COMPREHENSIVE HAZARD MITIGATION APPLICATION GUIDE

****** Incomplete/placeholder applications will not be accepted******

Planning, Generator, Drainage, Wildfire, Individual Safe Room Rebates have their own specific application packets.

DISASTER NUMBER:	STATE REVIEWER INITIALS:
SUBAPPLICANT:	STATE REVIEW DATE:
EMERGENCY PREPAREDNESS LEVEL:	NFIP STATUS:

BRIEF PROJECT DESCRIPTION:

SUBAPPLICANT

Are you an eligible applicant l·ă ăŭl·ŭŜŘ λy˙пп / Cw∑ {dzōLJl·ℕŭπb∑ {ŜŏŭΛ2y˙нлсπпом∑ t l·ℕl·Y н∑ ! LJLJfΛŏl·yŭ? ¸Ŝă ☐ b2 ☐

Are you listed on the State or Federal debarred list? *If yes, you are not eligible to apply.*

Are you withdrawn or suspended from the National Flood Insurance Program? ¸Ŝă
If yes, you are not eligible to apply

Do you have a FEMA approved Mitigation Action Plan (MAP)? *If no, you are not eligible to apply.* *If yes, what is the name of your plan?* **bh** **¸9{**

Does your plan expire prior to the State Application Deadline? *If yes, you are not eligible to apply.* **bh** **¸9{**
Date of Expiration:

Is the hazard you wish to mitigate in the application addressed in your MAP? *If no, then it is not an eligible project. If, yes then please include the page and location in your MAP.* bh ¸9{ a ! t t∃ϕ wŜŦŜℕŜyŎŜY

PROJECT

Are you applying for an eligible project type under this program? *See list of eligible /non eligible project types on page: 5*

What type of project are you applying for?

Was your project previously submitted under another federal program? *If yes, identify the project name and program.*
Yes

If this is a construction project, has construction started for this project? *If yes, it is not eligible unless this phase can stand alone independently on its own merits.* Yes No

Will the proposed project solve the problem independently or constitute a functional part of a solution? *If no, then it is not an eligible project.* Yes No

Does another federal entity have primary funding authority for this project? *If yes, it is not eligible.*

Is the location of the project in a Special Flood Hazard Area?
If yes, are all NFIP requirements being addressed? bh ¸9{ l2øY

APPLICATION DOCUMENTS		COMMENTS
SAMS & State Debarment Verification	☐	Check Sub-Applicant against the SAMS - Excluded Parties List & State Debarred List
Procurement	☐	Must follow the most stringent of the local, state or federal guidance. State guidance is most commonly followed unless you have created more stringent local guidance.
SF 424 - Federal Application	☐	This is a standard form for those requesting federal funding.
a. Federal Assurances FEMA 20-16	☐	Summary sheet for assurances
b. 20-16 A or B & 20-16 C	☐	Construction or non-construction assurances and lobbying certification
State of Texas Assurances	☐	Complete this form and ensure compliance.
Scope of Work	☐	In addition to the chosen mitigation activity, two alternates proposed solutions are required and one can be the results of doing nothing. Tell us why you chose the mitigation activity you are applying for. Make sure the SOW coincides with the timeline and cost breakdown. All will be compared.
		The SOW identifies the eligible mitigation activity, describes what will be accomplished; and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period. The project subapplication SOW provides detailed information about the project, as well as applicable references and supporting documentation. Must Include:

		• **Purpose of the project** – The intended outcome or objectives of the project • **Clear, Concise description of the proposed project** – Proposed conceptual design, means of implementation of the project and responsible party for implementation; • **Identification of properties to be mitigated** – All properties to be mitigated must be identified, including additional, alternate properties that may be substituted should one or more of the other properties be withdrawn for eligibility or other reasons. In order for alternate properties to be properly considered in the event of a substitution, the same level of information for alternate properties is required as is provided for the proposed properties; • **Outcomes** – Proposed project accomplishments, problem(s) that the project will solve, parties that will directly or indirectly benefit from the project, and ways that the risks of damage or harm will be reduced; • **Special project components** – New technologies that will be used during project implementation and how they are expected to provide the necessary results and necessary laboratory tests or field-testing; • **Other projects** - Other projects that are currently being implemented or expected to be implemented that will affect the proposed project; • **Latitude/Longitude and site photographs** – Subapplicants must identify the proposed project location on a map and provide the latitude/longitude and any relevant photographs including, but not limited to sides of the building, foundation, roof, both sides of the culvert and the surrounding project area.
		The required documentation depends upon the nature of the proposed project and may include: proposed schematics, drawings or sketches, photographs, maps, sections of hazard maps, a Flood Insurance Study, or a FIRM. Whenever possible, data used to document existing conditions must be obtained from recognized sources, such as Federal agencies, State agencies, and academic organizations. The references and/or supporting documentation from qualified and credible sources such as Professional Engineers or local government records should be included when using locally developed data. Deviations from standard procedures, methods, techniques, technical provisions of the applicable codes, or best practices must be thoroughly explained and documented. Subapplicants must identify the proposed project location on a map and provide any relevant photographs including, but not limited to, sides of the building, foundation, and roof (as appropriate).
Pre-Award Costs	☐	**Can begin only after the declaration date of the disaster.** Costs directly related to preparing the sub-application such as BCA (Benefit Cost Analysis) development, the gathering of environmental data, and project design meetings, must be a separate line item **included** in the total project cost breakdown and identified as pre-award costs to be eligible for uses as non-federal cost share. If the project ***does not*** receive federal approval and grant funds are ***not awarded*** then you will not receive reimbursement for pre-award costs.
Project Cost Breakdown	☐	Include a breakdown of the management costs and avoid using lump sums. Make sure this coincides with the SOW and timeline. Construction related costs must be prepared by a professional engineer.
		Is the Cost Estimate/Budget documentation complete and consistent with the SOW? *A cost estimate provided by a licenses contractor could suffice as documentation if the costs are itemized and identified.* Are all costs generally reasonable and necessary for the activity? *A cost estimate provided by a licenses contractor could suffice as documentation if the costs are itemized and identified. Consultation w/FEMA technical staff can assist with determination of reasonableness.*
		Are indirect costs, if requested, part of the subapplicant's management costs and 5% or less of the total cost of the project subapplication? *The Indirect cost rate is set by the Federal Cognizant Agency. This is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed on behalf of all Federal agencies. The OMB publishes a list of Federal Cognizant Agencies.* *The Federal Audit Clearinghouse determines cognizant agencies (COGs) and a*

		current listing is on the Web site at http://harvester.census.gov/sac/sainfo.html under the caption, "Federal Cognizant Agency for Audit Report." Only the largest grantees will have a cognizant agency under the revisions to the Office of Management and Budget (OMB) Circular A-133. *https://harvester.census.gov/fac/sainfo.html* Are the costs identified as non-Federal cost share well documented and meeting all eligibility criteria?
BCA Data and Supporting Documentation	☐	With three exceptions, all HMGP projects must be accompanied by a cost-effectiveness study. The exceptions are: 1. A Mitigation Action Plan, 2. An Acquisition project totally comprised of structures that were certified as Substantially Damaged in the disaster event, and which are in a FEMA mapped floodplain. 3. Projects requested under the 'Initiative' category. It is a Federal requirement that all Hazard Mitigation Grant Program (HMGP) projects be cost-effective, meaning that the project benefits (avoided future losses) are higher than the project costs. Project costs and benefits will be computed on a net present value basis; net present value is defined as the total value of benefits over a project's life, discounted by a rate determined by the Office of Management and Budget. You must use a FEMA BCA module. NOTE: Only FEMA BCA software version 4.55 or later may be used in new applications **Export to a ZIP the BCA and submit it on a CD.** Was the approved FEMA BCA software (BCA Version 4.55 or later) used and attached to the subapplication? *FEMA has developed new Benefit-Cost Analysis (BCA) software (BCA Version 4), which replaces previous software. BCA Version 4 is the only FEMA-provided software that may be used to conduct a BCA for FY2010 non-disaster subapplications and HMGP applications submitted for disasters declared after June 1, 2009.* Are the exported BCA runs, which must include backup documentation for the input data Included? For HMGP subapplications submitted in hard copy a full print out of the Project Report must be provided along with an electronic copy. Is the calculated Benefit Cost Ratio (BCR) 1.0 or over, and does it match the BCR given elsewhere in the subapplication? **State highly recommends a minimum of 1.2.** *Only project subapplications with a BCR of 1.0 or greater will be considered for HMA funding. For purposes of computing the BCA, the total cost must include annual maintenance costs for the proposed mitigation activity even though maintenance costs are not eligible project costs.* ***HMGP Exception:*** *Property acquisition and demolition or relocation of a structure in a noncoastal SFHA that has been declared substantially damaged by a local authority having such jurisdiction, are considered cost effective and a BCA is not required to be submitted.* If the Alternative BCA Approach is used, does the project meet the criteria for its use (i.e. substantial damage in a reverie floodplain waiver for acquisition and Landslide waiver for imminent threat) *The Alternative BCA Approach may be used for property acquisition and structure demolition or relocation projects or structure elevation projects in lieu of a traditional BCA for certain properties insured under the NFIP and included in the NFIP Repetitive Loss Database. The list of properties and the guidance for using the Alternative BCA Approach are available from the appropriate FEMA Regional Office (see Part VII) or the BCA Technical Assistance Helpline (see Part X C.4).* If sub-application is for HMGP Initiative funding, is a narrative description of the project's cost effectiveness provided in lieu of a BCA?
Designated Contact Form	☐	Use this to designate primary a nd secondary contacts - these are the individuals the State will contact regarding

		this project. If these individuals change during the course of the project this form needs to be resubmitted. Contractors /Individuals/Companies (if applicable) that we may work with on the application or the implementation of the project.
Floodplain Manager Form	☐	Complete this form with the information of the floodplain manager designated for the Sub-Applicant in which the project is located. Floodplain Manager Assessment is to make a statement about the project's location in relationship to the floodplain/way and describe the effects of the project to the floodway/plain
25% Or More Match Certification	☐	This is on agency or Sub-Applicant letterhead certifying the ability to meet the 25% **OR MORE** cost share of the project.
Project Timeline	☐	*Quarterly timeline/work schedule. Make sure this coincides with the cost breakdown and SOW.*
Environmental Justice Statement	☐	Put on Sub-Applicant's signed letterhead. As a means to comply with EO 12898 requirements, all HMGP applications must include an Environmental Justice Statement signed by the authorized agent or chief elected/executive official that answers the following: 1. Are there concentrations of low income or minority populations in or near the HMGP project? 2. Will the HMGP project result in a disproportionately high and adverse effect on low income or minority populations? What action(s) will be taken to ensure achievement of environmental justice for low income and minority populations?
NEPA letters	☐	SHPO US Army Corps of Engineers TX Parks and Wildlife USDA/NRCS TCEQ GLO TXDOT
T-Properties Spreadsheet *(acquisitions only)*	☐	This spread sheet must be populated and should be printed in the application as well as submitted on CD. The final totals on the spreadsheet should equal the amounts reflected on the State and FEMA applications. Do not alter this spread sheet as it is incorporated into a database. If you have any questions contact Mildred Reno at mildred.reno@dps.texas.gov or 512-424-2428.
Voluntary Participation Letter *(acquisition & wildfire projects)*	☐	In an acquisition project this must be signed by each owner and must be submitted with the application –the names on the application and the letter must match or be submitted with a power of attorney. Properties not covered by a letter will be removed from the application. Multi-jurisdictional Planning Grants must include a letter of intent to participate for each participant identified in the application such as county, cities, school systems, and private non-profits.
Duplication of Benefits Statement	☐	This would be a statement addressing how the Sub-Applicant will identify and address duplication of benefit issues on acquisition projects
Sub Dam Certificate/90-91 PA form *(acquisitions only)*	☐	The floodplain manager or building permit office in the jurisdiction normally issues the Substantial Damage Certificate or Certification Letter. This letter is required for substantially damaged properties in acquisition projects that are not supported by a benefit cost analysis.
FEMA Engineering Checklist	☐	Use this for all structural projects such as drainage, channelization, etc.
Maintenance Agreement	☐	This statement must be on Sub-Applicant letterhead and indicate what agency will be responsible for the maintenance of the completed project and identify any additional costs required to do so.
FIRMette With Project Plotted	☐	County/City/Sub-Applicant Index Map. Create a FIRM-ette and identify participants.
Photos/Maps	☐	Provide a description/explanation. Pictures may also be requested to verify progress reports.
Phased Projects (Complex Projects)	☐	Specify which activities will be phased. Include a narrative and a cost breakdown of the phased activities. This amount must be included in the total cost of the project. Justification for phasing must submitted.
a. Phased Scope of Work/Narrative	☐	Activities to be phased such as Hydrologic and Hydraulic Studies, Preliminary Engineering Design, EO 11988, BCA Environmental Historical Preservation and Environmental Assessments.
b. Phased Cost Breakdown	☐	Detailed cost breakdown of those activities.
Federal Land	☐	FEMA will not consider funding for activities on federal land. For land adjacent to federal lands, FEMA will coordinate with other federal agencies to ensure the proposed project does not fall within the scope of another

		Federal Agency's grant authority, as well as to ensure consistence with federal policy and priorities.

ELIGIBLE PROJECTS

See HMA Guidance IV D.1 and D1.1.– Eligible Activities & Mitigation Project detailed descriptions

Acquisition Demolition / Relocation	**Demolition:** The voluntary acquisition of an existing at-risk structure and, typically, the underlying land, and conversion of the land to open space through the demolition of the structure. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions. For property acquisition and structure demolition projects, see HMA Addendum, Part A. **Relocation:** The voluntary physical relocation of an existing structure to an area outside of a hazard-prone area, such as the Special Flood Hazard Area (SFHA) or a regulatory erosion zone and, typically, the acquisition of the underlying land. Relocation must conform to all applicable State and local regulations. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions. For property acquisition and structure relocation projects, see Addendum, Part A.
Advance Assistance	Section 1104 of the SRIA authorizes the use of Advance Assistance to accelerate the implementation of the Hazard Mitigation Grant Program (HMGP). Applicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop complete HMGP applications in a timely manner. See Part IX, A.9 for additional information on Advance Assistance.
Community Safe Rooms	Safe room construction projects are designed to provide immediate life-safety protection for people in public and private structures from tornado and severe wind events, including hurricanes. For HMA, the term "safe room" only applies to extreme wind (combined tornado and hurricane) residential, non-residential, and community safe rooms; tornado community safe rooms; and hurricane community safe rooms. This type of project includes retrofits of existing facilities or new safe room construction projects, and applies to both single and dual-use facilities. For additional information, see Addendum, Part C.
Dry Flood Proofing	Techniques applied to keep structures dry by sealing the structure to keep floodwaters out. For all dry floodproofing activities, FEMA encourages Applicants and subapplicants to design all dry floodproofing projects in accordance with ASCE/SEI 24-05.
Structural Elevations	Physically raising and/or retrofitting an existing structure to the Base Flood Elevation (BFE) or higher if required by FEMA or local ordinance. Elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts, or columns; and elevating on fill. Foundations must be designed to properly address all loads and be appropriately connected to the floor structure above, and utilities must be properly elevated as well. FEMA encourages Applicants and subapplicants to design all structure elevation projects in accordance with the American Society of Civil Engineers/Structural Engineering Institute (ASCE/SEI) 24-05, *Flood Resistant Design and Construction*. For additional information about structure elevation projects, see Addendum, Part E.
Generators	Generators are emergency equipment that provide a secondary source of power. Generators and related equipment (e.g., hook-ups) are eligible provided that they are cost-effective, contribute to a long-term solution to the problem they are intended to address, and meet other program eligibility criteria. A permanently installed generator that is a stand-alone project can be considered under regular HMGP funding if the generator protects a critical facility. Critical facilities may include police and fire stations, hospitals, and water and sewer treatment facilities. A generator that is a component of a larger project (e.g., elevation of a lift station) can also be funded under regular HMGP funding and the use of aggregation is permitted. Portable generators are eligible provided that they meet all HMGP requirements as described in 44 CFR Section 206.434. Stand-alone generator projects that cannot be determined cost-effective via standard HMA benefit-cost methodology may be eligible under the 5 Percent Initiative. See Part IX, A.10 for additional information about the 5 Percent Initiative. For additional information on generators please see the Frequently Asked Questions for Generators in Part X, Appendix G. HMA funds are not available as a substitute for emergency, temporary, or partial solutions under the Stafford Act Section 403, Essential Assistance (42 U.S.C. 5170b) and/or the Stafford Act, Title VI Emergency Preparedness (42 U.S.C. 5195).
Individual Safe Rooms	The Texas Individual Safe Room Rebate Program was created to allow Texas communities to

	offer their citizens an incentive type rebate for the construction and installation of an above ground or in ground safe room at their dwelling. This program is operated at the community level in accordance with the requirements described in the State of Texas Hazard Mitigation Plan –Annex A (entitled the Hazard Mitigation Grant Program Administrative Plan), the 44 CFR (Code of Federal Regulations), the Hazard Mitigation Assistance Unified Guidance in place at the time of the grant, and this handbook
Mitigation Action Plans	Mitigation plans are the foundation for effective hazard mitigation. A mitigation plan is a demonstration of the commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they commit resources. The mitigation planning process includes hazard identification and risk assessment leading to the development of a comprehensive mitigation strategy for reducing risks to life and property. The mitigation strategy section of the plan identifies a range of specific mitigation actions and projects being considered to reduce risks to new and existing buildings and infrastructure. This section includes an action plan describing how identified mitigation activities will be prioritized, implemented, and administered. Planning activities funded under HMA are designed to develop State, Indian Tribal, and local mitigation plans that meet the planning requirements outlined in 44 CFR Part 201. A mitigation planning subgrant award must result in a mitigation plan adopted by the jurisdiction(s) and approved by FEMA or it must result in a planning related activity approved by FEMA (e.g., incorporating new data into the Risk Assessment, or updating the Mitigation Strategy to reflect current disaster recovery goals) consistent with the requirements in 44 CFR Parts 201 and 206.
Post Disaster Code Enforcement	Projects designed to support the post-disaster rebuilding effort by ensuring that sufficient expertise is on hand to ensure appropriate codes and standards, including NFIP local ordinance requirements, are used and enforced. For additional information, see Part IX, A.8.
Public Information/Warning Systems	Campaign / public education program to increase knowledge of the public about a particular hazard/s.
Structural Retrofitting of an existing building	Modifications to the structural elements of a building to reduce or eliminate the risk of future damage and to protect inhabitants. The structural elements of a building that are essential to protect to prevent damage include foundations, load-bearing walls, beams, columns, building envelope, structural floors and roofs, and the connections between these elements.
Non-Structural Retrofitting of Existing Buildings and Facilities	Modifications to the non-structural elements of a building or facility to reduce or eliminate the risk of future damage and to protect inhabitants. Non-structural retrofits may include bracing of building contents to prevent earthquake damage or the elevation of utilities.
Soil Stabilization	Projects to reduce risk to structures or infrastructure from erosion and landslides, including installing geotextiles, stabilizing sod, installing vegetative buffer strips, preserving mature vegetation, decreasing slope angles, and stabilizing with rip rap and other means of slope anchoring. These projects must not duplicate the activities of other Federal agencies.
Minor Localized Flood Reduction	Projects to lessen the frequency or severity of flooding and decrease predicted flood damages, such as the installation or modification of culverts, and stormwater management activities, such as creating retention and detention basins. These projects must not duplicate the flood prevention activities of other Federal agencies and may not constitute a section of a larger flood control system.
Warning Systems – Reverse 911 / Sirens	Equipment and systems for the purpose of warning citizens of impending hazards.
Wildfire Defensible Space	Projects creating perimeters around homes, structures, and critical facilities through the removal or reduction of flammable vegetation. For additional information, see Addendum, Part B.3.1.
Wildfire Hazardous Fuels Reduction	Projects that remove vegetative fuels proximate to at-risk structures that, if ignited, pose significant threat to human life and property, especially critical facilities. For additional information, see Addendum, Part B.3.3.
Wildfire Ignition Resistive Construction	Projects that apply ignition-resistant techniques and/or non-combustible materials on new and existing homes, structures, and critical facilities. For additional information, see Addendum, Part B.3.2.

Wind Retrofit	Wind retrofit projects of one and two-family residential buildings must be designed in conformance with the design criteria found in the *Wind Retrofit Guide for Residential Buildings* (FEMA P-804) published December 2010. This document is available in the FEMA Library at http://www.fema.gov/library/viewRecord.do?id=4569.
Infrastructure Retrofit	Measures to reduce risk to existing utility systems, roads, and bridges.

INELIGIBLE ACTIVITIES

The following list provides examples of activities that are not eligible for HMA funding:

- Projects that do not reduce the risk to people, structures, or infrastructure;
- Projects that are dependent on a contingent action in order to be effective and/or feasible (i.e., not a stand-alone mitigation project that solves a problem independently or constitutes a functional portion of a solution);
- Projects with the sole purpose of open space acquisition of unimproved land;
- Projects for which actual physical work such as groundbreaking, demolition, or construction of a raised foundation has occurred prior to award or final approval. Projects for which demolition and debris removal related to structures proposed for acquisition or mitigation reconstruction has already occurred may be eligible when such activities were initiated or completed under the FEMA Public Assistance program to alleviate a health or safety hazard as a result of a disaster;
- Projects that involve land that is contaminated with hazardous waste;
- Projects for preparedness activities or temporary measures (e.g., sandbags, bladders, geotubes);
- Projects that create revolving loan funds;
- Activities required as a result of negligence or intentional actions, or those intended to remedy a code violation, or the reimbursement of legal obligations such as those imposed by a legal settlement, court order, or State law;
- FEMA may, at its discretion, choose not to fund projects subject to ongoing litigation if such litigation may affect eligibility of the project or may substantially delay implementation of the project;
- All projects located in a CBRS Unit or in OPAs, other than property acquisition and structure demolition or relocation projects for open space under HMA. For details on property acquisition and structure demolition or relocation projects for open space within a CBRS Unit or OPAs see Addendum, Part A.2;
- Activities on Federal lands or associated with facilities owned by another Federal entity;
- Major flood control projects related to the construction, demolition, or repair of dams, dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters, and erosion projects related to beach nourishment or re-nourishment;
- Projects for hazardous fuels reduction in excess of 2 miles from structures;
- Projects that address unmet needs from a disaster that are not related to mitigation;
- Retrofitting facilities primarily used for religious purposes, such as places of worship (or other projects that solely benefit religious organizations). However, a place of worship may be included in a property acquisition and structure demolition or relocation project provided that the project benefits the entire community, such as when the whole neighborhood or community is being removed from the hazard area;

- Activities that only address manmade hazards;
- Projects that address, without an increase in the level of protection, operation, deferred or future maintenance, repairs, or replacement of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges, and facility repair/rehabilitation);
- Projects for the purpose of:
    - Landscaping for ornamentation (e.g., trees, shrubs);
    - Site remediation of hazardous materials (with the exception eligible activities, such as the abatement of asbestos and/or lead-based paint and the removal of household hazardous wastes to an approved landfill);
    - Water quality infrastructure;
    - Projects that primarily address ecological or agricultural issues;
    - Forest management;
    - Prescribed burning or clear-cutting; and
    - Construction and maintenance of fire breaks, access roads, or staging areas;
    - Irrigation systems;
- Studies not directly related to the design and implementation of a proposed mitigation project; and
- Preparedness measures and response equipment (e.g., response training, electronic evacuation road signs, interoperable communications equipment).

All projects must also comply with any additional project-specific guidance provided in the Addendum.

PLANNING GRANTS

Is this a new plan or an update?
If it is an update, what is the name of the existing plan?
What was the date the existing plan approved?
Select the type of local Mitigation Plan:
Does the subapplicant state that the activity will result in a FEMA-approved multi-hazard mitigation plan? The subapplicant will not be eligible to receive project grant funds unless FEMA approves the plan to be in compliance with the Federal hazard mitigation planning standards identified in 44 CFR 201.6. The application should state that the objective is to create a plan that is compliant with these regulations. In addition, the timeline for the grant should include at least one year for State & FEMA to review and approve the plan.
For planning subapplications, is each participating community/schools individually listed, with individual statements of intent to participate?
Is a community profile of each participating community provided? A good community profile should include a description of the natural, built, and socioeconomic environments.
For multi-jurisdictional plans, is information included on how the overall planning effort will be coordinated? Reference 44 CFR § 206.6 Information should be included about the planning process for participating jurisdictions. The final document must include information concerning how it was prepared (e.g., the time period to complete the plan, the type and outcome of meetings), who was involved in the planning process (e.g., the composition of the planning team), and how the public was involved. The plan should also document how the planning team was formed and how each party represented contributed to the process.
Are any previous planning grants, for either the applicant or subapplicant, identified and discussed?
If the activity is a plan update, does the subapplication identify how it will address any deficiencies in the previous plan? FEMA requires that previously approved plans point out any data limitations, and identify actions to obtain the data in the mitigation strategy. If the previously approved plan identified data deficiencies that would be addressed at a later time, then the deficiencies must be incorporated in the updated risk assessment. However, if the data deficiencies have not been resolved, they must be addressed in the updated plan, accompanied by an explanation of why they remain and an updated schedule to resolve the issue.
If the activity is a plan update, is the crosswalk from the previous plan included in the subapplication? For plan update subgrant applications: Check the "attachment" sections in e-grants and NEMIS. Crosswalks can also be

obtain from the Planning Team database.
PROPERTY ACQUISITION AND STRUCTURE DEMOLOTION OR RELOCATION PROJECTS
Application (Elements that are required at submission)
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
What is the proposed acquisition activity and how does the subapplicant propose to accomplish the acquisition?
Is the Latitude and Longitude of the Structure to be Acquired Provided?
Is the Address (including city, state and zip code) or Physical Location of Structure to be Mitigated and all Alternate Structures Provided?
Is the Location of the Property(ies) on the Applicable Hazard Map as Appropriate Provided? (e.g., FIRM, DFIRM, Preliminary DFIRM)
Is the Property Located in a Coastal Barrier Resource System (CBRS) unit and Otherwise Protected Area (OPA)?
Is the Building Use Provided? (e.g., residential, commercial, public)
Is the Total Square Footage of Principal Structures Included? (Provide square footage for living space and nonliving space including unfinished basement and garage)
Are Photographs of the Structure to be Acquired Provided? (Each side of structure to include a view of the structure in relation to adjacent structures and roadways)
Is Documentation Provided for the Valuation Estimate of the Property? (e.g., tax card, appraisal, or similar document)
Does the Subapplication Include Identification of the Valuation Assumption? (i.e., pre-event or current market value)
Does the subapplication include Costs for the Acquisition that are in Compliance with Section IX A.5 of the HMA Unified Guidance(i.e. Tax Cards, Property Appraisals or other documentation)
Does the subapplication include verification that Structure Relocation Costs Identify the Value of the Land to be Acquired in Addition to other Eligible Costs? (Indicated at Section IX A.5 of the HMA Unified Guidance) (For Acquisition/Relocation only)
Does the subapplication include the required assurances that the subapplicant will implement the project grant award in compliance 44 CFR Part 80 Property Acquisition and Relocation for Open Space?
For Properties to be Relocated - Does the subapplicant acknowledge that any relocated structure be placed on a site located outside of the SFHA, outside of any regulatory erosion zones or other mapped hazard areas?
For Non-Flood Acquisition Projects (i.e. landslide) - Has a Qualified Professional or Appropriate Community Official Provided Documented Evidence of the Risk Determination or Imminent Risk?
PRE-AWARD (PRIOR TO THE AWARD OF THE PROJECT)
Is a notice of voluntary interest form attached?
Are the State DOT and USACE consultation letters provided?
If Project is Located in a CBRS or OPA has Consultation with Fish and Wildlife Occurred?
Does the subapplication include deed restriction language consistent with the FEMA model deed restriction that the local government will record with the property deed(s)?
Has the Subapplicant Identified a Property Owner Appeal / Reconsideration Process Regarding the Value for the Mitigation Offer of the Property?
Is verification Included that Comparable Housing Payments ($22,500) are in accordance with Section IX A.11.5 of the HMA Unified Guidance? (If Comparable Housing Payments are warranted)
Is verification Included that Relocation (URA) Costs are in accordance with Section IX A.12 of the HMA Unified Guidance? (If there are tenants in the properties to be acquired)
Has the documentation of citizenship or qualified alien status been included as it relates to pre-event fair market value?
Project Implementation - Pre-Settlement (Post-Award, prior to property settlement)
Has the Subgrantee provided a Signed Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space FEMA's Hazard Mitigation Assistance Programs Form (FEMA Form 81-112, OCT 08) for each Acquired Property?
Closeout
Is there verification that all required activities have been accomplished and all properties identified have been acquired?
Is a copy of the deed recorded for each property included, demonstrating that each property approved in the original application was mitigated? Are the recorded deed restrictions consistent with the FEMA model deed restriction language

as required?
Has a photo of each property site after project completion been submitted to FEMA?
Has the latitude-longitude coordinates of each property after project completion been submitted to FEMA?
Are repetitive loss properties identified, where applicable? FEMA requires that the Grantee submit FEMA Form AW-501, NFIP Repetitive Loss Update Worksheet (OMB 1660-0022) on all repetitive loss properties mitigated as a result of HMA grant funds
Has the applicant identified a reporting process for the required 3 year inspection and verification that the property is still in compliance with the deed restriction? (Required for acquisitions per 44CFR §80.19 (d))
Has the Grantee updated the Property Site Information in the Relevant Database? (e.g., eGrants, NEMIS) (Required for structure elevations per HMA Guidance IX E.6)
Have EHP conditions during project implementation been met? (Required for HMA projects per HMA Guidance III D.6)
Is the NFIP Repetitive Loss Update Worksheet AW-501 from Grantee to FEMA submitted, including documentation supporting the change in the mitigated status of a structure? (e.g., elevation certificate) (Required for HMA projects per HMA Guidance VI D.2.1)
STRUCTURAL ELEVATION
Application (Elements that are required at submission)
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Are the name and location of the flooding source (e.g., creek, river, coastal, watershed, or location of storm water ponding) and location on the applicable FIRM, DFIRM, Preliminary DFIRM, etc. provided?
Are the Latitude and Longitude of the structures to be elevated provided?
Does the subapplication include the Address of Structure to be mitigated (including city, state and zip code) or Physical/Legal Location?
Is the Building Use provided? (e.g., residential, commercial, public)
Is the Original date of Construction for the structure provided?
Does the subapplication include the Structure Type to be elevated? (e.g., one story, two story, split level)
Is the Foundation Type indicated? (e.g., slab-on-grade, crawl space, basement, open foundation)
Is the Base Flood Elevation (BFE) or Advisory BFE (ABFE) at the Structure Location indicated?
Is the elevation of the lowest finished floor included? (e.g., Finished Floor Elevation - FFE)
Is the total Square Footage of the Principal Structures included? (Provide square footage for living space and nonliving space)
Are photographs of the Structure to be Elevated provided? (Each side of structure to include a view of the structure in relation to adjacent structures and roadways)
Is the Construction Type provided? (e.g., wood frame, masonry)
Is Total Square Footage of the Structure After the Proposed Elevation provided? (Provide data for living space and nonliving space)
Is the First Floor Elevation of the Proposed Elevation provided?
Is the Proposed Elevation Increase in Height provided? (How high will the structure be elevated)
Is the Proposed Foundation Type provided? (e.g., open, elevated crawl space, fill)
For the retrofit of existing buildings, is an assessment of the vulnerabilities of the existing building conditions provided?
Has an Elevation Certificate (FEMA Form 81-31) or Equivalent Information for each structure been provided?
Is the Proposed Elevation Methodology and Standard to be used provided?
Is the Elevation Cost Information provided? (Cost Estimate)
Is documentation provided to verify that Costs for the Elevation are in Compliance with Section IX E.3 of the HMA Unified Guidance?
Is the Estimated Cost to Replace Principal Structure included? (e.g. Building Replacement Value - BRV)

Are project specifications to meet local codes and applicable regulations provided?
Pre-Award (Prior to the award of the project)
Is a Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds included?
Is a Statement from the Appropriate Local Official or qualified professional that the Structure Appears to be Capable of Elevation included?
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
Project Implementation - *Post-Construction* (Post-Award, prior to closeout)
Have EHP conditions during project implementation been met?
Closeout
Is the NFIP Repetitive Loss Update Worksheet AW-501 from Grantee to FEMA submitted, including documentation supporting the change in the mitigated status of a structure? (e.g., elevation certificate)
Has the Grantee provided a Certificate of Occupancy for each structure in the project to certify that the structure is code-compliant?
Has the Grantee provided a Final Elevation Certificate (FEMA Form 81-31) for each structure to ensure the structure has been elevated to the proper elevation?
Has the Grantee provided copy of the recorded deed amendment for each elevated structure?
Has the Grantee provided a certification by an engineer, floodplain manager, or senior local official that the completed structure elevation is in compliance with local ordinances and NFIP regulations, including all applicable NFIP Technical Bulletins?
Has the Grantee provided verification of flood insurance for each structure still in the Special Flood Hazard Area (SFHA)?
Has the Grantee provided front, rear, and side photograph of the final elevated structure?
Has the Grantee updated the Property Site Information in the Relevant Database? (e.g., eGrants, NEMIS)
DRAINAGE PROJECTS
Application (Elements that are required at application submission)
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Does the subapplication include a Description and Map of the existing drainage conditions and the area of protection?
Is the Current Risk in the project service area adequately described?
Does the subapplication include the name and location of the flooding source (i.e., creek, river, watershed, or location of stormwater ponding) and its location on the applicable FIRM, DFIRM, Preliminary DFIRM, etc?
Is the Latitude and Longitude of the project site provided?
Are the address of all Structures and/or Infrastructure to be mitigated (service area including city, state and zip code) listed in the subapplication? (Include Physical/Legal Location, and Boundaries of Project Site)
Is the Infrastructure to Be Protected adequately described?
Are Photographs of the Site included in the subapplication? (Include areas where there will be ground disturbance, any water bodies nearby, service area)
Is the Total Square Footage of Structures to be Protected documented? (BCA; Provide square footage for living space and nonliving space)
Is the Proposed Drainage Methodology (project approach/design), including all Components (ditches, culverts, swales, etc.), Feasible and Effective in mitigating the Identified Risk?
Does the subapplication Identify the Location of the Components?
Does the subapplication Identify two (2) Alternatives Considered other than the proposed project?
Is the proposed activity a stand-alone mitigation project? Will the project provide mitigation benefits without the assistance of other planned projects in the area/watershed?
What Level of Protection will the Proposed Project provide to Existing Structures and Infrastructure?
Has the subapplicant considered and described Upstream and Downstream impacts of the proposed project?
Does the subapplication include engineering calculations and/or schematic drawings/design, conceptual engineering design, or technical data?
Does the subapplication Identify the Standards and Codes to be used?
Has the subapplicant verified that Costs for the Drainage are in Compliance with the HMA Unified Guidance?
Has the Project Useful Life been determined?
Does the subapplication describe any Road Detours and Economic Disruption caused by Flooding?

Has the Replacement Cost for Structures to be Protected been documented?
Pre-Award (Prior to the award of the project)
Has the subapplicant included a Maintenance Agreement?
Has the subapplicant coordinated with USACE on Duplication of Programs?
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
Project Implementation - *Pre-Construction* (Post-Award, prior to ground breaking)
If a map revision is required, did the subapplicant submit documentation to FEMA for a CLOMR?
Project Implementation - *Post-Construction* (Post-Award, prior to closeout)
Have EHP conditions during project implementation been met?
If a map revision was required, did the subapplicant submit documentation to FEMA for a LOMR?
Closeout
Has applicant submitted the NFIP Repetitive Loss Update Worksheet AW-501? (Grantee submits to FEMA with documentation supporting the change in the mitigated status of a structure if there are repetitive loss properties in the project)
Have photographs of the completed drainage system been included?
SEISMIC
Application (Elements that are required at submission)
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Does the proposed Scope of Work identify and address the existing risk?
Does the proposed Scope of Work include discussion of the level of protection (performance level) of the activity? This is especially important for critical facilities.
Does the application include discussion of residual risk remaining after the mitigation action is completed?
Are the Latitude and Longitude of the structures provided?
Does the subapplication include the Address of Structure to be mitigated (including city, state and zip code) or Physical/Legal Location?
Are photographs of the Structure provided? (Exterior and Interior condition)
Is the Construction Type provided? (e.g., wood frame, masonry)
Is the date of Construction for the structure provided?
Is the soil type included?
Does the subapplication include the Building Type, Number of Stories, Use and Occupancy? (e.g., one story, two story, split level, residential, commercial, public)
Is the total Square Footage of the Principal Structures included? (provide square footage for living space and nonliving space)
Are proposed schematic drawings or designs of proposed project provided?
Is documentation showing how project specifications meet local codes and applicable regulations and engineering design standards provided?
For the retrofit of existing buildings, is an assessment of the vulnerabilities (seismic) of the existing building conditions provided?
Does the Scope of Work describe the Non-Structural elements to be mitigated, including date of construction or installation, dimensions, location within the building or facility, equipment boundary (e.g. sprinkler system pump to main distribution header pipe nozzles, etc)
Is the Proposed Structural Retrofit Methodology and Applicable Engineering Standard to be used provided?
Does the subapplication include replacement values estimates for all non-structural items?
Is the building replacement value (BRV) ($/square foot) included and supporting documentation provided? or Is documentation for the cost per square foot to replace the building with a functionally equivalent building provided? (The building replacement value (BRV) is not the same as the current market value of the building.)
Is a Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds included?
Pre-Award (Prior to the award of the project)
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
Closeout

Has the Grantee documented that the project subgrant was completed with the approved SOW?
Was all project work performed in accordance with all required permits and applicable building codes as modified or protected by the approved project?
Have EHP conditions during project implementation been met?
WILDFIRE
Application (Elements that are required at application submission)
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Is the Proposed Project Designed to Protect Homes, Neighborhoods and Infrastructure from Future Wildfire Hazards?
Does the project subapplication include a description of the wildfire mitigation activities and the method to accomplish the activities?
Does the project subapplication describe the level of protection that the mitigation activity will provide to existing structures and infrastructure?
Is the location and/or Latitude and Longitude of the project site provided?
Is a clear, concise description of the Structures or Facilities to be mitigated provided?
Is the Address (including city, state and zip code) or Physical Location of the Structure to be Protected from the Hazard(s) Provided?
Are Boundaries of the Project Site described if the project encompasses an area larger than one property?
Does the project meet or exceed accepted local, engineering and fire-related codes and standards?
Does the project subapplication include any ineligible wildfire activities as listed in HMA Guidance IX. B.4?
Does the project subapplication describe how the project will provide structural protection through Ignition Resistant Construction Activities? (Is it feasible? For Structural Protection, Ignition Resistant Construction Activities)
Is there a description of the proposed defensible space for each property for a structural protection project?
Are the methods used for hazardous fuels reduction activities eligible under FEMA's Wildfire Policy?
Has the total area been included for hazardous fuels reduction activities in the project subapplication? (e.g. acres, square feet, and/or linear measurement)
Has an approximation of the total vegetation to be removed been included for hazardous fuels reduction activities? (e.g. percent of existing vegetation)
Does the project subapplication include a map(s) showing the project area and relationship of structures to wildland/urban interface or forested, range or grassland area?
Does the project subapplication include information on the number of residents impacted?
Does the project subapplication include a property-level rating of wildfire risk for each home or community , along with the scale used to measure the rating levels (if applicable)?
Is the proposed project located no farther than two miles from the structure? (For Hazardous Fuels Reduction Activities)
Is the Building Replacement Value (BRV) included for structures to be protected?
Is the Project Useful Life/Projected Lifespan Provided? (Project Effective Life)
Pre-Award (Prior to the award of the project)
Has the property owner agreed to maintain the defensible space for a structural protection project?
Does the project subapplication include a draft operations and maintenance plan?
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
Project Implementation **Pre-Construction** **(Post-Award, prior to ground breaking)**
Does the project subapplication include a final operations and maintenance plan?
Closeout
Have EHP conditions during project implementation been met?
COMMUNITY SAFE ROOM
Application **(Elements that are required at application submission)**
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Have alternative solutions to the identified risk been considered?

Does the subapplication include a vicinity map with the project location clearly marked?
Have properties to be mitigated been identified?
Is the address or location of the safe room included? (i.e., city, state and zip code or legal description of structure to be mitigated and all alternate structures, if applicable)
Have photos of the project site been provided?
Does the subapplication include photograph(s) that represents the project site at the time of application?
Has the Safe Room type been identified? (e.g., residential, non-residential, community: tornado, hurricane, or combined)?
Is the proposed safe room design feasible and effective at mitigating the identified risk?
Is the Safe Room a multi-use facility? (Specify all facility uses)
Does the proposed saferoom allow for accessibility for people with disabilities?
Is the design standard for the proposed safe room recognized by FEMA? If so, what standard will be used for the design and construction? (e.g., FEMA 320, FEMA 361, or ICC-500 with incorporation of FEMA 320 or FEMA 361)?
Is the location of the safe room in a flood zone? If so, is it clearly identified on a FIRM? (Note: Safe rooms cannot be located in the following areas: coastal high hazard area (Zone VE) or other areas known to high velocity wave action, Tsunami inundation areas, Coastal Zone A (ASCEE/SEI 24-05, or floodways. In addition, FEMA 320 safe rooms cannot be located in areas subject to coastal storm surge inundations associated with a Category 5 hurricane.)
Have environmental and cultural resources been considered in the decision making process for determining the location, type and use of the safe room?
Are safe room costs 1) directly related to and necessary for the hazard mitigation purpose of life safety protection resulting from structural and building envelope protection and 2) in compliance with eligible costs listed in tables 6 & 7 of the HMA Guidance?
Does the subapplication provide documentation that the proposed safe room project subapplication is in compliance with local planning, zoning, building and all other applicable codes? (Required for Safe Room project per HMA Guidance IX C.4.5)
Does the subapplicant include a descriptive statement regarding the operations and maintenance plans for the safe rooms? (This should include long-term maintenance requirements, frequency of required maintenance, responsibility for safe room maintenance, a brief statement about the operation of the safe room when opened for use, and funding source for maintenance costs.) (Required for Safe Room projects per HMA Guidance V H.1.1 and IX C.4.3.1)
Has the Wind Speed Zone identified for the project site?
What level of design is included (e.g. conceptual design or detailed)? If detailed, have the structural and non-structural peer reviews of the design been provided?
Is the size (area in sq. ft.) based on the calculation of net usable space to accommodate the number of safe room occupants? For example: 1,185 gross sf x (0.85) = 1,007 net usable sf.
Does the subapplication indicate the period of protection provided by the Safe Room? (Up to 24 hours for hurricane events; up to 2 hours for tornado events)
Does the application indentify, quantify and document the population at risk and is the size consistent? (Note: For Hurricane safe rooms the population protected is limited to First Responders and Critical & Essential Services Personnel and Facility Occupants (special needs).
For Residential and Small Business Safe Rooms - Does the population protected comply with size (prescriptive design: dimensions 14'x14'=196 sf) limitations by hazard? (Tornado/hurricane residential max occupancy 16; tornado non-residential max occupancy 33; combined tornado/hurricane non-residential max occupancy 8.)
Do the number of toilets and hand washing facilities conform to guidance? Tornado: 2 toilets and 1 additional per 500 occupants (FEMA 361). For safe rooms over 50 occupants, hand washing facilities at 1 per 1,000 occupants (ICC 500). Note: sanitation criterion can be met with temporary facilities (e.g. self-contained chemical-type receptacles/toilets). Hurricane: 2 toilets and 1 additional per 50 occupants (FEMA 361). For safe rooms over 50 occupants, hand washing facilities at 1 per 100 occupants (ICC 500). Tornado/Hurricane: ICC 500 specifies one toilet when the occupancy is less than 50 occupants. Two toilets for safe rooms over 50 occupants, with 1 additional toilet per 500 occupants for tornado or per 50 occupants for hurricane.
For Tornado Safe Rooms Only - Does the Distance & Travel time for the at-risk population conform to the 5 minute walk (pedestrian) or half-mile driving distance calculated by actual travel route? Are people exposed to increased risk while moving to the protected area?

For Tornado Safe Rooms Only - Is documentation included that shows how the population will reach the safe room?
For Tornado Safe Rooms Only - Does the size (area in sq. ft.) conform to criteria established in Policy/Guidance? The standard of 5 s.f. per person, 10 s.f. per wheelchair, 30 s.f. per bed shall be provided. One wheelchair space should be provided per 200 occupants; therefore for 200 occupants, the area would equal 1,005 s.f.
For Tornado Safe Rooms Only - Does the subapplicant demonstrate consideration of warning capabilities, logistics, and operations components that support basic safe room functions?
For Hurricane Safe Rooms Only - Does the applicant demonstrate that a warning system is in place and the notification timeframes are adequate to allow sufficient travel time to the safe room? Note: Travel times are not limited.
For Hurricane Safe Rooms Only - Does the subapplication demonstrate that the Safe Room will be operated in a manner consistent with Local and State Emergency Evacuation plans and requirements?
For Hurricane Safe Rooms Only - Does the size (area in sq. ft.) conform to criteria established in Policy/Guidance? The standard of 20 s.f. per person, 20 s.f. per wheelchair, 40 s.f. per bed shall be provided. One wheelchair space should be provided per 200 occupants; therefore for 200 occupants, the area would equal 4,000 s.f.
Does the subapplication adequately define and document potential Hurricane Safe Room occupants? (1st Responders, Critical Services Personnel)
Pre-Award **(Prior to the award of the project)**
Has a draft O&M Plan been submitted and reviewed for compliance with HMA Guidance prior to any retrofit or construction activities?
Project Implementation **Post-Construction** **(Post-Award, prior to closeout)**
Have EHP conditions during project implementation been met?
Closeout
Has a final O&M Plan been submitted for closeout?
Have photos of the project site before and after construction been provided?
Have the latitude and longitude coordinates at the project site been provided?
Has a FEMA 361: Substantial Completion Certificate been submitted?

Debarment

has been verified for debarment under the System for Award Management.
www.sam.gov

Names Searched:

Search Result PDF's are attached.

has been verified for debarment under State Debarment Verification Database.
http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/

A PDF copy of the list is attached.

Application for Federal Assistance SF-424

Hazard Mitigation Grant

OMB Number 4040-004

1. Type of Submission: ☐ Construction ☐ Non Construction

2. Date Submitted: Application Identifier: _____ (State Use)

3. Date Received by the State: _____ (State Use) State Application Identifier: _____ (State Use)

4. Date Received by Federal Agency: _____ Federal Identifier _____

5. Applicant Information:
   Legal Name:
   Address: City: State: Zip:
   Organizational Unit: Department and Division:
   FIPS Code: **DUNS Code:**

   Primary contact on matters involving this application:
   First Name: Last Name: Email:
   Phone: Fax:

6. Employer Identification Number/Tax Identification Number (EIN/TIN):

7. Type of Applicant: *(See instructions for Application Types)*

8. Type of Application: ☐ New ☐ Continuation ☐ Revision *(enter appropriate revision letter)*

9. Name of Federal Agency: **FEMA/DHS**

10. Catalog of Federal Domestic Assistance Number: **97-039**

    Title (Name of Program): **Hazard Mitigation Grant Program**

11. Descriptive title of the applicant's project:

12. Areas Affected by Project
    Cities:
    Counties:

13. Proposed Start Date: **Upon Approval** Ending Date: **24 Months from Approval**

14. Congressional Districts of: Applicant: Project Location:

15. Estimated Funding:
    Federal:
    Applicant: Funding Source: If match is CDBG funds, this triggers Davis-Bacon on the whole project.
    Total: $0 Typically, HMGP is exempt from Davis Bacon.

16. Is the Application Subject to Review by State Executive Order 12372 Process? (Intergovernmental Review of Federal Programs)
    ☐ YES – This pre-application was made available to the State Executive Order 12372 process for review on date:
    NO ☐ Program is not covered by E.O. 12372
    ☐ Or Program has not been selected by State for Review

17. Is the Applicant Delinquent on any Federal Debt?
    ☐ Yes – attach an explanation ☐ No

18. ***By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein 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 an award. I am aware any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)* ☐ ****I AGREE**

    Authorized Representative: Title: Phone:

    Signature _____ Date: _____

Instructions for the SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item	Entry	Item	Entry
1.	Select Type	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable)	13.	*Prefilled* – should be upon approval and end 24 months.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. For a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e- mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes
8.	Select from the following list: New = New assistant Award Continuation = Extension for an additional funding/budget period for a project with a projected completion date. Revision = Change in the Federal Government's financial obligation. If a revision enter the appropriate letter A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	*Prefilled*. Name of Federal agency from which assistance is being requested with this application.		
10.	*Prefilled with proper code*. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

Summary Sheet for Assurances and Certifications

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS	O.M.B. No. 1660-0025
For FY	CA FOR (Name of Recipient)

This summary sheet includes Assurances and Certifications that must be read, signed and submitted as a part of the Application for Federal Assistance.

The applicant must check each item that they are certifying to:

Part I	☐	FEMA Form 20-16A, Assurances-NonConstruction Programs
Part II	☐	FEMA Form 20-16B, Assurances-Construction Programs
Part III	☐	FEMA Form 20-16 C, Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
Part IV	☐	SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with identified attached assurances and certifications.

Typed Name of Authorized Representative	Title
Signature of Authorized Representative	Date Signed

NOTE:

By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form.
Please do not send your completed form to the above address.

FEMA Form 20-16

Federal Assurances for Non-Construction Programs

20-16A

U.S DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
ASSURANCES-NONCONSTRUCTION PROGRAMS

O.M.B. No. 1660-0025
Expires July 31, 2007

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form.

Please do not send your completed form to the above address.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4727-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statues or regulations specified in Appendix A of OPM's Standards for Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statues relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P. L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IV of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970,) P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912, (42 U.S.C. 290-dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et. seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provision in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Title II and III of the Uniformed Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.

8. Will comply with provisions of Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7) the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable with flood insurance purchase requirements of Section 102a of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988;(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16) U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176 (c) of the Clear Air Act of 1955, as amended (42 U.S.C. Section et seq.); (g) protection underground sources of drinking water under Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components of the national wild and scenic rivers systems.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-et seq.).

14. Will comply with P.L 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poising Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Assurances for Construction Programs

20-16B

U.S DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
ASSURANCES-NONCONSTRUCTION PROGRAMS

O.M.B. No. 1660-0025
Expires July 31, 2007

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. **Please do not send your completed form to the above address**.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal Share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a paper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict to interest, or personal gain.

8. Will comply with Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statues or regulations specified in Appendix A of OPM's standards for a Merit System of Personnel Administration (5 C.F.R. 900-subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801-et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statues relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sections 794) which prohibits discrimination on the basis of; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-61-7) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the bases of abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the bases of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Sections et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) and other non-discrimination provisions in the specific statutes(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination Statues(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interest in real property acquired for project purpose regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employment activities are funded in whole or impart with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 27a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for Federally assisted construction subagreements.

14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in the total cost of insurable construction and acquisition is $ 10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management programs developed under the Coastal Zone Management Act of 1973 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementations Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); (H) Protection of Endangered species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 46s-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

21. It will obtain approval by the appropriate Federal agencies of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal
agency for prior approval changes that alter the cost of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.

23. It will require the facility to be designed to comply with the "American
Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped,' Number A117-1961, as modified (41CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organization" including but not limited to, the "Lobbying Revision" published in vol 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

Certificate Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

20-16C

U.S DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

O.M.B. No. 1660-0025
Expires July 31, 2007

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. **Please do not send your completed form to the above address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants),." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over $100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

☐ Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. **DEBARMENT,SUSPENSION, AND OTHER RESPONSIBILITY** MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.
The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

Taking appropriate personnel action against such an employee, up to and including

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. **DRUG-FREE WORKPLACE** (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distributions

(b) Establishing an on-going drug free awareness program to inform employees about-

The dangers of drug abuse in the workplace;
The grantee's policy of maintaining a drug-free workplace;
Any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

Abide by the term of the statement; and
Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convections;

(e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

Place of Performance (Street address, City, County, State, Zip code)

Check ☐ If there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(e) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Form 20-16C Page Two

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB 0348-0046

1. Type of Federal Action ☐ contract ☐ cooperative agreement ☐ loan ☐ loan guarantee ☐ loan insurance	2. Status of Federal Action: ☐ bid/offer/application ☐ initial award ☐ post award	3. Report Type: ☐ initial filing ☐ material change For Material Change Only: Year _____ quarter _____ Date of last report _____
4. Name and address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ _____ Congressional District, if known: _____
6. Federal Department/Agency: FEMA/DHS		7. Federal Program Name/Description Hazard Mitigation Grant Program CFDA Number, if applicable: 97-039
8. Federal Action Number, if known: _____		9. Award Amount, if known: _____
10. A. Name and address of Lobbying Registrant, if an individual, last name, first name, middle initial): _____		B. Individuals Performing Services (including address if different from 10.A.) (last name, first name, middle initial): _____
11. Information requested through this form is authorized by title 31 U.S.C section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to civil penalty of not less than$10,000 and not more than $100,000 for each such failure.		Signature: _____ Printed Name: _____ Title: _____ Telephone No. _____ Date: _____
Federal Use Only		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

State of Texas Assurances

Hazard Mitigation Grant

In addition to federal requirements, state law requires a number of assurances from applicants for federal pass-through or other state-appropriated funds. An attempt has been made below to list major state and federal assurances. Generally, not all of these assurances will be required for any one grant. However, it is the applicant's responsibility to ensure that all assurances required by the awarding agency are submitted.

The legal instrument for awarding state funds must be consistent with the standards prescribed herein; however, these standard conditions or assurances may be incorporated into contracts or grant agreements by reference rather than by being reproduced in their entirety.

1) A subgrantee must comply with Texas Government Code, Chapter 573, Vernon's 994, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

2) A subgrantee must insure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, Vernon's 1994, unless otherwise expressly prohibited by law.

3) A subgrantee must comply with Texas Government Code, Chapter 551, Vernon's 1994, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

4) A subgrantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.

5) No health and human services agency or public safety or law enforcement agency may contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

6) A subgrantee that is a law enforcement agency regulated by Texas Government Code, Chapter 415, must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

7) When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See Uniform Grant Management Standards, Part III, subpart _C_.36 for additional guidance on contract provisions.)

8) A subgrantee must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.

9) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (10)

10) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (13)

11) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (11)

12) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (12)

13) Subgrantees will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

14) Subgrantees will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protections Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO 11738).

15) Subgrantees will comply with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102 (a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

16) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurances number (15).

17) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (16).

18) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (17).

19) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (11).

20) Intentionally omitted; This State Assurance corresponds with OMB Approved No. 0348-0042 Federal Assurance number (9).

21) Subgrantees will comply with Public Law 103277, also known as the Pro-Children Act of 1994 (Act), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

22) Subgrantees will comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

23) Subgrantees will comply with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing this program.

24) The applicant must certify that they are not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

25) Subgrantees must adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

Authorized Representative: Title: Phone:

Signature _____Date:_____

Designated Contact Form

Hazard Mitigation Grant Program

Sub-Applicant/Grantee:	*Date:*
Disaster Number:	*Project Number:*
Is this an update? *Yes* ☐ *or* *No* ☐	

Primary Project Officer	***Secondary Project Officer***
Name:	*Name:*
Organization:	*Organization:*
Official Position:	*Official Position:*
Mailing Address:	*Mailing Address:*
City, State, Zip:	*City, State, Zip:*
Daytime Phone:	*Daytime Phone:*
Fax Number:	*Fax Number:*
Email:	*Email:*

Chief Financial Officer	***Secondary Financial Contact***
Name:	*Name:*
Organization:	*Organization:*
Official Position:	*Official Position:*
Mailing Address:	*Mailing Address:*
City, State, Zip:	*City, State, Zip:*
Daytime Phone:	*Daytime Phone:*
Fax Number:	*Fax Number:*
Email:	*Email:*

'Certifying Official' *(authority to obligate funds)*	***Authorized Third Party***
Name:	*Name:*
Organization:	*Organization:*
Official Position:	*Official Position:*
Mailing Address:	*Mailing Address:*
City, State, Zip:	*City, State, Zip:*
Daytime Phone:	*Daytime Phone:*
Fax Number:	*Fax Number:*
Email:	*Email:*

The above Primary and Secondary Project Officers are hereby authorized to execute and file the application for this mitigation project on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. Chief Financial Officer and the Certifying Official are authorized to represent and act for this organization in all financial operations pertaining to this grant with the State of Texas. The Authorized Third Party contact/s, in addition to the primary and secondary project officers, is/are also authorized in the management of this grant.

Flood Plain Manager Form (if the project is located in floodplain/floodway)

Sub-Applicant	
Fill in the Disaster number below for the appropriate program	
HMGP Disaster Number	
Certified Flood Plain Manager	
Organization	
Official Position	
Mailing Address	
City, State, Zip	
Daytime Number	
Cell Number	
Fax Number	
Email	
CFM Certification Number	
Floodplain Manager's Assessment	*Make a statement about the project's location in relationship to the floodplain/way and describe the effects of the project to the floodplain/way. Attach additional information if needed.*

The designated Floodplain Manager is authorized by the below Certifying Official to represent and act for this organization in all dealings with the State of Texas matters pertaining to floodplain issues for this grant.

Signature _____ Date: _____

Match Certification

_____ certifies we have the ability to meet the 25% or more cost share of this project.

Duplication of Program Statement

_____ certifies there has not been, nor will there be, a duplication of benefits for this project.

Maintenance Agreement

Is there a Maintenance Agreement needed for this facility? Yes No

If yes, include a copy of the Maintenance Agreement with this application.

Environmental Justice Statement

EO 12898 compliance requirements:

1. Are there concentrations of low income or minority populations in or near the HMGP project?

2. Will the HMGP project result in a disproportionately high and adverse effect on low income or minority populations?

3. What action(s) will be taken to insure achievement of environmental justice for low income and minority populations?

Authorized Representative: Title: Phone:

Signature _____Date:_____

FEMA REGION VI MITIGATION GRANT PROGRAM
ENGINEERING CHECKLIST

Project Title:
Applicant: Project Location:
Project Number: Grant Number:

Yes	No	Attached	Overall Project Information
			How was this project identified?
			Will this project change effective BFE's, floodplain or floodway boundaries?
			Has a flood study been prepared?

What level of planning has been completed?

			Conceptual – General layout, flow capacity, due diligence study, and quantity estimate
			Preliminary – 35% plans with survey, plan and profile sheets, grade lines and potential conflicts identified
			Final Plans – 100% complete plans and bid documents
			Has a Conditional Letter Of Map Revision (CLOMR) been prepared? Prepared Submitted Approved

Structural Elements

1) Check "Yes" for those elements that are proposed in this project,
2) list the number of each type of proposed structural element,
3) provide one copy of the corresponding "Structure Check List" for each proposed structure.

Yes	No	Number	Structure Type	Page
			Detention / Retention	2
			Diversion	2
			Berm / Floodwall	3
			Flap Gate / Flood Gate	3
			Channelization	4
			Bridge / Culvert	4

FEMA REGION VI MITIGATION GRANT PROGRAM
ENGINEERING CHECKLIST

Project Title:
Applicant: Project Location:
Project Number: Grant Number:

Detention / Retention Check List

Fill out this section for each element for this project

Name/Description of Element: Number of

Drainage Area: sq. mi. Type of Structure: ☐ Detention ☐ Retention

Does any portion meet the state definition of a Dam? ☐ Yes ☐ No

Design Storm: Classification

	Design Storm	100-Year
Peak Inflow (cfs)		
Peak Outflow (cfs)		
Storage Volume (ac-ft)		

Sizing Method: ☐ Computer Model (HEC-1, HEC-HMS, TR-20, etc):
☐ Modified Rational Method ☐ Other:

Immediate downstream maximum non-damaging discharge: cfs

Diversion Check List

Fill out this section for each element for this project

Name/Description of Element: Number of
Drainage Area: sq. mi. Type of Structure: ☐ Off Channel Storage ☐ Other:

Design Storm:

Peak Inflow: cfs Diverted Flow: cfs Remaining Flow: cfs

Diversion is proposed by: ☐ Gravity ☐ Pumping

Proposed pump Number: Size: gpm

Description of sizing method: ☐ is ☐ is not attached

Immediate downstream maximum non-damaging discharge: cfs

FEMA REGION VI MITIGATION GRANT PROGRAM
ENGINEERING CHECKLIST

Project Title:
Applicant: Project Location:
Project Number: Grant Number:

Berm / Floodwall Check List

Fill out this section for each element for this project

Name/Description of Element: Number of

Type of Structure: Berm Floodwall ☐ Other:

Design Storm: Proposed Material: Earthen Concrete Other:

	Drainage Area (sq. mi)	Design Discharge (cfs)	100-year Discharge (cfs)
Water side			
Land side			

Minimum Freeboard: Average: ft Upstream End: ft Downstream End: ft

Internal Drainage Plan Yes No Attached

Geotechnical Report Yes No Attached

Hydraulic Study Yes No Attached

Proposed Pumps Yes No Description Attached

Immediate downstream maximum non-damaging discharge: cfs

Flap Gates / Flood Gates Check List

Fill out this section for each element for this project

Name/Description of Element: Number of

Design Storm: Hydraulic Study ☐ Yes ☐ No ☐ Attached

	Drainage Area (sq. mi)	Design Discharge (cfs)	100-year Discharge (cfs)
Water side			
Land side			

Upstream Pool Elevation: ft. msl. Lowest Finished Floor of Adjacent Structures: ft. msl.

Pool elevation determined by: Computer Model (HEC-1, HEC-HMS, TR-20, etc):
☐ Modified Rational Method Other:

FEMA REGION VI MITIGATION GRANT PROGRAM
ENGINEERING CHECKLIST

Project Title:
Applicant: Project Location:
Project Number: Grant Number:

Bridge / Culvert Check List

Fill out this section for each element for this project

Name/Description of Element: Number of

Method used to size the proposed structure (e.g., HEC-2, HEC-RAS, WSPRO, HY8):

Dimensions: Culvert Set #1 barrels foot span by foot rise Material:
Culvert Set #2 barrels foot span by foot rise Material:
Culvert Set #3 barrels foot span by foot rise Material:

Upstream Flowline: Downstream Flowline: High Chord: Low Chord:

Total cross sectional area below low chord: sq. ft. Drainage Area: sq. mi.

Design Storm: Structure Capacity: cfs at Headwater Elevation: ft. msl.

	Design Storm	100-Year
Peak Discharge (cfs)		
Tail Water (ft msl)		
Headwater (ft msl)		

Immediate downstream maximum non-damaging discharge: cfs

Channelization Check List

Fill out this section for each element for this project

Name/Description of Element: Number of

Proposed material: Earthen/grass lined Concrete Gabion Lined Other:

Drainage Area: sq. mi. Design Storm:

Design Peak Discharge: cfs 100-Year Peak Discharge: cfs

Channel Capacity: cfs with feet of freeboard without freeboard

Sizing Method: ☐ Computer Model (HEC-2, HEC-RAS, etc):
☐ Hand Calculation (Manning's Equation or other):

Immediate downstream maximum non-damaging discharge: cfs