to select a **Tertiary community lifeline**. Making a selection is optional and will depend on the nature of each individual project being scoped and whether another lifeline is applicable. After a Tertiary community lifeline has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

f. After a Tertiary community lifeline is selected, a list of tertiary sub-community lifelines will be displayed. Select a **Tertiary sub-community lifeline.**

5. **Hazard sources**

a. The hazard source refers to the hazard type that will be mitigated by the project being scoped. Select a **Primary hazard source** from the drop-down menu. If Uncategorized is selected, supply an explanation in the window provided.

Hazard sources
Primary hazard source

Select
Biological incident
Chemical incident
Civil disturbance
Cyber incident
Dam/Levee break
Disease
Drought
Earthquake
Explosion
Extreme temperature
Fire
Flooding
Hostile action
Infrastructure failure
Landslide/Debris flow
Nuclear explosion
Radiological incident
Severe storm
Solar event
Space object
Tornado
Tropical cyclone (Hurricane/Typhoon)
Tsunami
Uncategorized
Volcano
Winter storm

Primary hazard sources

b.   After a Primary hazard source is selected, the user has the option to select a **Secondary hazard source**. Making this selection is optional and will depend on the nature of each individual project and whether another hazard source is applicable. For example, a coastal elevation project could have a secondary hazard because it could mitigate both a flooding hazard and a hurricane wind hazard. After a Secondary hazard source has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

c.   After a Secondary hazard source is selected, the user has the option to select a **Tertiary hazard source**. After a Tertiary hazard source has been selected, it can be removed by selecting the Select option at the top of the drop-down list.

6.   **How will the mitigation activity be implemented?**

Explain the project scoping process that the subapplicant will follow.

7.   **What is the scope of work of the proposal? Will it result in a complete project subapplication for future funding opportunities?**

Provide as much information as possible that explains the need for the project, including the location, why the project is needed, the mitigation solution being scoped, and who will be doing the project scoping. The scope of work should state whether the project scoping effort will result in a complete project subapplication.

8.   **Who will manage and complete the mitigation activity?**

Explain how the project scoping process will be managed. For example, will a local community supply staff as a project manager to oversee the progress? Explain whether existing or hired staff will be used. Name resources, which refers to equipment and supplies.

9. **What are you doing to consider other risks in the project area?**

Describe risks from the same hazard being mitigated or from other hazards that will need to be addressed during the project scoping process.

10. **Is there an estimate for when the mitigation activity will take place?**

Supply a general explanation of when the project scoping activity could begin and when it could be completed. This estimate should be consistent with information provided in the **Schedule** section.

11. **What alternatives will be considered?**

Name and provide a description of other projects that could mitigate the problem and explain why those were not selected for project scoping.

12. **Do activities being considered align with hazard mitigation plan?**

Explain how the scoping for this project conforms with the FEMA-approved local or tribal hazard mitigation plan.

13. **Additional comments (optional)**

If desired or if it would be helpful for reviewers, supply other narrative comments about the project scoping scope of work.

14. **Attachments**

    a. Use the **Attach a Document** button to attach each piece of documentation that supports answers provided in the Scope of work screen, including mitigation activities, community lifelines, hazard sources, and mitigation approach and effectiveness.

    b. To remove a file, click the **Delete** link.

15. Select the **Continue** button.

D. Scope of Work for a Technical Assistance Subapplication

Funding for technical assistance may be requested under the Flood Mitigation Assistance (FMA) program only. Funding for technical assistance is only available for an applicant—not a subapplicant. Technical assistance refers to assistance that an applicant provides to subapplicants as they develop their subapplications.

Information Requirements

Information/Data Needed	Sources of Information/Data
List of eligible technical assistance activities	FEMA Hazard Mitigation Assistance Guidance at https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15

Steps

1. **Title of proposed activity**

   The title displayed is the title that the user entered from the **Start a subapplication** screen. After a subapplication is created, its title can only be changed in this field, and changes made to the title here will be cascaded throughout the subapplication. The user may change the title here whenever needed.

2. **Primary activity type**

   Select Technical Assistance from the drop-down menu.

3. **Geographic areas description**

   Most often, an applicant will be using technical assistance funds to support FMA program activities statewide. Therefore, the user may enter the general description of "Statewide" in this field. However, if more detailed information is known at the time of application, then a more detailed description should be provided.

4. **What will the technical assistance funding be used for?**

   Explain how the technical assistance funds will be used by the applicant, especially highlighting how technical assistance activities will be kept separate from any management cost award activities. Consult the Hazard Mitigation Assistance Guidance (https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15) for a list of eligible technical assistance activities.

5. **Primary sources description**

   List the sources of information that will be used when implementing the technical assistance award, such as recent flood claim data and past FMA program outreach projects.

6. **Staff and resources description**

   Name the staff, whether existing or hired, that the applicant will use during the implementation of the technical assistance award. Name the resources—which refers to equipment and supplies—that will be made available by the applicant.

7. **Additional comments (optional)**

   If desired or if helpful to reviewers, add narrative comments about anything related to the scope of work.

8. **Attachments**

   a. Use the **Attach a Document** button to attach each piece of documentation that supports answers provided in the Scope of work screen.

   b. To remove a file, click the **Delete** link.

9. Select the **Continue** button.

E. Scope of Work for a Management Cost Subapplication

Management costs are costs incurred by an applicant to manage its awarded subapplication(s). Management cost funding is only available for an applicant—not a subapplicant.

Information Requirements

Information/Data Needed	Sources of Information/Data
Hazard Mitigation Assistance Guidance	FEMA Hazard Mitigation Assistance Guidance at https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15

Steps

1. **Title of proposed activity**

   The title displayed is the title that the user entered from the **Start a subapplication** screen. After a subapplication is created, its title can only be changed in this field, and changes made to the title here will be cascaded throughout the subapplication. The user may change the title here whenever needed.

2. **Primary activity type**

   Select Management Costs from the drop-down menu.

3. **Geographic areas description**

   Most often, an applicant will be using management costs to support mitigation activities statewide. At the time of application, an applicant has no way of knowing which subapplications will be awarded in a competitive review process. Therefore, the user may enter the general description of "Statewide" in this field. However, if more detailed information is known at the time of application, then a more detailed description should be provided.

4. **How will management costs support mitigation activities?**

   Explain how the applicant will use the management costs funds. Remember to explain if and how the applicant (as the recipient) will pass through management cost funding to the subrecipient(s).

5. **What staff and resources will be used to implement the activities (direct and indirect costs)?**

   Explain whether existing or hired staff will be used. Name resources, which refers to equipment and supplies. "Direct costs" refers to expenses that can be applied directly for a specific award or subaward, while "indirect costs" refer to resources needed to manage the entire program, including multiple awards and subawards. Indirect costs might be used for cost items like office rent and utility costs. (More specific details for direct and indirect costs will need to be entered in the Budget section of the subapplication.)

6. **What activities will be funded?**

   Explain the activities that the applicant expects to undertake in support of the subapplications to be submitted in its application.

7. **Additional comments (optional)**

   If desired or if helpful for reviewers, add narrative comments about anything related to the scope of work.

8. **Attachments**

   a. Use the **Attach a Document** button to attach each piece of documentation that supports answers provided in the Scope of work screen.

   b. To remove a file, click the **Delete** link.

9. **Select** the **Continue** button.

Schedule

In the Schedule section, the user will document the work schedule for the proposed mitigation activity by defining tasks and their proposed durations. Especially for project subapplications, it is common for an outside professional to prepare a detailed project schedule for the subapplicant. The user will need to enter the milestones from a prepared schedule into the system to create a consistent schedule format. The user will also supply an estimate of the start date, end date, and total duration of the entire mitigation activity.

Information Requirements

Information/Data Needed	Sources of Information/Data
Scope of work and related work schedule developed by a professional	Professional organization or contractor

Steps

1. **Add tasks to the schedule**

   To begin adding tasks to document the work schedule, select the **+ Add a task** button.

2. **Add a task**

Add a task

a. Enter the **Task name**, consistent with the schedule developed for the mitigation activity.

b. Enter the **Task description**, which should be consistent with the work described in the Scope of work section of the subapplication.

> **Tip**
>
> Make sure to include the often-overlooked tasks for signing award agreements, bidding, permitting, and closeout.

c. Enter the estimated **Start month** of the task using the number of the month within the total estimated months in the period of performance. For example, if a total period of performance of a mitigation activity is 30 months, a task may start in month 6.

d. Enter the **Task duration** (in number of months).

e. Select the **Save task** button to save all the information for that task.

f. Repeat the above steps until all tasks that make up the work schedule are added.

> **Tip**
>
> The subapplicant should be familiar with the requirements of the project type to understand the schedule and whether the duration for each task is reasonable (see the FEMA HMA Guidance Addendum for the most common project types).

3. **Estimate the total duration of your proposed activities (in months).**

   Enter the total duration of the proposed mitigation activity—or period of performance—in months.

> **Best Practice**
>
> As a best practice, the total duration of the proposed mitigation activity should be 36 months or less.

Estimate the total duration of your proposed activities (in months).

Proposed project start and end dates

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Total duration of proposed activities

4. **Proposed project start and end dates**

   a. Enter the **Start Date** in MM/DD/YYYY format. To estimate the Start Date, predict the time that FEMA will need to review and award subapplications and applications.

   b. Enter the **End Date** in MM/DD/YYYY format. This should be equal to the **Start Date** plus the **total duration of your proposed activities**, i.e., the total number of days in the proposed period of performance.

5. Select the **Continue** button.

Tip
A reasonable estimate for FEMA's review time would be several months after the submission deadline. FEMA may require that an updated schedule be submitted upon award.

Tip
The schedule supplied in the subapplication is a proposed schedule. After award, a subrecipient will be able to request extensions for extenuating circumstances, such as construction delays.

Budget

Similar to the process used in the Schedule section, in the Budget section, the user will build a budget (i.e., cost estimate) by adding cost items, which will eventually comprise the total cost for the mitigation activity. The data required to be provided in the budget forms depend on whether the mitigation activity involves construction. For project scoping, planning, management cost, and technical assistance subapplications, the system will display form fields applicable for non-construction mitigation activities. For project subapplications, the form fields displayed by the system will have minor differences, depending on whether the user showed (in the Scope of Work section) that a project will involve or will not involve construction. The system will automatically incorporate user-provided data into the applicable budget form.

Information Requirements

Information/Data Needed	Sources of Information/Data
Budget/cost estimate for the proposed activity	Professional organization or contractor
Budget narrative that explains how the subapplicant determined the estimated costs	Professional organization or contractor or subapplicant representative who is familiar with how the costs were estimated
Descriptions of eligible costs	2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
Delineation of phases for phased projects	FEMA Hazard Mitigation Assistance Guidance: https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15 State Hazard Mitigation Officer: https://www.fema.gov/grants/mitigation/state-contacts
Documentation of non-federal funding sources	Fund commitment letter from the entity supplying the non-federal funding
Documentation to show the subapplicant is a small impoverished community	Information from a reliable source, including government documents or websites or documentation from the applicant-level agency that administers the Community Development Block Grant program

Steps

1. **Add budget cost types and item(s)**

   a. The heading of this section be will depend on the type of subapplication:

      o If the subapplication is for planning, management cost, or technical assistance, the following heading will be Budget type: Non construction.

      o If the subapplication is for a project, the heading will depend on what was selected in response to the question "Are you doing construction in this project?" from the Scope of work screen.

        – If the response was No, then the heading will be Budget type: Non construction.

        – If the response was Yes, the heading will be Budget type: Construction.

   b. To begin documenting the budget, select the **+ Add cost type button**.

2. **Add a cost type**

   a. A cost type is a general category for costs that can be used to build the total project cost. From the Select cost type drop-down menu, select the only option available, Cost estimate.

   Add a cost type

   Select cost type:

   Cost estimate   ⌄

   Add this cost type

   Add a cost type

   b. Select the **Add this cost type** button.

   c. The Cost estimate section will be displayed. Note that as the user adds estimated costs into the system, the system will continue to calculate and update the **Grand total $** amount.

   > 💡 **Tip**
   >
   > The total project cost should be consistent throughout the subapplication and its supporting documentation.

   d. To begin documenting the budget line items for the Cost type: Cost Estimate section, select the **+ Add an item button**.

3. **Add an item**

    a. A cost item is an identifiable cost for a
        specific element of the mitigation activity.
        The cumulative cost items will add up to the
        total cost for the mitigation activity.
        Remember that the cost items in the
        budget should be closely aligned with the
        tasks outlined in the scope of work and
        schedule.

Tip

The size of the Cost type and Cost
item sections can be controlled by
clicking the triangle to the left of their
titles.

Add an item

Name of cost item

Quantity	Unit of measure	Unit price	Unit total
	Select	$	$0.00

Add an item for cost estimate

b. Enter the **Name of cost item**, using
    the same name as in the
    professionally developed
    budget/cost estimate. If the cost
    item relates directly to an element in
    the scope of work or to a task in the
    schedule, try to use the same name—
    or a similar name.

c. Enter the **Quantity** of the cost item.

d. Select the most applicable **Unit of
    measure** for the cost item from the
    drop-down menu.

Tip

The budget supplied with a subapplication
reflects estimated costs. Exact costs will not
be known until they are refined through the
bidding and procurement process. If the
subapplication is awarded, an accurate
budget will minimize future budget
constraints in case of cost overruns. Be
aware that there may be limited potential
for subapplicants to receive additional
funds beyond the initially awarded amount.

Units of measure

e. Enter the **Unit price** of the cost item, i.e., the price of a single cost item.

f. The system will automatically calculate the **Unit total** for the cost item by multiplying the **Quantity** by the **Unit price**.

g. The next field displayed will depend on whether the mitigation activity was identified as a non-construction or a construction activity:

> 💡 **Tip**
>
> Subapplicants may wish to review the cost requirements provided in 2 CFR Part 200 (https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

o   If the activity is a Non-construction mitigation activity, budget classes are applicable. A budget class is a way to assign and group general types of costs.

i. From the drop-down menu, **Select a budget class**. For example, if a contractor will be hired for the development of a mitigation plan, all cost items related to the plan development should be assigned to the "Contractual" budget class.

Budget classes for non-construction cost items

    ii.   Note that if Other is selected, you will need to supply an explanation in a budget narrative.

o   If the activity is a Construction mitigation activity, cost categories are applicable. A cost category is a way to assign and group types of costs for mitigation projects.

    i.   From the drop-down menu, **Select a cost category**. For example, all cost items related to the construction part of a mitigation project should be assigned to the "Construction" cost category.

Cost categories for construction cost items

    ii.   Note that if the Contingencies or Miscellaneous cost category is selected, you will need to supply an explanation in a budget narrative.

h. If the cost item is expected to be expended before the subaward is issued, then check the **Pre-award** box. Pre-award costs are those that are spent after the application period opens, but before receiving an award. For example, a subapplicant may wish to identify pre-award costs for time spent developing a project benefit-cost analysis or other subapplication development tasks.

i. For a phased project, select responses from the **Project phase** drop-down menu:

   o Select the phase (i.e., Phase 1 or Phase 2) during which the cost item will be spent.

   o For all remaining cost items that are included in the total project cost but would not be spent in either Phase 1 or Phase 2 (for example, pre-award costs), select Not applicable.

j. Select the **Add this item** button to save the information about the cost item.

k. Continue to **+ Add an item** until all costs for implementing the mitigation activity are entered.

4. Add a cost type for management costs:

a. After adding at least one cost item under the Cost type: Cost estimate, the **+ Add cost type button** will be displayed above the Budget type header. After entering all costs for implementing the mitigation activity, then add a budget item for management costs.

b. Select the **+ Add cost type** button.

c. Select the only choice available, Management cost. The Cost estimate section will be displayed.

d. Select the **Add this cost type** button.

Tip

Subapplicants must be aware that pre-award costs are undertaken at their own risk; those costs will not be reimbursed if the subapplication is not awarded.

Tip

For information about phased projects, consult the most recent Hazard Mitigation Assistance Guidance (https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15) or contact your State Hazard Mitigation Officer (https://www.fema.gov/grants/mitigation/state-contacts).

Tip

Per FEMA policy, a maximum of 5% of the Cost estimate total can be used for subrecipient management costs. If the cumulative amount of subrecipient management cost items exceeds 5%, a warning will be displayed.

e. Follow the same steps to add the cost items as described in Step 3, except that instead of entering text, choose the **Item** from the drop-down menu. If Other is selected, supply an explanation in a budget narrative.

Add an item

Item

Equipment
Office Space Rental
Other
Salaries
Supplies
Travel

Add an item for management costs

5. **Program income**

a. Although uncommon, program income is gross income earned by the subapplicant that is directly generated or earned through implementing the mitigation activity during the period of performance.

b. This field allows the user to enter known program income that would accrue if the subapplication is awarded.

> 💡 **Tip**
>
> Per FEMA policy, a maximum of 5% of the Cost estimate total can be used for subrecipient management costs. If the cumulative amount of subrecipient management cost items exceeds 5%, a warning will be displayed.

c. Be aware that the system will deduct the amount of program income entered from the Grand total and will recalculate the proposed federal share dollar amount and proposed non-federal share dollar amount accordingly.

6. **Cost Share**

After all cost items are entered, supply the amount and sources for the non-federal cost share by following these steps:

a. **Is this a small impoverished community?**

i. To see the definition of a small impoverished community and to review the other information and requirements, read the information provided with the question by scrolling your mouse over the "i" icon.

ii. Select Yes or No.

Small impoverished community and cost share percentages and dollar amounts

- o If Yes is selected, the **% Percentage Proposed federal share** will be set to 90%, and the system will automatically calculate the **% Percentage Proposed non-federal share** to be 10%.

- o If No is selected, the **% Percentage Proposed federal share** will be set to 75%, and the system will automatically calculate the **% Percentage Proposed non-federal share** to be 25%.

iii. The system will automatically calculate the **$ Dollar amount Proposed federal share** and the **$ Dollar amount Proposed non-federal share** based on the total budget cost that is displayed under the dollar amounts, i.e., the sum of all of the cost items that have been added.

b. If needed, the user can change the **% Percentage Proposed federal share**, **% Percentage Proposed non-federal share**, **$ Dollar amount Proposed federal share**, or the **$ Dollar amount Proposed non-federal share**.

i. If the value is modified so that the **% Percentage Proposed federal share** is greater than the allowable percentage (i.e., greater than 90% for a small impoverished community, greater than 75% for other communities, or greater than 75% for FMA subapplications that mitigate repetitive loss or severe repetitive loss properties), a text box will be displayed for the user to provide a justification.

ii. The **% Percentage Proposed non-federal share** should be adjusted if the value is changed for an "overmatch" situation, where the percentage of committed non-federal funding exceeds the minimum required percentage. (No text box will be displayed requiring a justification.)

iii. If a change to one of the percentage or dollar amount fields is made, the system will recalculate values for all % Percentage fields and $ Dollar amount fields.

c. For BRIC program subapplications, subrecipient management costs are provided as 100% federal funding. Therefore, unless the budget amounts are changed, the management cost amount will be included in the matching amount. To change the budget amounts:

i. After entering all Cost estimate budget line items, multiply the total budget amount by the final non-federal share percentage (e.g., 25%, 10%) to enter in Step iii below.

ii.   Enter the budget line items for Cost type: Management cost.

iii. Override the amount in the **$ Dollar amount Proposed non-federal share** field by entering the total budget amount calculated in Step i above . The system will recalculate the values in the four budget fields and the **% Percentage Proposed federal share** value will exceed 75% or 90%.

iv.   When the comment field is displayed, supply an explanation for why the amount exceeds the allowable federal share.

<table>
<tr><td>💡 Tip</td></tr>
<tr><td>An example of a satisfactory explanation for why the amount exceeds the allowable federal share is "The Federal share exceeds 75% with subrecipient management costs added."</td></tr>
</table>

7. **Non-federal funding sources**

The user must supply documentation for the non-federal match. At least one non-federal match source is required. The total amount added for funding sources must at least equal the **$ Dollar amount Proposed non-federal share**.

a. Select the **+ Add funding source** button.

b. The **Add funding source** section will be displayed. Complete the required fields for each non-federal match source:

Add funding source

i.   Supply the name, description, or explanation of the **Funding source**. For example, a source could be "cash contributions" provided by the subapplicant or "in-kind services" in lieu of cash.

ii. If the funds will come from a local agency or department, supply the **Name of source agency**.

iii. Enter the **Funding amount** that is being committed by the **Funding source.**

iv. The system will automatically calculate the **% Non-federal share by source** as the **$ Dollar amount Proposed non-federal share** from the previous step divided by the **Funding amount**. There is no requirement for the number of non-federal funding sources. If there is one non-federal match source, this percentage must be 100%. If there are multiple non-federal match sources, the cumulative percentage must add up to be 100%.

v. Select the **Funding type** that most accurately describes the basis for the **Funding source**. If Other is selected, supply an explanation in a budget narrative.

Funding type

Select
Administration
Cash
Consulting fees
Engineering fees
Equipment operation/rental
Labor
Other
Program income
Supplies

Funding types

vi. Enter the **Date of availability** (MM/DD/YYYY format), which is the date on which the amount of the non-federal match for this **Funding amount** will be available.

vii. Enter the **Fund commitment letter date** (MM/DD/YYYY format), which is the date that the letter was signed.

c. As needed, click the **+ Add funding source** button and follow the steps above to add information about more non-federal funding.

d. To remove a completed **Funding source,** click the **Delete this funding source** link.

8. **Please provide any additional comments below (optional)**

In this optional field, provide an explanation of any potentially confusing budget item.

9. **Attachments**

   a. Use the **Attach a Document** button to attach files that supply required elements or additional information about the budget (for example, the actual fund commitment letter or a budget narrative that describes how estimated costs were determined).

   b. To remove a file, select the **Delete** link.

10. Select the **Continue** button.

Best Practice

Use the "Attach a document" feature to add a budget narrative when required by FEMA or to supply a narrative explanation of any potentially confusing budget item.

Cost-Effectiveness

Cost-effectiveness is a requirement placed on federal agencies by the Office of Management and Budget (OMB) through Circular A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*. For FEMA's hazard mitigation grant programs, the term "cost-effectiveness" means the result of completing a benefit-cost analysis (BCA) for a proposed project. Circular A-94 stipulates economic requirements for how to conduct a BCA but leaves the procedural structure for how to complete a BCA up to the individual federal agencies. Circular A-94 stipulates that federal agencies should only fund projects where the expected benefits will be greater than the expected costs.

To comply with this requirement, FEMA created the BCA Tool, which is an Excel®-based tool used for calculating benefits and costs as part of a comprehensive BCA. The BCA Tool calculates a project's benefit cost ratio (BCR) from user-entered values for costs and benefits. Input requirements differ depending on the type and nature of a mitigation project. For example, a BCA for a flood mitigation project requires information about flood elevations and the type of structure, while a BCA for a safe room project requires information about the wind risk at the project location and the number of occupants who would be protected. For a mitigation project to be considered eligible for funding, the BCR must be greater than 1.00, i.e., the benefits must be greater than the costs. As alternatives to using FEMA's BCA Tool, there are FEMA-approved alternative methodologies that allow subapplicants to demonstrate cost-effectiveness without completing a full BCA. Subapplicants must attach all BCA-related documentation so that the Applicant and FEMA reviewers can check for completeness and accuracy.

On this screen, the user will show what methodology was used to determine cost-effectiveness and will supply information and documentation that supports both the methodology used and the data used in the calculations. This screen is applicable for project, project scoping, technical assistance, and management subapplications but is not applicable for planning subapplications.

Information Requirements

Information/Data Needed	Sources of Information/Data
FEMA's BCA Tool	FEMA's BCA Tool is available on the Benefit Cost-Analysis web page: https://www.fema.gov/grants/guidance-tools/benefit-cost-analysis
FEMA's pre-calculated benefits methodologies	The "Pre-Calculated Benefits" section of FEMA's BCA page: https://www.fema.gov/grants/guidance-tools/benefit-cost-analysis

Information/Data Needed	Sources of Information/Data
Substantial damage determination letter	From a local official, typically the local floodplain administrator
Demonstration that the building is in an SFHA	Flood Hazard Rate Map or other floodplain map where the building location is marked
Documentation of FEMA's approval for using an alternative methodology	Written approval from FEMA HQ
For complex BCA methodologies, narrative explanation of the methods and assumptions used to complete the BCA (optional)	Provided by the BCA analyst
The exported BCA from FEMA's BCA Tool	Follow the instructions contained in the help content in the BCA Tool to export the completed BCA.
All supporting documentation referenced in the completed BCA. The type of documentation will be different for each type of subapplication and each type of mitigation project. Subapplicants should keep track of the justification or documentation used in the BCA.	Acceptable sources of the documentation are listed in the help content of the BCA Tool. Some examples include an elevation certificate that shows the base flood elevation for a building, the square footage of a structure being mitigated, and itemized project costs and maintenance costs.

Steps

1. **How was cost-effectiveness determined for this project?**

Method for determining cost-effectiveness

It is possible to select more than one from the following five options:

o **BCA completed in FEMA's BCA toolkit**

   a. Select this option if a full BCA was completed using FEMA's BCA Toolkit.

b. If this option is selected, at least three files should be attached in the **Attachments** section; otherwise an error message will be displayed. One of the files must be the exported BCA, which may be either a zip file or Excel® workbook. The remaining files could be the BCA report (PDF), supporting documentation, or a narrative summary.

o   **Pre-calculated benefits**

a. Select this option if a pre-calculated benefits analysis was used.

b. The pre-calculated methodologies that exist for seven project types will be displayed:

–   Acquisitions in the special flood hazard area

–   Elevations in the special flood hazard area

–   Mitigation reconstruction in the special flood hazard area

–   Individual tornado safe rooms

–   Residential hurricane wind retrofits

–   Non-residential hurricane wind retrofits

–   Post-wildfire mitigation

> **Tip**
>
> The FEMA policy memo for each pre-calculated benefits option is referenced in the "Pre-Calculated Benefits" section of FEMA's BCA website. (See Information Requirements)

c. Select one or more types of pre-calculated benefits methodologies that apply to the project type.

o   **Substantial damage in special flood hazard area**

a. Select this option if a building has been substantially damaged (i.e., damaged more than 50% of that building's current market value) and is situated in a riverine Special Flood Hazard Area (SFHA).

b. A full BCA is not required for substantially damaged buildings. Therefore, if your project involves only substantially damaged buildings, enter the same value for the total project benefits as the total project cost.

c. To justify this designation, you will need to:

–   Supply the substantial damage determination letter from a local official (typically the local floodplain administrator)

–   Show that the building is in an SFHA, typically by a Flood Hazard Rate Map or other floodplain map where the building location is marked

- o **Other BCA methodology approved by FEMA in writing**

    Any BCA methodology that is completed outside of the FEMA BCA Toolkit or any alternative methodology must be pre-approved by FEMA. Select this option if the user will be attaching documentation that shows the subapplicant has received pre-approval by FEMA.

- o **Not applicable**

    a. Select this option if the subapplication type is anything other than for a mitigation project.

    b. If this option is selected, the user must supply an explanation for why a cost-effectiveness analysis is not applicable.

> 💡 **Tip**
>
> An example of a satisfactory explanation for why a cost-effectiveness analysis is not applicable could be "FEMA does not typically require cost-effectiveness analysis for management cost subapplications."

2. **What are the total project benefits? ($)**

> What are the total project benefits? ($)
>
> [   ] $
>
> What is the total project cost? ($)
>
> [   ] $
>
> What is the benefit-cost ratio (BCR) for the entire project?
>
> [   ]

Calculating cost-effectiveness

- o If a BCA was completed in FEMA's BCA Toolkit, enter the total project benefits from the BCA. If the project will mitigate multiple structures, then enter the total benefits for all structures.

- o If pre-calculated benefits methodologies were used, enter the pre-calculated benefit value provided in the applicable FEMA policy memo. (For example, for an acquisition project in an SFHA, if the pre-calculated benefit value is $276,000, this value would be entered as total project benefits.)

- o If FEMA approved an alternative BCA methodology in writing, enter the value of benefits that was calculated according to the alternative methodology.

3. **What is the total project cost? ($)**

    o   If a BCA was completed in FEMA's BCA Toolkit, enter the value of "Total Mitigation Project Cost" as it appears at the bottom of the Cost Estimation section of the BCA Tool.

    o   If pre-calculated benefits were used, enter the total project cost from the Budget section of this subapplication.

>
> **Tip**
>
> If maintenance costs would apply to the project, the total project cost used in the BCA must include future maintenance costs. Note that because future maintenance costs are not eligible for reimbursement, the total project cost in the BCA will be different from the budget in the subapplication.

    o   If substantial damage methodologies were used, enter the total project cost from the Budget section of this subapplication.

    o   If FEMA approved an alternative BCA methodology in writing, enter the value of total project costs used in the alternative methodology.

4. **What is the benefit-cost ratio (BCR) for the entire project?**

    a. The system will automatically calculate the BCR by dividing the total project benefits by the total project cost.

    b. If the calculated BCR is less than 1.00, a warning message will be displayed.

5. **Was sea level rise incorporated into the flood elevations in the BCA?**

    a. Note that this question is only applicable for projects that will mitigate a coastal flood hazard. For these types of project, select either Yes or No.

    b. For projects than mitigate other types of hazards, select No.

Additional cost-effectiveness questions

6. **Were environmental benefits added to the project benefits?**

   a. Note that this question is only applicable if a BCA was completed in FEMA's BCA Toolkit.

   b. In the analysis in the BCA Tool, check to see if a value for the Expected Annual Environmental Benefits ($) was calculated and added to the project benefits. This value would be shown in the "Additional Benefits – Ecosystem Services" section in the BCA Tool or in the BCA report.

   c. Select Yes or No.

   > **Tip**
   >
   > Note that environmental benefits are not applicable for some project types (for example, a safe room). This means that the "Additional Benefits – Ecosystem Services" section will not appear in the BCA Tool.

7. **Were social benefits added to the project benefits?**

   a. Note that this question is only applicable if a BCA was completed in FEMA's BCA Toolkit.

   b. In the analysis in the BCA Tool, check to see if a value for the Expected Annual Social Benefits ($) was calculated and added to the project benefits. This value would be shown in the "Additional Benefits – Social" section in the Tool or the Tool's BCA report.

   c. Select Yes or No.

> **Tip**
>
> Note that social benefits are only applicable for projects that mitigate residential properties, which means that for projects involving other structure types, the "Additional Benefits – Social" section will not appear in the BCA Tool.

8. **Does the mitigation measure incorporate nature-based solutions?**

   a. Nature-based solutions use natural systems to mitigate future hazard losses. A popular example of a nature-based solution is green Infrastructure, which refers to a range of measures that use natural systems (i.e., plant or soil), permeable pavement, stormwater harvest and reuse, or landscaping to reduce stormwater surface flows to sewer systems or to existing drainage networks. Review the scope of work for the proposed project to determine if nature-based solutions will be included in the project design.

   b. Select Yes or No.

9. **Please provide any additional comments below (optional)**

   Provide narrative comments or additional information to further explain or clarify any of the responses provided above to assist reviewers in understanding the BCA methodology used or the data used in the BCA calculations.

10. **Attachments**

    a. Use the **Attach a Document** button to attach each piece of documentation that supports the cost effectiveness methodology selected, supports the data used in the methodology, or is referenced in the BCA.

    b. To remove a file, click the **Delete** link.

> **Tip**
>
> If a BCA was performed in FEMA's BCA Tool, either attach the BCA Excel® workbook or export the BCA as a zip file or zip text file and attach the zip file here. For assistance on exporting a project BCA, refer to the help content within the BCA Tool.

> **Best Practice**
>
> While completing a BCA, BCA analysts should develop a checklist for documentation that must be supplied with the project subapplication. To hasten the review, the user should compile all the documentation into a single file, in the order it appears in the BCA Tool, and attach the single file from this screen.

> **Best Practice**
>
> For complex project BCAs, it is often helpful for reviewers to have a narrative description that explains the methodology used for completing the BCA. If a narrative report is developed, attach it as documentation from this screen.

> **Best Practice**
>
> There is a file size limitation of 1 gigabyte. For extremely large files, make every effort to reduce the file size when possible. This may entail actions such as attaching only select pages of a large document or supplying only the critical maps or drawings.

11. Select the **Continue** button.

Environmental/Historic Preservation (EHP) Review Information

As the awarding agency, it is FEMA's responsibility to determine the EHP resources present within the project impact area and to ensure compliance with the applicable requirements for those resources. FEMA must also determine the extent of impacts to EHP resources and whether adequate efforts will be made to minimize any impacts or adverse effects. The subapplicant must provide a minimum amount of information so that FEMA can perform a thorough review and make a determination about potential impacts. However, to hasten the EHP review process, subapplicants and applicants are encouraged to provide *more* than the minimum required EHP-related information. For this reason, many fields in the EHP subsections are indicated as being "optional." While supplying responses to these fields is optional, it is the best way to ensure that FEMA is able to conduct an expedited EHP review of the proposed project subapplication. An example of optional EHP information is a consultation letter from the state or federal agency that oversees a specific review. If a response from an agency has not been received by the application deadline, the user could at least attach the letter sent to the reviewing agency as documentation that the process has been started. Since it takes time to prepare and send consultation letters to agencies and to receive a response, subapplicants should plan ahead and not wait until right before the application deadline to initiate the process.

The EHP Review Information screen includes subsections A–K, where each subsection is used to indicate whether specific EHP law(s) and/or executive order(s) are applicable to the proposed project. In response to each question asked:

▪ If a Yes response is selected, a checklist of required items will be displayed for users to address and/or attach supporting documentation. The system requires that each box for the required items be checked. If they are not all checked, an error message will be displayed.

▪ If a No response is selected, the user is essentially stating that there is no presence of resources and no known impacts, and the user may proceed to the next section.

▪ If a Not known response is selected, the user must provide an explanation or more information.

Each EHP subsection has an optional field to allow users to supply more information if they believe it will assist FEMA in its review. Even if responses of Not known or No are provided, FEMA will still conduct a review, and any disagreement will result either in FEMA requesting additional information or in the subapplication not being selected for funding.

The information requirements and steps to complete subsections A–K of the EHP Information Review screen are listed in the following Sections A–K.

A. National Historic Preservation Act – Historic Buildings and Structures

The National Historic Preservation Act directs federal agencies to consider the effect of any undertaking on historic properties. This Act led to the creation of the National Register of Historic Places, which is a listing of cultural resources of national, regional, state, and local significance. Any historic buildings or structures that may be affected by a mitigation project must be named in the subapplication.

Information Requirements

Information/Data Needed	*Sources of Information/Data*
Date of construction for each building in the project	Local assessment or real estate tax records, real estate appraisal
Diagram or quadrangle map	USGS National Map Viewer https://viewer.nationalmap.gov/advanced-viewer/
Consultation letter or other information about potential historic properties in the project area	State Historic Preservation Officer: https://ncshpo.org/directory/ Tribal Historic Preservation Officer: http://www.nathpo.org/thpos/find-a-thpo/

Steps

1. **Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation and other optional information:

   a. **Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. The address and date of construction for each property affected may be supplied in the Project Site Inventory section. If it is not supplied there, attach the information here.

💡 **Tip**

Historic structures more than 50 years of age include more than buildings; they include historic districts and any object of historic importance.

      ii.   Copy and paste digital photographs into a word processing document so that you can include text for the address and can supply labels for each side(s) of the building for each photo.

      iii.   The [USGS National Map Viewer](https://viewer.nationalmap.gov/advanced-viewer) (https://viewer.nationalmap.gov/advanced-viewer) is a free resource that can be used to obtain a map of the project area. In the lower-left corner of the map viewer, ensure that the scale is no larger than 1:24,000, i.e., ensure that the number to the right of the colon is 24,000 or less.

b. **To help FEMA evaluate the impact of the project, please indicate any other information you are providing in the attachments or comment section below: (optional)**

      i.   For information about potential historic properties in the project area, contact the [State Historic Preservation Officer](https://ncshpo.org/directory) (https://ncshpo.org/directory) and/or the [Tribal Historic Preservation Officer](http://www.nathpo.org/thpos/find-a-thpo) (http://www.nathpo.org/thpos/find-a-thpo) (SHPO/THPO) or your local planning office, historic preservation organization, or historical society.

      ii.   If the information and data about alternatives to demolition was not provided in the field for alternatives considered on the Scope of work screen, then supply more details relating to historic properties here.

      iii.   If the information and data about minimizing adverse effects was not supplied in the technical feasibility field of the Scope of work screen, then provide it here. Ensure that associated costs are included in your project budget, with explanatory notes provided.

2. **Please provide an explanation and any information about this project that could assist FEMA in its review**.

    ○   If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to historic properties.

    ○   If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the historic preservation issues.

3. **Attachments**

a. If Yes or Not known is selected, attach documentation related to historic preservation issues or historic buildings and structures using the **Attach a Document** button.

b. In the **Description** column, enter a description of the file.

B. National Historic Preservation Act – Archeological Resources

If a project will affect archeological resources, the resource must be named in the subapplication. Be aware that because known archeological resources may be considered sensitive information, a SHPO or THPO may relate concerns but may not supply detailed information.

Information Requirements

Information/Data Needed	Sources of Information/Data
Area of ground disturbance	Project footprint map
Past uses of the disturbed area	Assessment records or historic deed and ownership information
Site map	USGS National Map Viewer https://viewer.nationalmap.gov/advanced-viewer/
Consultation letter or other information about potential archeological sites in the project area	State Historic Preservation Officer: https://ncshpo.org/directory/ Tribal Historic Preservation Officer: http://www.nathpo.org/thpos/find-a-thpo/

Steps

1. **Does your project involve disturbance of ground?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation and other optional information:

   a. **Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. If a project footprint was not supplied in the Scope of Work or Location screens of the subapplication, then provide it here.

      ii. To determine past uses of the area that would be disturbed, obtain assessment records or past ownership information from the local government department for recording deeds. Note the extent of previously disturbed ground.

      iii. The USGS National Map Viewer (https://viewer.nationalmap.gov/advanced-viewer) is a free resource that can be used to obtain the a map of the site. In the lower-left corner of

the map viewer, ensure that the scale is no larger than 1:24,000, i.e., ensure that the number to the right of the colon is 24,000 or less.

b. **To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)**

For information about archeological resources in the project area, contact the State Historic Preservation Officer (https://ncshpo.org/directory) and/or the Tribal Historic Preservation Officer (http://www.nathpo.org/thpos/find-a-thpo) (SHPO/THPO) or a local historic preservation organization.

2. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

   o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to archeological resources.

   o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the archeological resources issues.

3. **Attachments**

   a. If Yes or Not known is selected, attach documentation related to archeological resources using the **Attach a Document** button.

   b. In the **Description** column, enter a description of the file.

C. Endangered Species Act and Fish and Wildlife Coordination Act

The Endangered Species Act and Fish and Wildlife Coordination Act address any federal action that could result in modification of a stream or body of water, which then might have effects on the fish and wildlife resources that depend on that that body of water or its associated habitats. Therefore, any endangered species that may be affected by a mitigation project must be named in the subapplication. For example, the timing of construction for some mitigation projects may coincide with critical nesting or migration patterns of endangered species and wildlife. In these cases, delaying construction until after these periods may mitigate the potential impact, and this timeframe can be incorporated in the project schedule.

Information Requirements

Information/Data Needed	Sources of Information/Data
Consultation letter or other information about threatened or endangered species in the project area	U.S. Fish & Wildlife Service https://www.fws.gov/endangered National Marine Fisheries Service https://www.fisheries.noaa.gov/find-species
Information about threatened or endangered species or bodies of water in the project area and the potential of the project to impact those species	U.S. Fish & Wildlife Service office https://www.fws.gov/offices National Marine Fisheries Service office https://www.fisheries.noaa.gov/contact-directory/endangered-species-act-consultations State wildlife agency
Site map	USGS National Map Viewer https://viewer.nationalmap.gov/advanced-viewer/

Steps

1. **Are federally listed threatened or endangered species or their critical habitat present in the area affected by the project?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation and other optional information:

   a. **Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the**

application, please provide the required documents either through attachment and/or comment box below.)

    i.   The U.S. Fish & Wildlife Service has identified <u>threatened and endangered species in each county</u> (https://www.fws.gov/endangered), and the National Marine Fisheries Service has the capability to <u>search by species and locations</u> (https://www.fisheries.noaa.gov/find-species).

    ii.   In addition, other state or local resources may be available. Supply the source and date of the information cited.

b. **To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)**

    Requests for information sent to the <u>U.S. Fish & Wildlife Service office</u> (at https://www.fws.gov/offices), the <u>National Marine Fisheries Service office</u> (at https://www.fisheries.noaa.gov/contact-directory/endangered-species-act-consultations), or your state wildlife agency should be attached. Also attach any responses from these agencies.

c. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

    o   If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to threatened and endangered species and critical habitats.

    o   If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the threatened and endangered species and critical habitats issues.

2. **Does your project remove or affect vegetation?**

    Select Yes, No, or Not known.
    If Yes is selected, supply the required documentation and other optional information:

a. **Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please provide the required documents either through attachment and/or comment box below.)**

    i.   Describe the size of the area and the type of vegetation that would be impacted.

    ii.   A project map provided in the Scope of Work or Location screen can be modified to illustrate the extent of vegetation affected.

iii. Copy and paste digital photographs into a word processing document so that you can include text describing the vegetation that would be affected by the project.

b. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

   o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to vegetation.

   o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the vegetation issues.

3. **Is your project in, near (within 200 feet), or likely to affect any type of waterway or body of water?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation and other optional information:

   a. **If Yes, and project is not within an existing building, you must confirm that you have provided the following: (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. The [USGS National Map Viewer](https://viewer.nationalmap.gov/advanced-viewer) (https://viewer.nationalmap.gov/advanced-viewer) is a free resource that can be used to obtain the quadrangle map. In the lower-left corner of the map viewer, ensure that the scale is no larger than 1:24,000, i.e., ensure that the number to the right of the colon is 24,000 or less.

      ii. Describe the water bodies nearby and show them on a map.

      iii. Copy and paste digital photographs into a word processing document so that you can include the text describing the water body and the project area.

   b. **To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)**

      Requests for information sent to the [U.S. Fish & Wildlife Service office](https://www.fws.gov/offices) (at https://www.fws.gov/offices) or your state wildlife agency should be attached. Also attach any responses from these agencies.

   c. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

- o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to nearby water bodies.

- o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the nearby water bodies issues.

4. **Attachments**

   a. If Yes or Not known is selected, attach documentation related to endangered species, vegetation, and nearby water bodies using the **Attach a Document** button.

   b. In the **Description** column, enter a description of the file.

D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)

The intent of the Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 is to protect the nation's water resources. Together, they support the navigability of the nation's waterways, control proposed development on or around navigable channels, and clean and maintain the water quality of the nation's waters. The Clean Water Act also has a permitting system under the direction of the U.S. Army Corps of Engineers. Any wetlands that may be affected by the project must be shown in the subapplication. For example, the proposed design for a drainage improvement project may destroy or impair a wetland area.

Information Requirements

Information/Data Needed	Sources of Information/Data
Topographic map or image	USGS National Map Viewer https://viewer.nationalmap.gov/advanced-viewer/
Wetlands map	National Wetlands Inventory https://www.fws.gov/wetlands/data/Mapper.html
Consultation letter or other information about wetlands or waters of the U.S. in the project area	U.S. Army Corps of Engineers local regulatory office https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Regulatory-Contacts

Steps

1. **Will the project involve dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as 'waters of the U.S.' as identified by the US Army Corps of Engineers or on the National Wetland Inventory?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation and other optional information:

   a. Please confirm that you have supplied the information listed below by selecting each check box. (If you have not supplied these documents in any other section of the application, please attach the required documents below.)

      i. The USGS National Map Viewer (https://viewer.nationalmap.gov/advanced-viewer) is a free resource that can be used to obtain a topographic map. In the lower-left corner of

the map viewer, ensure that the scale is no larger than 1:24,000, i.e., ensure that the number to the right of the colon is 24,000 or less.

    ii.   The [National Wetlands Inventory](https://www.fws.gov/wetlands/data/Mapper.html) (https://www.fws.gov/wetlands/data/Mapper.html) is a free resource that can be used to obtain locations of wetland areas.

  b. **To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)**

    i.   Attach any requests for information sent to the U.S. Army Corps of Engineers or state resource agency. Also attach any responses from these agencies.

    ii.   To determine your U.S. Army Corps of Engineers regulatory office, visit the [Regulatory Contact Information page](https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Regulatory-Contacts) (https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Regulatory-Contacts) and click on the bolded city or state name under the Regulatory District Office Information. Your State Hazard Mitigation Officer can also supply guidance and instructions.

    iii.   If the information and data about alternatives considered was not supplied in the **alternatives considered** field of in the Scope of Work screen, then provide it here.

2. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

    o   If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to wetlands or water bodies.

    o   If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the wetlands or water bodies issues.

3. **Attachments**

  a. If Yes or Not known is selected, attach documentation related to wetlands or water bodies using the **Attach a Document** button.

  b. In the **Description** column, enter a description of the file.

E. Executive Order 11988 (Floodplain Management)

The goal of floodplain management is to preserve and manage a floodplain's natural and beneficial functions. Executive Order 11988 is separate from the National Flood Insurance Program (NFIP); however, the floodplain maps and information produced for the NFIP are excellent resources to use for estimating impacts to floodplains. Floodplains, floodways, drainage ways, watercourses, etc. within proximity of the project location must be shown. There is a good possibility that the project area of a flood mitigation project will be located within a regulated floodplain area. Even though flood mitigation projects will result in reduced flood risk to structures or an area, floodplain management requirements must still be followed.

Information Requirements

Information/Data Needed	*Sources of Information/Data*
Maps showing floodplains and floodway designations in the project area	Local floodplain administrator or FEMA Flood Map Service Center https://msc.fema.gov/portal/home
Documentation of probable floodplain management impacts in the project area, including the 8-step process	State Floodplain Manager https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/ Local floodplain administrator

Steps

1. **Does a Flood Insurance Rate Map (FIRM), Flood Hazard Boundary Map (FHBM), hydrologic study, or some other source indicate that the project is located in or will affect a 100 year floodplain, 500 year floodplain if a critical facility, an identified regulatory floodway, or an area prone to flooding?**

    Select Yes, No, or Not known.
    If Yes is selected, supply the required documentation and other optional information:

    a. **Please explain in the text box below and/or provide any documentation to identify the means or the alternatives considered to eliminate or minimize impacts to floodplains (See the 8 step process found in 44 CFR 9.6) to help FEMA evaluate the impact of the project:**

    　　i. For assistance with determining whether a FIRM or FHBM indicates the project area is within a floodplain or floodway, contact your local floodplain administrator or visit the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home).

ii. While information and data about project alternatives may have been provided in the field for alternatives considered on the Scope of work screen, provide more details about the estimated impacts from alternatives to floodplains and floodways here. You may wish to follow and document the [8 step process](https://ecfr.io/Title-44/se44.1.9_16) (https://ecfr.io/Title-44/se44.1.9_16).

b. **Please provide an explanation and any information about this project that could assist FEMA in its review**.

   o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to floodplain and floodplain management impacts.

   o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the floodplain and floodplain management issues.

2. **Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?**
Select Yes, No, or Not known.
If Yes is selected, supply the required documentation:

   a. **If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project**:

      i. Hydrologic and hydraulic information typically requires modeling that shows that the proposed project will not result in new flood-related problems in areas beyond the project location. This applies to drainage improvement projects or similar projects that would change the flow of the flood source.

      ii. Not all state water resource agencies and floodplain management agencies have the jurisdiction to approve or deny proposed actions that will alter a watercourse. For agencies that do have this jurisdiction, the request for information letter sent to the agency(ies) and any response from the agency(ies) should be attached.

      iii. Each state and territory has a [State Floodplain Manager](https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/) (https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/) who can provide floodplain management information and guidance, even if their agency does not have authority for approving projects.

      iv. Also, according to federal law and each local floodplain management ordinance, any watercourse alternation must be permitted at the local level. Therefore, the local floodplain administrator is a reliable source of information about modification of waterways.

b. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

o   If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to water drainage patterns.

o   If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the water drainage pattern issues.

3. **Attachments**

a.   If Yes or Not known is selected, attach documentation related to floodplains and watercourses using the **Attach a Document** button.

b.   In the **Description** column, enter a description of the file.

F. Coastal Zone Management Act

As administered by the National Oceanic and Atmospheric Administration's (NOAA's) Office of Coastal Management, the Coastal Zone Management Act encourages coastal states and territories to develop coastal zone management plans in order to preserve and protect the resources in this sensitive environment. A mitigation project proposed to take place in a managed coastal zone must be determined to be consistent with the coastal zone management plan before it can be funded.

Information Requirements

Information/Data Needed	Sources of Information/Data
Consultation letter or other information from your state's or territory's coastal zone management agency	Coastal Zone Management Programs https://coast.noaa.gov/czm/mystate/

Steps

1. **Is the project located in the state's designated coastal zone?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation:

   a. **Please confirm that you have provided the information listed below by selecting each check box. (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. Attached any requests for information sent to the state agency that administers the Coastal Zone Management Act, as well as responses from the agency. To determine your state or territorial coastal zone agency, ask your State Hazard Mitigation Officer or check the Coastal Zone Management program website (https://coast.noaa.gov/czm/mystate).

      ii. Include potential requirements affecting the cost or design in your project budget and/or scope of work, and supplied explanatory notes.

2. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

   o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to coastal zones.

o   If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding the coastal zone issues.

3. **Attachments**

a. If Yes or Not known is selected, attach documentation related to coastal zones using the **Attach a Document** button.

b. In the **Description** column, enter a description of the file.

G. Farmland Protection Policy Act

The Farmland Protection Policy Act is administered by the U.S. Department of Agriculture Natural Resources Conservation Service and is intended to minimize unnecessary and irreversible conversion of farmland to nonagricultural uses. The Natural Resources Conservation Service provides background information and the purpose of the [Farmland Protection Policy Act](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/?cid=nrcs143_008275) (https://www.nrcs.usda.gov/wps/portal/nrcs/detail/?cid=nrcs143_008275). If a project proposes to change farmland to a non-agricultural use, the change must be explained in the subapplication.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	None	

Steps

1. **Will the project convert more than 5 acres of prime or unique farmland outside city limits to a non-agricultural use?**

   Select Yes, No, or Not known.

   a. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

   If Yes or Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to prime farmland.

2. **Attachments**

   a. If Yes or Not known is selected, attach documentation related to prime farmland using the **Attach a Document** button.

   b. In the **Description** column, enter a description of the file.

H. Resource Conservation and Recovery Act (RCRA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Hazardous and Toxic Materials)

The RCRA addresses the handling, disposal, and recycling of debris and solid waste, including hazardous materials. CERCLA is more commonly known as the "Superfund program." FEMA mitigation funding cannot be used for the acquisition of contaminated properties until after the contaminants have been found and remediated. Any presence of hazardous or toxic materials in the project area will need to be described in the subapplication.

Information Requirements

Information/Data Needed	Sources of Information/Data
Consultation letters with state or local agencies about the past or current hazardous or toxic materials in the project area	Relevant state or local governmental agency involved with contamination
Records of past land use on property affected by project as well as adjacent properties	Examples include news articles, deeds, assessments, or other tax records
Analyses, studies, investigations, or records of enforcement actions taken related to hazardous or toxic materials contamination	Examples include soil and groundwater test results, Phase I Environmental Site Assessment, or testing building materials
Hazardous or toxic materials that will be used in project implementation	Engineering contractor or construction manager, and known required bidding specifications

Steps

1. **Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation:

   a. **If yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project: (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

i. The types of relevant documentation about property use will vary, but it could include news articles, deeds, assessments, or other tax records.

ii. The requirement for consultation letters may vary by location and will depend on whether contamination issues are managed by a local or state government agency. Attach any requests for consultations sent to state or local agencies about the hazardous or toxic materials presence or use. Also attach any responses from these agencies.

> **Tip**
>
> Contact your State Hazard Mitigation Officer for guidance about which agency(ies) to contact and whether they have a standard consultation letter format that you can use.

b. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

   o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to potential contaminants from current and past land use.

   o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding potential contaminants from current and past land use.

2. **Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation:

   a. **If yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project: (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. The types of relevant documentation about actions or investigations will vary, but it could include soil and groundwater test results, Phase I Environmental Site Assessment, or testing building materials.

      ii. The requirement for consultation letters may vary by location and will depend on whether contamination issues are managed by a local or state government agency. Attach any requests for consultations sent to state or local agencies about hazardous or toxic materials related to project implementation. Also attach any responses from these agencies.

b. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

- o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to completed site contamination analyses.

- o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding completed site contamination analyses.

3. **Does any project construction or operation activities involve the use of hazardous or toxic materials?**

Select Yes, No, or Not known.
If Yes is selected, supply the required documentation:

a. **If yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project: (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

- i. Relevant documentation includes documentation of any known potential contaminants that will be used during project implementation. An example of a potential contaminant is drilling fluids used for horizontal directional drilling.

- ii. The requirement for consultation letters may vary by location and will depend on whether contamination issues are managed by a local or state government agency. Attach any requests for consultations sent to state or local agencies about hazardous or toxic materials related to project implementation. Also attach any responses from these agencies.

b. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

- o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to hazardous or toxic materials that could be used during project implementation.

- o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding hazardous or toxic materials that could be used during project implementation.

4. **Do you know if any of the current or past land-uses of the property affected by the proposed project or of the adjacent properties are associated with hazardous or toxic materials?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation:

   a. **If yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project: (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. The types of relevant documentation about the property affected by the project as well as adjacent properties will vary, but it could include news articles, deeds, assessments, or other tax records.

      ii. The requirement for consultation letters may vary by location and will depend on whether contamination issues are managed by a local or state government agency. Attach any requests for consultations sent to state or local agencies about hazardous or toxic materials related to project implementation. Also attach any responses from these agencies.

   b. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

      o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to potential contaminants from current and past land use.

      o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding potential contaminants from current and past land use.

5. **Attachments**

   a. If Yes or Not known is selected, attach documentation related to hazardous or toxic materials using the **Attach a Document** button.

   b. In the **Description** column, enter a description of the file.

I. Executive Order 12898, Environmental Justice for Low Income and Minority Populations

Executive Order 12898 was developed to try to more equitably share the adverse impacts of siting less desirable facilities such as treatment plants and facilities. Federal agencies must evaluate their actions against any affected population to determine if adverse effects have a disproportionately high impact on minority populations or low-income populations.

Information Requirements

Information/Data Needed	Sources of Information/Data
Studies or reports indicating the presence of low income or minority populations within the project impact area	U.S. Census Bureau; state, regional, county, and local planning and development agencies; etc. Census data and income information of affected populations, such as location of public housing, minority and low-income neighborhoods, etc.
Data or any consultation letter indicating the adverse effects to low income or minority populations within the project impact area	Recommendations from the U.S. Census Bureau; state, regional, county, and local planning and development agencies; etc.

Steps

1. **Are there low income or minority populations in the project's area of effect or adjacent to the project area?**

   Select Yes, No, or Not known.
   If Yes is selected, supply the required documentation:

   a. **If yes, you must confirm that you have provided the following either in the text box below or by attachment: (If you have not provided these documents in any other section of the application, please attach the required documents or provide the description below.)**

   i. Describe the expected adverse effects of the proposed project. The adverse effects may be evident prior to developing the subapplication or they may become evident during the process of completing the subapplication and the EHP review process.

   ii. Adverse effects may be determined by obtaining recommendations from the U.S. Census Bureau; state, regional, county, and local planning and development agencies; etc.

b. **To help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)**

   i. Describe both the entire population affected as well as the portion that would be disproportionately and adversely affected.

   ii. Potential resources of information, including studies, reports, and recommendations, could be obtained from agencies, such as the U.S. Census Bureau; state, regional, county, and local planning and development agencies; etc. Cite studies and reports that document the project scope and surrounding areas as related to low income and minority populations, including direct and indirect effects.

   iii. Census data and income information of affected populations (e.g., location of public housing, minority and low-income neighborhoods, etc.) may also be useful.

   iv. Show that efforts will be made to address these adverse impacts are included in your project budget and/or scope of work, and provide explanatory notes.

c. **Please provide an explanation and any information about this project that could assist FEMA in its review.**

   o If Not known is selected, supply comments or additional information that explains the extent of known information and any attempts that have been made to gather information related to environmental justice.

   o If Yes is selected, this field is optional. Use this field to supply comments or additional information to further explain or to clarify any responses provided above to assist reviewers in understanding potential environmental justice concerns.

2. **Attachments**

   a. If Yes or Not known is selected, attach documentation related to low income and minority populations using the **Attach a Document** button.

   b. In the **Description** column, enter a description of the file.

J. Other Environmental/Historic Preservation Laws or Issues

In addition to the Acts and Executive Orders that were required to be addressed in the previous sub-sections, there may be other laws that may be applicable to—or other issues that may be associated with—your proposed hazard mitigation project. Any other relevant laws or issues need to be described in the subapplication. Your State Hazard Mitigation Officer may be able to supply guidance for other laws or issues that should be considered.

Information Requirements

Information/Data Needed	*Sources of Information/Data*
Other applicable environmental/historic preservation requirements	State Hazard Mitigation Officer https://www.fema.gov/grants/mitigation/state-contacts
Controversial issues associated with the project	State Hazard Mitigation Officer https://www.fema.gov/grants/mitigation/state-contacts Local project managers, news reports
Consultation letters related to other laws or issues	Relevant agency or organization
Record of public involvement efforts	Subapplicant agency, public notices

Steps

1. **Are there other environmental/historic preservation requirements associated with this project that you are aware of?**

   Select Yes or No.

   a. **If yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.**

      Describe the other environmental or historic preservation requirements and cite the sources of reference.

2. **Are there controversial issues associated with this project?**

   Select Yes, No, or Not known.

    a. **If yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.**

    If yes was selected, describe the controversial issues associated with the project and cite the sources of reference.

    b. **Please enter your comments below. (optional)**

    If yes was selected, the user has the option to describe a response to the controversial issues.

    c. **If Not Known, please indicate why in the text box below and any information about this project that could assist FEMA in its review.**

    If Not known was selected, supply a reason why controversial issues are not known. Describe attempts made to investigate whether there are any controversial issues associated with the project.

    d. **If Not known, you must provide additional information below.**

    Supply any additional information for why controversial issues are not known.

3. **Have you conducted any public meeting or solicited public input or comments on your specific proposed mitigation project?**

   Select Yes or No.

    a. **If yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.**

    Describe the public involvement efforts and the outcomes.

4. **Attachments**

    a. If Yes or Not known is selected, attach documentation related to other environmental laws or controversial issues using the **Attach a Document** button.

    b. In the **Description** column, enter a description of the file.

K. Summary and Cost of Potential Impacts

In this summary section, confirm that you have identified and addressed all applicable environmental and historic preservation compliance requirements, issues, and impacts in the previous parts A through J. If the project would result in potential EHP-related impacts, you will need to consider alternatives to avoid or minimize the impacts. If it is not feasible to avoid impacts, consider measures that would minimize impacts and any adverse effects, and explain these in the earlier Parts A–J. For example, ensure that EHP-related activities are named in the Scope of Work section, and ensure that the corresponding costs are included in the Budget section.

Information Requirements

Information/Data Needed	Sources of Information/Data
None	

Steps

1. **Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties?**

   Select Yes or No.
   If Yes is selected, supply the required documentation:

   a. **If Yes, you must confirm that you have provided the following: (If you have not provided these documents in any other section of the application, please attach the required documents below.)**

      i. Confirm that that you have evaluated these potential effects and have provided the materials required in Parts A through J that identify the nature and extent of potential impacts to environmental resources and/or historic properties.

      ii. Confirm that you have consulted with the appropriate parties to identify measures needed to avoid or minimize these impacts.

      iii. Confirm that you have considered alternatives that could minimize both the impacts and the cost of the project.

      iv. Confirm that you have made certain that the costs of any measures to treat adverse effects are realistically reflected in the project cost estimate.

   b. **Please enter your comments below. (optional): (Please indicate why in the text box below and any information about this project that could assist FEMA in its review.)**

Use this optional field to supply comments or additional information to further explain or to clarify any responses to assist reviewers in understanding the information provided for this summary section.

2. **Attachments**

   a. If Yes is selected, use the **Attach a Document** button to attach documentation related to avoiding or reducing EHP-related impacts that has not yet been attached.

   b. In the **Description** column, enter a description of the file.

 Best Practice

It is best to attach documentation that is pertinent to the specific part in A – J in the relevant section rather than here at the end.

Evaluation

Information on this screen must be provided as part of project, planning, and project scoping subapplications being submitted under nationally competitive grant programs. The information requested either is required by regulation or is helpful for reviewers to learn more about the community or subapplicant organization. FEMA may rank subapplications from communities that are taking voluntary proactive measures to reduce hazard risk higher than subapplications from communities that are not.

Information Requirements

Information/Data Needed	Sources of Information/Data
Status of your community's participation in the Community Rating System and CRS rating	Local floodplain administrator or FEMA's Flood Insurance Manual https://www.fema.gov/flood-insurance/work-with-nfip/manuals#flood-insurance
Status of subapplicant as a Cooperating Technical Partner	Local floodplain administrator or State Floodplain Managers—State Contacts https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/
International Building Codes adopted by subapplicant	International Codes—Adoption by State: https://www.iccsafe.org/advocacy/
Building Code Effectiveness Grading Schedule rating of the subapplicant	Local building or code enforcement personnel or ISO's Building Code Effectiveness Grading Schedule (BCEGS®) https://www.isomitigation.com/bcegs

Steps

1. **Is the applicant participating in the Community Rating System (CRS)?**

   a. Click on the link in the question to find out information about the CRS program and for additional resources.

   b. Navigate back to the **Community** screen to see what was automatically populated in the CRS community column, which shows whether the community participates in the CRS program (i.e., either Y or N).

   c. For more information about a community's participation in the CRS, either contact your local floodplain administrator or search FEMA's Flood Insurance Manual (see help box).

Determining participation in the Community Rating System (CRS)

Follow these steps to search FEMA's Flood Insurance Manual to find the CRS participation status for your community:

1. Select the link to find FEMA's [Flood Insurance Manual](https://www.fema.gov/flood-insurance/work-with-nfip/manuals#flood-insurance) (https://www.fema.gov/flood-insurance/work-with-nfip/manuals#flood-insurance).

2. Select the link for the most recent Flood Insurance Manual.

3. Select the link for the Community Rating System (see Appendix F of the manual, although its location is subject to change).

4. Scroll through the table of participating communities, listed alphabetically by state, to see if your community is listed.

   o If your community is not listed or if it is listed but has an "R" in the Status column (for Rescinded), then your community is not currently participating in the CRS.

   o If your community is listed and has a "C" in the Status column (for Current), then your community is currently participating in the CRS and the community's CRS rating can be found in the Current Class column.

d. If your community is not currently participating in the CRS, then select No.

e. If your community is currently participating in the CRS, then select Yes.

   i. The **Select rating** field will be displayed.

   ii. Indicate the CRS rating from the drop-down menu. Note that back on the Community screen, if the community was identified as participating in the CRS (i.e., a Y in the CRS community column), then the CRS rating will be displayed in the CRS rating column.

2. **Is the applicant a Cooperating Technical Partner (CTP)?**

   a. Click on the link in the question to find out general information about the CTP program.

   b. To determine if your community is a CTP, contact either your local floodplain administrator or the [State Floodplain Manager](https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/) (https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/), who can be found in the list.

   c. Select Yes or No.

3. **Was this created from a previous FEMA HMA Advance Assistance / Project scoping award?**

   a. For more information about Advance Assistance and project scoping, review the most recent [Hazard Mitigation Assistance Guidance](https://www.fema.gov/grants/mitigation/hazard-) (https://www.fema.gov/grants/mitigation/hazard-

mitigation-assistance-guidance-and-addendum-fy15). The applicant organization will be able to assist you with the responses for this question.

b. Select Yes or No.

c. If Yes is selected, the **Please provide project identifier** field will be displayed. The project identifier is a string of letters and numbers and is most easily found in the award document. For example, the elements in the project identifier EMW-2020-BR-001-0001 indicate the following:

> Tip
>
> The example project identifier shown to the left is in a format that could be generated by the FEMA GO system. However, project identifiers generated by a legacy system have a different format, for example, FMA-PJ-09-CA-2019-004. The elements in this project identifier indicate the following:
>
> - FMA: The subaward was issued under the FMA grant program (PDM would mean the subaward was issued under the PDM grant program)
> - PJ: The subaward was for a mitigation project
> - 09: The subaward was issued to a subrecipient in FEMA Region 9
> - CA: The subaward was issued to an organization located in the State of California
> - 2019: The subaward was issued in Fiscal Year 2019
> - 004: The State of California assigned the subapplication as number 4 in its application

o EM: FEMA's code as the awarding agency

o W: the single-letter code for FEMA's awarding region, which is the first letter for the city in which the regional office is located. Letters that indicate each FEMA Region are:

   – W (for Washington, DC) to indicate the location of FEMA Headquarters

   – B (for Boston, MA) to indicate the location of FEMA Region I

   – N (for New York City, NY) to indicate the location of Region II

   – P (Philadelphia, PA) to indicate the location of Region III

   – A (Atlanta, GA) to indicate the location of Region IV

   – C (Chicago, IL) to indicate the location of Region V

   – T (Texas, Denton) to indicate the location of Region VI

   – K (Kansas City, MO) to indicate the location of Region VII

   – D (Denver, CO) to indicate the location of Region VIII

   – F (San Francisco/Oakland, CA) to indicate the location of Region IX

   – S (Seattle, WA) to indicate the location of Region X

- o   2020: Funding opportunity year

- o   BR: Two-letter abbreviation for funding program. Possible codes for the funding program are:

    - –   BR: Building Resilient Infrastructure and Communities (BRIC)

    - –   FM: Flood Mitigation Assistance (FMA)

- o   001: three-digit number for the award, generated by the FEMA GO system

- o   0001: four-digit number for the subaward, generated by the FEMA GO system

4. **Has the applicant adopted building codes consistent with the international codes?**

   a.   This question refers to whether the community has adopted the state or territorial building code only and not local building codes.

   b.   Click on the link in the question to find out information about the International Code Council, which develops model codes and standards used worldwide.

   c.   For help with determining whether your community is subject to a state or territorial building code, either contact your local building official or search for your state or territorial building code (see help box below).

Determining International Building Codes

Follow these steps to access the International Building Codes adopted by each state:

1.   Select the link for the International Code Council's Advocacy page (https://www.iccsafe.org/advocacy).

2.   Click the section header "Code Adoption Resources."

3.   Select the link "Our Most Up to Date Adoption Chart: State Adoptions."

4.   In the table titled *International Codes—Adoption by State*, look in the Jurisdiction column to find your state or territory.

   a.   Then look in the IBC column for your state:

   b.   If there is an "X" for your state or territory, then it does not have a state building code.

5.   If there is a number associated with your state or territory, it is the edition (year) of the International Building Code that your state or territory has adopted. For example, if the number in the IBC column is 18, then the year of the building code is 2018.

> 6. For help with determining the title of the building code, click on the state or territory listed in the *International Codes—Adoption by State* table to view the corresponding building code contacts and resources.

    d. If your state or territory does not have a state building code, select No.

    e. If your state or territory has adopted a state building code, select Yes.

        i. After the **Year of building code** field displays, enter the edition or year of the International Building Code that your state or territory has adopted.

        ii. In the **Please provide the building code** field, enter the title of the building code. Note that some states and territories may have their own titles for the building codes they have adopted.

5. **Have the applicant's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)?**

    a. The BCEGS assesses the building codes adopted by a community and assesses how the community enforces its building codes, especially the emphasis placed on mitigating losses from natural hazards. The BCEGS program assigns each municipality a BCEGS rating from 1 to 10, with 1 being the highest and most exemplary rating.

    b. Because BCEGS ratings are proprietary information, they are not publicly available. For help with determining if your community has received a BCEGS rating, contact your local building or code enforcement personnel.

    c. For more information or for contact information related to the BCEGS, select the link to the [BCEGS website](#) in the question.

    d. Select Yes or No.

    e. If Yes is selected, the **Select rating** field will be displayed. Select the BCEGS rating from the drop-down menu.

6. **Describe involvement of partners to enhance the mitigation activity outcome.**
Explain whether other private, non-profit, or public sector partners would be actively involved with the proposed project if it is awarded. Include non-federal funding sources in the description.

7. **Discuss how anticipated future conditions are addressed by this project.**

    a. Note that this question will be displayed for project subapplications only. "Anticipated future conditions" refers to how hazard risks might change over time.

b. If applicable, explain how the proposed project would help mitigate future risks. For example, for a coastal flood mitigation project, the benefit-cost analysis may include risk from sea level rise projections. Review the exported BCA file or BCA report for the use of sea level rise.

8. **Describe how this planning activity benefits your community and how the plan/data will be used to promote resiliency.**

   a. Note that this question will be displayed for planning subapplications only.

   b. The process for developing a hazard mitigation plan includes steps for conducting risk assessments, hazard identification, and other analyses. Explain how the mitigation plan and the data will be used to benefit the community with the overall goal of improving resiliency.

9. **Additional comments (optional)**

   If desired or if helpful to reviewers, add comments about anything related to the questions above.

10. **Attachments**

    a. Use the **Attach a document** button to attach other information about the Evaluation screen questions.

    b. To remove a file, click the **Delete** link.

11. Select the **Continue** button.

Comments & Attachments

After completing the previous sections of a subapplication, the user can review the information entered in the previous screens and confirm that comments and attachments have been added in the desired locations. From this screen, both subapplicant users and applicant reviewers may add, edit, or delete comments and may add or delete attachments.

Information Requirements

Information/Data Needed	Sources of Information/Data
None	

Steps

1. The title of each section/screen of the subapplication is listed, and the number of comment fields and number of attachments associated with each section/screen is shown.

Summary of comments & attachments

2. To review the comments and attachments associated with any screen, click on the triangle next to the screen title.

3. The text of the comments and the list of attachments associated with that screen will be displayed.

Comments & attachments associated with one screen

4. If needed, add, edit, or delete comments in the **Comments** field. Any changes to the comments made on this screen will also be displayed in the comment fields on the associated screen.

5. If needed, add an attachment using the **Attach a document** button.

6. To delete an attachment, click the **Delete** link associated with the attachment.

7. Select the **Continue** button.

> **Tip**
>
> Ensure that comments and attachments are supplied where needed, especially those required for cost effectiveness and EHP documentation.

Location

The Location section is applicable for project subapplications only. Supplying information about the location of the project is required by regulation. Project location information gives the applicant and FEMA reviewers the ability to understand the context of the project in relation to the geographic area and general surroundings. Also, FEMA keeps an inventory of the location of every project and structure that has been mitigated or is being mitigated under every HMA grant program. On this screen, the user will supply precise location information for the proposed mitigation project and also will provide the location of elements to be mitigated by the project such as buildings and infrastructure. The user will also describe the broader areas that would benefit from and that would be impacted from implementing the project. If a project will mitigate multiple buildings, infrastructure, or utilities, etc., then the user must provide information about each of those inventory types in a "project site inventory" that comprises the address, structural attributes, proposed mitigation action(s), hazard type(s) to be mitigated, owner information, insurance information, and cost-effectiveness information.

The information requirements and steps to complete the sections within the Location screen for the project location, project benefitting area, project impact area, and project site inventory are listed in the following Sections A, B, C, and D, respectively.

A. Project location

The "project location" refers to the specific location of the project, including the latitude and longitude geospatial coordinates. Show the project location on some type of map(s).

Information Requirements

Information/Data Needed	Sources of Information/Data
Map(s) showing where the project is located	Internet mapping program, GIS, or other systems
Flood Insurance Rate Map for flood mitigation projects and other projects	FEMA Flood Map Service Center https://msc.fema.gov/portal/home
Geospatial coordinates (latitude and longitude)	Internet mapping program, GPS, GIS, or other systems

Steps

1. **Provide a detailed description of the proposed project's location**.

   a. Some location information and documentation already may have been supplied in the **Geographic areas description** field in the Scope of work section of the subapplication, which might address a broad area. Do not supply the same location information here. For this detailed description, supply more precise location information and include documentation that relates to the proposed project. The project location information should provide the context for the project, such as a county or community map with the project location highlighted, as well as a more detailed map that shows the project location with greater precision.

   b. Attach maps or other project location information as explained in the **Attachments** field below.

   c. Depending on the location and nature of the proposed project, location information documentation might be street maps, topographic maps, township or quadrangle maps, aerial photographs, or other types of maps on which the project location can be shown. Sources for publicly available map information will differ by hazard type. For example, a Flood Insurance Rate Map is one example of a map that may demonstrate the flood risk for a mitigation project, and it also can be used to show the location of a flood mitigation project. These maps are available at the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home).

d. Other examples of project location information are aerial photographs from an online mapping program (i.e., Google Maps or Google Earth) or from a digital photograph taken by a person or drone.

2. **Latitude and Longitude**

   a. Enter the latitude and longitude for the project location. (Be aware that the latitude and longitude values for individual buildings or infrastructure will need to be entered in the later Project site inventory section.)

   b. Obtain the latitude and longitude through a global positioning system (GPS), online mapping program, geographical information system (GIS), or other system.

   c. Mouse over the "i" for more information about the data entry requirements for these fields. Both values should have six decimal places, and the system will add zeroes to ensure this level of locational accuracy.

   <div>

   ### Tip

   A latitude value must have two figures before the decimal point and six figures after the decimal point, and a longitude value must have three figures before the decimal point and six figures after the decimal point. For example, a value for latitude could be 44.405590, and a value for longitude could be -068.923467.

   If either value is not entered in these required formats, a pop-up message will ask if the entered values can be converted to the required format.

   </div>

3. **Attachments**

   a. Use the **Attach a Document** button to attach maps or other documentation to show the project location.

   b. To remove a file, click the **Delete** link.

B. Project benefitting area

The "project benefitting area" refers to the properties that might reasonably benefit from the proposed project. For example, for a flood drainage improvement project that would reduce flood elevations downstream, the project benefitting area would include the structures that would experience reduced flood depths because of the proposed project. The project benefitting area will likely need to be shown on some type of map(s).

Information Requirements

Information/Data Needed	*Sources of Information/Data*
Map(s) showing where the project benefitting area is located	Contractor or design professional, internet mapping program, GIS, or other systems

Steps

1. **Provide a detailed description of the proposed project's benefitting area**.

    a. Supply a description of the project benefitting area.

    b. Use a map to show the larger benefitting area for the project. Attach maps or other supporting documentation as explained in the **Attachments** field below.

    > **Tip**
    >
    > Ensure that the project benefitting area is consistent with the information provided in the Scope of Work section of the subapplication.

2. **Attachments**

    a. Use the **Attach a Document** button to attach maps or other documentation about the project benefitting area.

    b. To remove a file, click the **Delete** link.

C. Project impact area

The "project impact area" refers to the potential area that the project would impact, beyond the project location and project benefitting area. For example, for a drainage improvement project, the project impact area would include the extent of upstream and downstream impacts.

Information Requirements

Information/Data Needed	Sources of Information/Data
Map(s) showing the project location and the larger impact area	Technical or feasibility studies, contractor or design professional, internet mapping program, GIS, or other systems

Steps

1. **Provide a detailed description of the proposed project's impact area**.

   a. Supply a description of the project impact area.

   b. Use a map to show the larger area that would be impacted by the project. Attach maps or other supporting documentation as explained in the **Attachments** field below.

2. **Attachments**

   a. Use the **Attach a Document** button to attach maps or other documentation about the project impact area.

   b. To remove the file, click the **Delete** link.

D. Project site inventory

The "project site inventory" refers to the detailed list of all buildings, infrastructure, utilities, and other elements that would be mitigated by the project. If a project will mitigate the hazard risk to these types of properties, the user will need to provide information about each building, infrastructure, etc., to form a complete inventory.

Information Requirements

Information/Data Needed	Sources of Information/Data
Geospatial coordinates (latitude and longitude) of each property type	Internet mapping program, GPS, GIS, others
Size (square footage) of each building and year they were built	Assessment or real estate tax records, appraisals
Flood zone	FEMA Flood Map Service Center: https://msc.fema.gov/portal/home Flood Insurance Rate Map Tutorial: https://www.floodmaps.fema.gov/tutorials/ot_firm.swf Elevation certificate from the local floodplain administrator
Project cost for specific properties	Contractor, local project manager
Critical facility designation	FEMA-approved local hazard mitigation plan
Substantial damage determination letter	Local floodplain administrator or local official
National Flood Insurance Program policy number	Property owner
Private flood insurance company and policy number	Property owner
Repetitive loss property locator number or Severe repetitive loss property locator number	State Floodplain Manager https://www.floods.org/membership-communities/connect/state-floodplain-managers-scs/ State Hazard Mitigation Officer https://www.fema.gov/grants/mitigation/state-contacts
Benefit cost ratio for each property	Benefit cost analysis
Owner and co-owner information	Owner and co-owner

Steps

1. **Does this project subapplication propose to mitigate a property/structure? (Examples: residential home, commercial building, bridge, fire station, levee, pumping station, wastewater treatment plant, telephone pole, electric line, etc.)**

   Select Yes or No.

   o   If No is selected, no further information is required. Then select the **Continue** button to go to the next screen.

   o   If Yes is selected, continue to Step 2 below.

2. **Do you know the location of the structure?**

   Select Yes or No.

   o   If No is selected:

      a. Enter an explanation in the field for **Please describe how the property(ies) will be selected upon subgrant approval. (Example: Saferoom Lottery Project, Fix the Bricks Project)**.

      b. Then select the **Continue** button to go to the next screen.

   o   If Yes is selected, more fields will be displayed that require more information to be entered as described starting with Step 3 below.

3. **Enter the location of the property/structure**

   From the **Select a method for adding property/structure(s)** drop-down menu, select one of the two methods to use for supplying all of the property or structure information:

Import project site inventory

o   If selecting the method to Import property structure(s) to the project site inventory using template, follow these steps:

   a.   Select the **download the excel template** link to download the template.

   b.   Enter the data requested in the Excel template and save the file.

   c.   Select the **Upload from your computer** button.

   d.   Navigate to where your file is saved, select the file, and then click the Open button to import the data. Because the cells in the Excel template match the property/structure fields in the FEMA GO system, the system will automatically populate the data in the corresponding fields in the subapplication.

   e.   Go to Step 4 to finish supplying any additional information.

o   If selecting the method to Manually add property/structure(s) to the project site inventory, add each property or structure by selecting the appropriate button for either a building (i.e., any structure with a wall and roof); infrastructure, utility, other; or vacant land:

Manually add project site inventory

–   To add each building, select the **+ Add a building** button.

Add building information

a. **Mitigation information**

   Since there could be multiple mitigation activities for a project and for individual structures mitigated as part of a project (for example, acquisition and elevation), indicate which structures will be mitigated by which mitigation activity. For each drop-down list in this sub-section, select the appropriate response for:

   i.   **Primary mitigation action.** From the list of eligible activities, select the applicable primary action.

   ii. **Secondary mitigation action** (optional). From the list of eligible activities, select the applicable secondary action.

   iii. **Primary hazard to be mitigated.** From the list of possible hazard types, select the applicable primary hazard type.

   iv. **Secondary hazard to be mitigated** (optional). From the list of possible hazard types, select the applicable secondary hazard type.

> **Tip**
>
> Note that the selections for mitigation action(s) and hazard type(s) should be consistent with the selections for Activity type(s) and Hazard type(s) made in the Scope of work section of the subapplication.

b. **Location information**

   Enter the location by providing:

   i.   Address, City, County, State, and Zip code

ii.   Latitude and Longitude. Mouse over the "i" for more information about the data entry requirements for these fields. Both values should have six figures after the decimal, and the system will add zeroes to ensure this level of locational accuracy. Obtain the latitude and longitude values from a global positioning system (GPS), online mapping program, geographical information system (GIS), or other system.

c.   **Structure attributes**

Supply additional descriptive information about each building:

i.   **Structure type:** Select the appropriate type from the drop-down menu.

ii.   **Structure type primary indicator:** Select the appropriate type from the drop-down menu.

iii.   **Foundation type:** Select the appropriate type from the drop-down menu. If Other is selected, supply an explanation about the foundation type in the window provided.

iv.   **Building size (square feet):** Enter the square footage of the building. Potential sources of this information are assessment or real estate tax records or appraisals.

v.   **Year built:** Enter the year the building was built. Potential sources of this information are assessment or real estate tax records or appraisals.

vi.   **Property tax identification number (optional):** Add a local parcel identifier. Potential sources of this information are local assessment or real estate tax records.

vii.   **Legal description (optional):** Add a local parcel identifier. Potential sources of this information are local assessment records, real estate tax records, or property appraisal.

viii. **Flood zone:** Select the appropriate flood zone from the drop-down menu. If an elevation certificate for the property exists, it will list the flood zone, and it should be added as an attachment. Contact your local floodplain administrator to see if there is an elevation certificate on file. Other sources of help are the local floodplain administrator or the Flood Insurance Rate Map or other floodplain map resource.

> **Tip**
>
> The FEMA Flood Map Service Center (https://msc.fema.gov/portal/home) is a source of online floodplain map information.
>
> A Flood Insurance Rate Map Tutorial (https://www.floodmaps.fema.gov/tutorials/ot_firm.swf) may also be useful for users who are not familiar with how to read floodplain maps.

ix. **Base flood elevation (feet):** This field is optional. However, for a flood mitigation project, if the building is situated in a floodplain/Special Flood Hazard Area. provide a value.

x. **Estimated cost of mitigation ($):** Enter the cost of the mitigation activity for this building only. Attach any documentation that shows a project cost for specific structures. For example, if a project proposes to elevate four residences, the cost to elevate each home will be different, so include each cost.

xi. **Is this structure currently rented/leased?** Select Yes or No. If it is not obvious by the structure type (i.e., apartment building), determine the answer by asking the property owner.

xii. **Is this a critical facility as identified in your hazard mitigation plan?** A critical facility supplies services and functions essential to a community, especially during and after a disaster. Common critical facilities are police and fire stations, hospitals, emergency operations centers, schools, power generating stations, drinking water and wastewater treatment plants, and others. If needed, consult your FEMA-approved hazard mitigation plan to answer this question. Select Yes or No.

xiii. **Is this structure identified as an alternate structure?** Include an "alternate structure" in a project subapplication that can be used in place of other structures in the event they are withdrawn from the project. Select Yes or No.

xiv. **Is this structure substantially damaged?** "Substantially damaged" is a floodplain management term that refers to the amount of damage sustained by a building that is situated in a floodplain. For most local floodplain management ordinances, substantially damaged means that 50% is damaged, calculated by dividing the dollar amount of damage by the market value of the structure.

However, there is flexibility in some local floodplain ordinances to have a value less than 50% as substantially damaged. If a building is substantially damaged, the user must supply evidence in the form of a determination letter from a local official—most often the local floodplain administrator. Select Yes or No.

d. **Insurance information**

i. **Is this structure insured?** Answering this question may require discussions with the property owner. Select Yes or No.

ii. If Yes was selected, choose which one of the flood insurance policy applies:

- If the policy is through the **National Flood Insurance Program (NFIP),** supply the **NFIP policy number**.

- If the policy is through a **Private insurance** company, supply the **Company name.**

- If the policy is a self-insured policy, check the **Self** box.

iii. **Is this a repetitive loss structure?** Select Yes or No.

iv. **Is this a severe repetitive loss structure?** Select Yes or No.

- If the answer to either of the questions above is Yes, supply the **Property locator number**. Note that the list of repetitive loss properties and severe repetitive loss properties—and their property locator numbers—is protected by the Privacy Act. Therefore, this information is not publicly available. To obtain this information, contact your State NFIP Coordinator or State Hazard Mitigation Officer.

e. **Cost-effectiveness information**

i. **How cost effectiveness was determined?** From the drop-down menu, select the method used for determining cost-effectiveness for this building. If pre-calculated benefits policies were used, select from the relevant options.

ii. **Benefit-cost ratio (BCR)**. If a BCR was determined or calculated for the building, enter the BCR value.

f. **Owner Information**

i. **Owner type**. Select the type of owner from the drop-down menu.

ii. **Company name**. Enter the company name of the owner. Enter "n/a" if the owner is not a company.

iii. Enter the **Name**, **Phone number**, and **email** contact information for the owner.

iv. **Is the owner's mailing address the same as the location address?** Select Yes or No.
   If No is selected, enter the Owner's mailing address information (**Address, City, County, State, Zip code**).

v. **Does the structure have other co-owners or holders of recorded interest?**
   Select Yes or No.
   If Yes is selected:

   (a) Select the **Co-owner type** from the drop-down menu.

   (b) Enter the **Company Type**, **Name**, **Phone number**, and **email** contact information for the co-owner.

   (c) **Is the co-owner's mailing address the same as the owner's mailing address?** Select Yes or No.
       If No is selected, the question **Is the co-owner's mailing address the same as the location address?** is displayed. If No is selected, enter the Co-owner's mailing address information (**Address, City, County, State, Zip code**).

g. **Provide additional comments about the location below (optional)**

   If desired or if they would be helpful for reviewers, provide comments to further explain or clarify anything relating to the responses provided above.

h. **Attachments**

   i. Use the **Attach a Document** button to attach information or documentation related to or that support the building location, such as supporting documentation for the square footage and age of the building, flood zone, cost to mitigate, or a substantial damage determination letter.

   ii. To remove a file, click the **Delete** link.

i. Select the **Close** link at the bottom to return to the project site inventory screen. All entered data will be preserved.

− To add each infrastructure, utility, or other, select the **+ Add infrastructure/utility/other** button.

Add infrastructure/utility/other information

a. **Mitigation information**

   Supply the same information as described when adding a building above.

b. **Location information**

   Supply the same information as described when adding a building above.

c. **Structure attributes**

   Supply additional descriptive information about each infrastructure/utility:

   i. **Infrastructure type**: Select the appropriate type of infrastructure from the drop-down menu.

   ii. **Structure type primary indicator**: For the selected **Infrastructure type**, select the appropriate primary indicator from the drop-down menu.

   iii. **Year built**: Enter the year the building was built. Potential sources of this information are assessment or real estate tax records or appraisals.

   iv. **Property tax identification number** (optional): Add a local parcel identifier. Potential sources of this information are local assessment or real estate tax records.

   v. **Legal description** (optional): Add a local parcel identifier. Potential sources of this information are local assessment records, real estate tax records, or property appraisal.

vi. **Flood zone**: Select the appropriate flood zone from the drop-down menu. Sources of assistance are the local floodplain administrator or the Flood Insurance Rate Map or other floodplain map resource.

vii. **Base flood elevation (feet)**: This field is optional. However, for flood mitigation projects, a value should be provided if the building is situated in a floodplain/Special Flood Hazard Area.

> 💡 **Tip**
>
> The FEMA Flood Map Service Center (https://msc.fema.gov/portal/home) is a source of online floodplain map information.
>
> A Flood Insurance Rate Map Tutorial (https://www.floodmaps.fema.gov/ tutorials/ot_firm.swf) may also be useful for users who are not familiar with how to read floodplain maps.

viii. **Estimated cost of mitigation ($)**: Enter the cost of the mitigation activity for this infrastructure/utility only.

ix. **Is this a critical facility as identified in your hazard mitigation plan?** A critical facility supplies services and functions essential to a community, especially during and after a disaster. Common critical facilities are police and fire stations, hospitals, emergency operations centers, schools, power generating stations, drinking water and wastewater treatment plants, and others. If needed, consult your FEMA-approved hazard mitigation plan to answer this question. Select Yes or No.

x. **Is this structure identified as an alternate structure?** Include an "alternate structure" in a project subapplication that can be used in place of other structures in the event they are withdrawn from the project. Select Yes or No.

xi. **Is this structure publicly owned?** Select Yes or No.
    If Yes is selected, a field will display for the user to supply optional additional information as comments.

d. **Insurance information**

i. **Is this structure insured?** Answering this question may require discussions with the property owner. Select Yes or No.

ii. If Yes was selected, choose which one of the flood insurance policy applies:

   - If the policy is through a **Private insurance** company, supply the **Company name**.

   - If the policy is a self-insured policy, check the **Self** box.

e. **Cost-effectiveness information**

Supply the same information as described when adding a building above.

f. **Owner information**

Supply the same information as described when adding a building above.

g. **Provide additional comments about the location below (optional)**

If desired or if they would be helpful for reviewers, supply comments to further explain or clarify anything relating to the responses provided above.

h. **Attachments**

i. Use the **Attach a Document** button to attach information or documentation related to or that support the location of the property, such as supporting documentation for the flood zone, cost to mitigate, and a substantial damage determination letter.

ii. To remove a file, click the **Delete** link.

-- To add an area of vacant land, select the **+ Add vacant land** button.

Add vacant land information

a. **Mitigation information**

Supply the same information as described when adding a building above.

b. **Location information**

Supply the same information as described when adding a building above.

c. **Structure attributes**

Supply additional descriptive information about each vacant land parcel:

i. **Structure type**: Select Vacant land.

ii. **Lot size (in acres)**: Enter the size of the lot in acres.

iii. **Property tax identification number** (optional): In this optional field, add a local parcel identifier. Potential sources of this information are local assessment or real estate tax records.

> **Tip**
>
> To convert a lot size given square feet to acres multiply the square footage value by 0.000022957.

iv. **Legal description** (optional): In this optional field, add a legal description for the vacant land. Potential sources of this information are local assessment records, real estate tax records, or property appraisal.

v. **Flood zone**: Select the appropriate flood zone from the drop-down menu. Sources of help are the local floodplain administrator or the Flood Insurance Rate Map or other floodplain map resource.

vi. **Base flood elevation (feet)**: This field is optional. However, for a flood mitigation project that will be take place in a floodplain/Special Flood Hazard Area, provide this value.

vii. **Estimated cost of mitigation ($)**: Enter the cost of the mitigation activity for this vacant lot only.

viii. **Proposed use**: Select the appropriate proposed use from the drop-down menu. If Other is selected, supply a narrative description in the **Other proposed use** box.

ix. **Is this structure currently rented/leased?** Select Yes or No. If it is not known whether the vacant land is rented or leased, ask the property owner.

x. **Is this vacant land identified as an alternate location?** Include an "alternate location" in a project subapplication as a vacant land parcel that can be used in place of other structures or vacant land parcels in the event they are withdrawn from the project. Select Yes or No.

  d. **Insurance information**

   Supply the same information as described when adding an infrastructure/utility above.

  e. **Cost-effectiveness information**

   Supply the same information as described when adding an infrastructure/utility above.

  f. **Owner information**

   Supply the same information as described when adding an infrastructure/utility above.

4. **List of location(s)**

After adding each building or infrastructure/utility/other as described above, the list of buildings, infrastructures, etc., will be displayed at the bottom of the screen, and summary information for each one will be listed. The total number of buildings, infrastructures, etc., in the inventory will be displayed in parentheses in the title.

List of location(s) (2 locations)

Status	Location ID	Address	Inventory type	Structure type	Mitigation action	Action
❗	1071	123 Main St , Anytown, IA, County, 54321	Building	Residential	Acquisition	✏ Edit ✖ Delete
❗	1072	10 Riverview Ct , Anytown, IA, County, 54321	Infrastructure/Utility/other	Transportation	Floodproofing	✏ Edit ✖ Delete

Example list of location(s)

a. **Status** refers to whether all of the required information has been entered. A green circle with a check mark indicates that all required information has been added while a red circle with exclamation point indicates that some information is missing.

b. The **Location ID** is assigned by the system. Selecting a location ID link will enable you to view (but not edit) the entered information for that type of building, infrastructure, etc.

c. The **Address** is the address location, including the county, as entered in the Location information fields.

d. The **Inventory type** is either Building or Infrastructure/Utility/other.

e. The **Structure type** indicates the type selected as part of the Structure attributes.

f. The **Mitigation action** identifies the Primary mitigation action and the Secondary mitigation action (optional) that were selected as part of the Mitigation information for the building, infrastructure, etc.

g. Under **Action**, the user can make changes to the information for any building, infrastructure, etc. Select the **Edit** link to edit previously entered data or select the **Delete** link to delete the building/infrastructure/etc.

5. Click the **Continue** button.

Assurances and Certifications

The subapplicant must supply assurances by making certifications regarding lobbying activities, debarment or suspension, and a drug-free workplace. These assurances and certifications are required by the Code of Federal Regulations, which are referenced with the associated content. The Subrecipient Authorized Representative (SAR) will effectively agree to the assurances and certifications made on this screen when signing the subapplication electronically and submitting it to the applicant.

Information Requirements

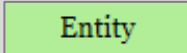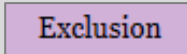| Information/Data Needed	Sources of Information/Data
Debarment and suspension information for your organization	The System for Award Management (SAM) at https://www.sam.gov/SAM

Steps

1. **Lobbying**

   a. Review the language and refer to the cited regulations for more explanation.

   b. If the subapplicant is involved with lobbying activities:

      i. Check the box for Standard Form-LLL "Disclosure of Lobbying Activities."

      ii. If the box is checked, a list of questions associated with Standard Form-LLL about the lobbying activities will be displayed at the bottom of the screen. Answer each question to complete this form.

      iii. The information provided in Standard Form-LLL will be submitted with the subapplication.

2. **Debarment, Suspension, and Other Responsibility Matters**

   a. Review the language and refer to the cited regulations for more explanation.

   b. To see whether the subapplicant organization or its principals are presently debarred or suspended, access the System for Award Management (SAM) System for Award Management (https://www.sam.gov/SAM) as described in the help box.

Determining status of debarment or suspension

To determine whether the subapplicant organization or its principals are presently debarred or suspended, follow these steps:

1. Click Search Records in the top banner.

2. Conduct a quick search based on the organization's name, DUNS number, or CAGE code or a person's name. There are also advanced search options.

3. If there is a green Entity box at the start of the record and if the answer to the question "Has Active Exclusion?" is No, then the organization or person is not debarred or suspended.

4. If there is a purple Exclusion box at the start of the record and if the answer to the question "Has Active Exclusion?" is Yes, then the organization or person is presently debarred, suspended, declared ineligible, or is denied Federal benefits.

    c. If the subapplicant organization or its principals are presently debarred, suspended, or declared ineligible, the status should be investigated in more detail before submitting the subapplication.

    d. If the subapplicant will not be able to attest to the statements, then attach an explanation to the subapplication.

3. **Drug-Free Workplace**

    a. In this optional field, enter the address of the subapplicant's Place of Performance.

    b. In this optional field, check the box if there are other workplaces on file that are not identified.

4. Select the **Continue** button.

Review Subapplication

The FEMA GO system tracks whether information was supplied in each required field of each section of the subapplication. This review screen enables the user to view the status, i.e., either complete or incomplete, of each section/screen of the subapplication. From this screen the user can return to any section of the subapplication to view or edit the information there. The system will not allow a user to submit a subapplication to a SAR for signature unless all sections are complete.

Information Requirements

Information/Data Needed	Sources of Information/Data
None	

Steps

1. Review the status of each section and subsection of the subapplication. A green check mark means that the section or subsection is complete while a red exclamation point means that the section or subsection is incomplete.

2. Select the **View/edit** link associated with any section or subsection to navigate directly back to that screen to view the information or edit the information so that it is complete.

3. After all the sections and subsections are indicated as being complete, a message will display at the top of the screen that states, "This application is ready to submit for signature."

> **Tip**
>
> The system only verifies that a response was supplied for each field or question. It does not validate that the responses are adequate to fully answer the question or check for the presence of required attachments or. After the subapplication is submitted to the Applicant, the Applicant should review the responses and the attached documentation for completeness.

✅ **This application is ready to submit for signature**
Submit this application for final signature to complete the application submission process.

Notice of ready to submit for signature

4. When the user is ready to submit the subapplication to a SAR for signature, select the **Submit for signature** button in the upper-right corner of the screen. After the subapplication has been submitted, the subapplication will be visible only to users with sign and submit authority.

5. After the **Submit for signature** button is selected:

    a. The status of the subapplication will change to "Pending SAR signature." This status will be displayed in the upper-right corner of this screen and in the **My grants** section of the **Hello** screen.

    b. In the left sidebar, a link for **Submit subapplication** will be added to the list of screens. Two subsections will be displayed for the Submit subapplication step: Assurances and certifications and Sign and submit.

Submit Subapplication

After the subapplication has been submitted to a SAR for signature from the Review subapplication screen, the subapplication will be ready for a SAR to either review and return for changes or sign and submit to the applicant. Any SAR user has the designated authority to take these actions.

Information Requirements

Information/Data Needed	Sources of Information/Data
Password of SAR	Account settings in the system

Steps

1. After the subapplication has been submitted to a SAR for signature, users with SAR authority can review the subapplication in read-only mode.

2. If a SAR would like changes to be made to the subapplication at any time prior to submitting the subapplication, a SAR should:

   a. Select the **Return to edit subapplication** button at the bottom of the screen.

Sign and submit

By signing this subapplication, I certify (1) to the statements contained in the list of certifications and (2) that the statements here are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept and I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Please enter your password

Submit

Return to edit subapplication

Return to edit subapplication button is activated

   b. The subapplication will be available for both non-SAR and SAR user(s) to make changes.

   c. After changes are made, the subapplication can be re-submitted for signature from the Review subapplication screen. There is no limit to the number of times a subapplication may be reviewed, returned, edited, and resubmitted.

3. A SAR should review the Assurances. One of the following Assurances that are applicable to the type and nature of the subapplication will be displayed:

   o SF-424B: Assurances – Non-construction Programs will be displayed for planning, project scoping, technical assistance, and project subapplications that do not involve construction.

   o SF-424D: Assurances – Construction Programs will be displayed for project subapplications that involve construction.

4. To sign the Assurances, a SAR should:

   a. Select the box above the **Please enter your password** field and then enter your password in the **Please enter your password** field.

   b. After the **Sign** button is activated, select the **Sign** button to sign the Assurances.

   c. The Signature accepted message will appear.
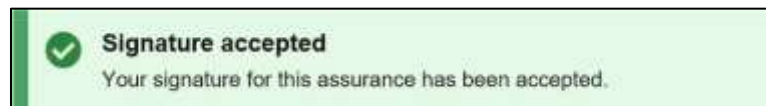
Signature accepted notice

5. A SAR should review the certifications. The same certifications that were displayed from the Review subapplication screen are displayed on this screen:

   o Lobbying

   o Debarment, Suspension, and Other Responsibility Matters

   o Drug-Free Workplace

6. To sign the Certifications, a SAR should:

   a. Select the box above the **Please enter your password** field and then enter your password in the **Please enter your password** field.

   b. After the **Sign** button is activated, select the **Sign** button to sign the Certifications.

   c. The Signature accepted message will appear.
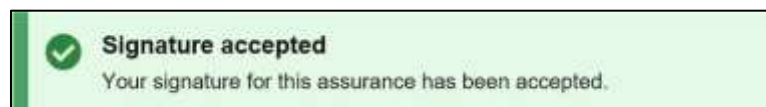
Signature accepted notice

7. If the SF-LLL: Disclosure of Lobbying Activities form was completed in the Assurances and certifications screen, a SAR should follow the same process in Step 6 above to sign that section.

8. Even after the Assurances and Certifications sections have been signed, the **Return to edit subapplication** button will be active. A SAR may request additional edits as described in Step 2

above. Note that when the subapplication is resubmitted to a SAR for signature, the Assurances and Certifications sections will need to be re-signed.

9. To submit the subapplication to the applicant, a SAR should:

    a. Select the box above the **Please enter your password** field and then enter your password in the **Please enter your password** field.

    b. After the **Submit** button is activated, select the **Submit** button to submit the subapplication to the applicant.

Submit button is activated

10. After the subapplication has been submitted to the applicant, the status of the subapplication will change to "Pending AOR signature," which will be displayed in the **My grants** section of the **Hello** screen.