

APPLICATION DEVELOPMENT

DR- 4223



APPLICATION FORMS

Use the latest forms – do not use what you used last year.

Link to forms from TDEM website:

<http://www.txdps.state.tx.us/dem/downloadableforms.htm>



USE CURRENT GUIDANCE

- Hazard Mitigation Assistance Unified Guidance (HMAUG) adopted by FEMA each year
 - 44 Code of Federal Regulations (CFR)
 - 2 CFR
- State HMGP Administrative Plan submitted for each disaster



DR-4223 Details

- Current potential projections
- Current Period Of Performance (POP)
- Flooding and extreme wind event



SCOPE OF WORK (SOW) GUIDANCE

Clear, Concise Description
of the Proposed Project

- Proposed design
- Project implementation method(s)
- Construction method(s)
- Responsible parties for implementation



SOW GUIDANCE

Introduction

- Describe proposed activity to be accomplished at end of POP



PERIOD OF PERFORMANCE (POP)

- Begins with FEMA approval
- No reimbursable activities after POP expiration
- Request extensions at least 60 days prior to the expiration of your POP



SOW GUIDANCE

Activities Descriptions

- Proposed approach
- Outcomes
- Level of effort including:
 - Key milestones and schedule
 - Relationship of each activity to cost estimate



SOW GUIDANCE

Deliverable, Key Milestones, and Schedule

- Includes all tasks identified in SOW and relationship of each activity to cost estimate
- Identifies target dates for meeting each milestone*
- Schedules must not exceed POP for award
- Sufficient detail is to be provided*



SOW GUIDANCE

Personnel

- Identifies proposed staff
- Describes relevant experience managing proposed activities, contractors and Federal awards



SOW GUIDANCE

Task Management

- Describes methods sub-applicant uses to manages tasks and contractors
- Monitors and reports progress*



SOW GUIDANCE

Cost Estimate*

- Cost share: Identifies cost categories and value for in-kind contributions*
- Closeout: Applicant must document actual costs for eligible activities
- Pre-award costs: Must be included as separate line item to be eligible for HMA funding*
- Ineligible format: Lump-sums not eligible and will NOT be accepted



INITIAL COST ESTIMATE*

Prepare a preliminary project cost estimate which may include:

- Materials
- Units
- Unit cost
- Total cost of each line item
- Annual maintenance costs
- Engineering and Administration Costs



COST ESTIMATE, cont.

- Specific quantities (numbers)
- Accurate, consistent units of measure (ft., yds., etc.)
- Identify/breakout pre-award (costs)*
- Identify/breakout project management (costs)



SOW GUIDANCE

Considerations for Management Costs, Project, or Planning Applications

- SOW addresses unique considerations for type of activities proposed*



SOW GUIDANCE

Ranking Factors

- How activities will address goals and objectives and/or ranking for relevant HMA programs
- Applicant must identify funding priorities



SOW GUIDANCE

Location of the Project

- In the form of latitude and longitude with an accuracy of +/- 20 meters (64 ft.), in decimal form up to 4 points, for each structure or location identified in the SOW



SOW GUIDANCE

Alternatives

1. Do nothing is one alternative
2. Other alternatives considered:
 - Project comparison submitted
 - Rationale process
 - Selection process



VIABLE CONCEPTS

Identify the project:

- Is the hazard in the hazard mitigation plan?
- Is it repetitive?
- Is the project mitigation or maintenance*?
- Is it technically feasible?
- Is it environmentally sound?
- Is it cost effective? (Benefit Cost Ratio > 1.2)



DAMAGES

- Identify the type of event and the damages
- For a storm you would need the intensity, duration and frequency that caused past damage
- A fire will require the County Appraisal District information for each structure damaged or each structure to be protected

BCA Reference Guide:

<https://www.fema.gov/media-library/assets/documents/92923>



25% MATCH

- Labor (in-kind)
- Cash
- Property
- Donations*
- General Revenue or local funds
- CANNOT be other Federal funds except Community Development Block Grant (CDBG) funds



BENEFIT COST ANALYSIS (BCA)

- Projects
- Structures
- Import/Export
- Back-up/Restore

BCA: The projection of future savings based on historical losses compared to the cost of a project



BCA MODULES*

- Flood (Riverine, Coastal Zone A, Coastal Zone V)
- Hurricane Wind
- Hurricane Safe Room
- Earthquake
- Tornado Safe Room
- Wildfire
- Damage Frequency Assessment



FLOOD MODULE



DIVISION OF EMERGENCY MANAGEMENT

FLOOD MODULE

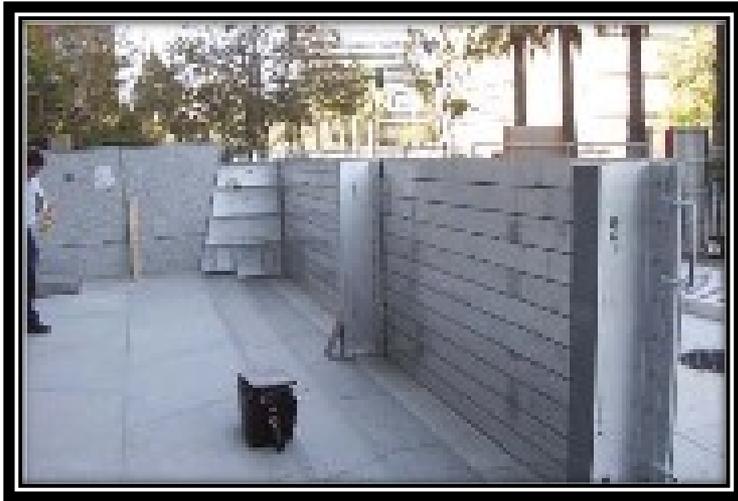
KEY INPUTS

- Mitigation Project Type
- Mitigation Project Cost
- Hazard-Specific Data
- Structure Information
- Damages and Losses Avoided
- Depth-Damage Functions



FLOOD PROJECT TYPES

- Acquisition
- Elevation
- Dry Flood Proofing/Flood Barrier*
- Drainage Improvement



Flood Proofing



Drainage Improvement



HURRICANE WIND MODULE

Mitigation project types that can be analyzed using the BCA software include but not limited to:

- Shutters
- Roof Retrofits



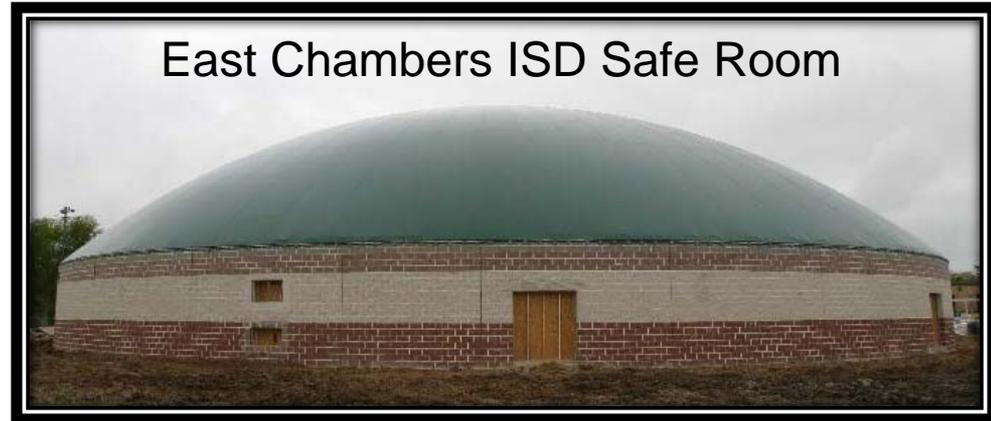
TORNADO SAFE ROOM MODULE



DIVISION OF EMERGENCY MANAGEMENT

TORNADO SAFE ROOM BCA MODULE KEY INPUTS

- Location (State, County)
- Type of Safe Room
- Project cost
- Safe Room maximum occupancy
- Square footage of Safe Room
- Design wind speed
- Structure types occupants are currently using
- Occupancy and response information



WILDFIRE MODULE



- Structure Fires: one or more buildings
- Wildland Fires: vegetation, the predominant fuel
- Wildland/Urban Interface (WUI) Fires: vegetation and structure fuel loads



WILDFIRE PROJECTS

- Defensible Space Activities
- Ignition-Resistant Construction Activities (only if combined with defensible space activities)
- Hazardous Fuels Reduction Activities



DAMAGE FREQUENCY APPROACH (DFA) MODULE

- DFA calculates project benefits based on one or more historical damage events and the frequency of the events
- DFA module is flexible and can be used for a wide range of hazards and project types



WHEN TO USE THE DFA

The DFA approach should be used when one or more of the following situations apply:

- Non-building projects (utilities*, roads, infrastructure)
- Key structure information, such as the first floor elevation data for flood, is not available
- Hazard data used to determine the expected annual number of flood events is missing or out of date



BCA TIPS

- Most BCA failure is due to lack of documentation supporting claimed losses
- Do the math – always add a narrative to explain the numbers used

Acquisition Tips:

- Do a separate BCA on each home and one for the total project
- Include all benefits in the BCA calculations – do not stop at 1.0
- Change in price or quantity triggers a new BCA



BCA HELPLINES

- BCA help line: bchelpline@dhs.gov
- Engineering help line: enghelpline@dhs.gov
- Environmental help line: ehhelpline@dhs.gov
- Website: <http://www.bchelpline.com>



FINAL COST ESTIMATE

- Materials
- Units
- Unit cost
- Labor
- Total cost of each line item
- Pre-Award Cost if any
- In Kinds if any
- Engineering and Administration costs must be broken out to:
 - Personnel
 - Hourly rate
 - Total hours per person



FINAL SOW

Revise the preliminary SOW to reflect the changes made to achieve a Benefit Cost Ratio (BCR) of 1.20 or more.

Supporting Documentation:

- Studies – H&H, FIS, Traffic counts
- Maps, FIRM
- Recognized sources with references
- Photographs



FEMA ENGINEERING CHECKLIST

Structural elements such as:

- Detention
- Retention
- Diversion
- Floodwalls and berms
- Flood gates
- Channelization
- Bridges and culverts



ENGINEERING

- Ensure SOW provides enough information to produce an accurate drawing of your project
- Ensure design includes all current building codes and requirements
- Use project specific design elements



SUPPORTING DOCUMENTATION

- If the resulting BCR exceeds 1.20, establish a detailed final cost estimate with all associated back-up documentation



APPLICATION ELEMENTS



FEDERAL APPLICATION (SF-424)

- Project Costs
- DUNS number*
- FIPS Code*
- Start date
- Type of applicant
- Congressional Districts
- E.O. 12372 – not selected by state for review*



ASSURANCES

Federal Assurances

- Non-construction (20-16 A)
- Construction (20-16 B)
- Lobby Certification (20-16 C)
- SF-424 Lobbying Activities

State Assurances

- In addition to Federal Assurances



SINGLE AUDIT REQUIREMENTS

- \$750,000 threshold
- Total Federal money expended within the previous FY, 30 days after form signed



OFFICERS AND FLOODPLAIN MANAGERS

Project and Third Party Officers

- Project Officer: Identifies sub-applicant employees involved in the project
- Third Party Officer : Contractors (individual or firm)
- Financial Officer: Sub-applicant officials



25% MATCH CERTIFICATION

The applicant must certify their ability to meet the 25% or MORE cost share requirement of the grant.



PROJECT SCHEDULE

- Divide activities into tasks by quarter
- Proposed schedules for sub-applications should not exceed two years
- Planning projects should include and be completed within 24 months:
 - Reviews
 - Revisions
 - Formal adoption
 - Final FEMA approval



FIRM/FIRMette

The project must be plotted on a Flood Insurance Rate Map with panel information

FEMA Flood Map Store

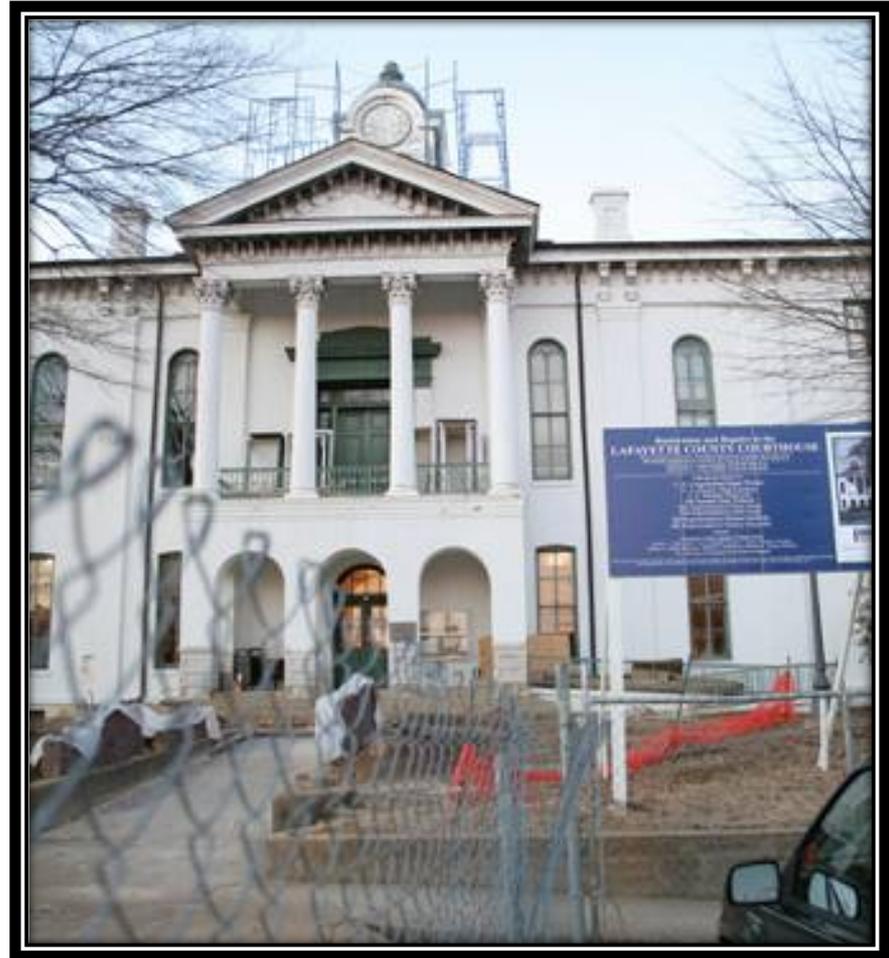
<http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>



NATIONAL HISTORIC PRESERVATION ACT*

State Historical Preservation Office (SHPO) Consultation

- Structures – 45 yrs. old or older
- New ground disturbance
- Project is in a historic district
- Current or past courthouse



SOW – GUIDANCE PLANNING GRANTS



SOW – GUIDANCE PLANNING GRANTS

- All programmatic rules discussed up to now apply to planning grants as well
- The one exception is you don't have to have a plan to receive a planning grant
- Old crosswalk vs. review tool



SOW – GUIDANCE PLANNING GRANTS

- State whether it is a new plan or an update
 - Who lead process for previous plan?
- Identify participating jurisdictions.
- Intent to Participate letter
- Provide a statement on how the overall planning effort will be coordinated



SOW – GUIDANCE PLANNING GRANTS

- Describe the process for plan development
- Who and How?
 - Public involvement
 - Profile hazards
 - Risk/vulnerability assessment
 - Mitigation goals and strategies
 - Plan implementation
 - Describe how above information will be shared between jurisdictions and plan writer to be incorporated into the final plan

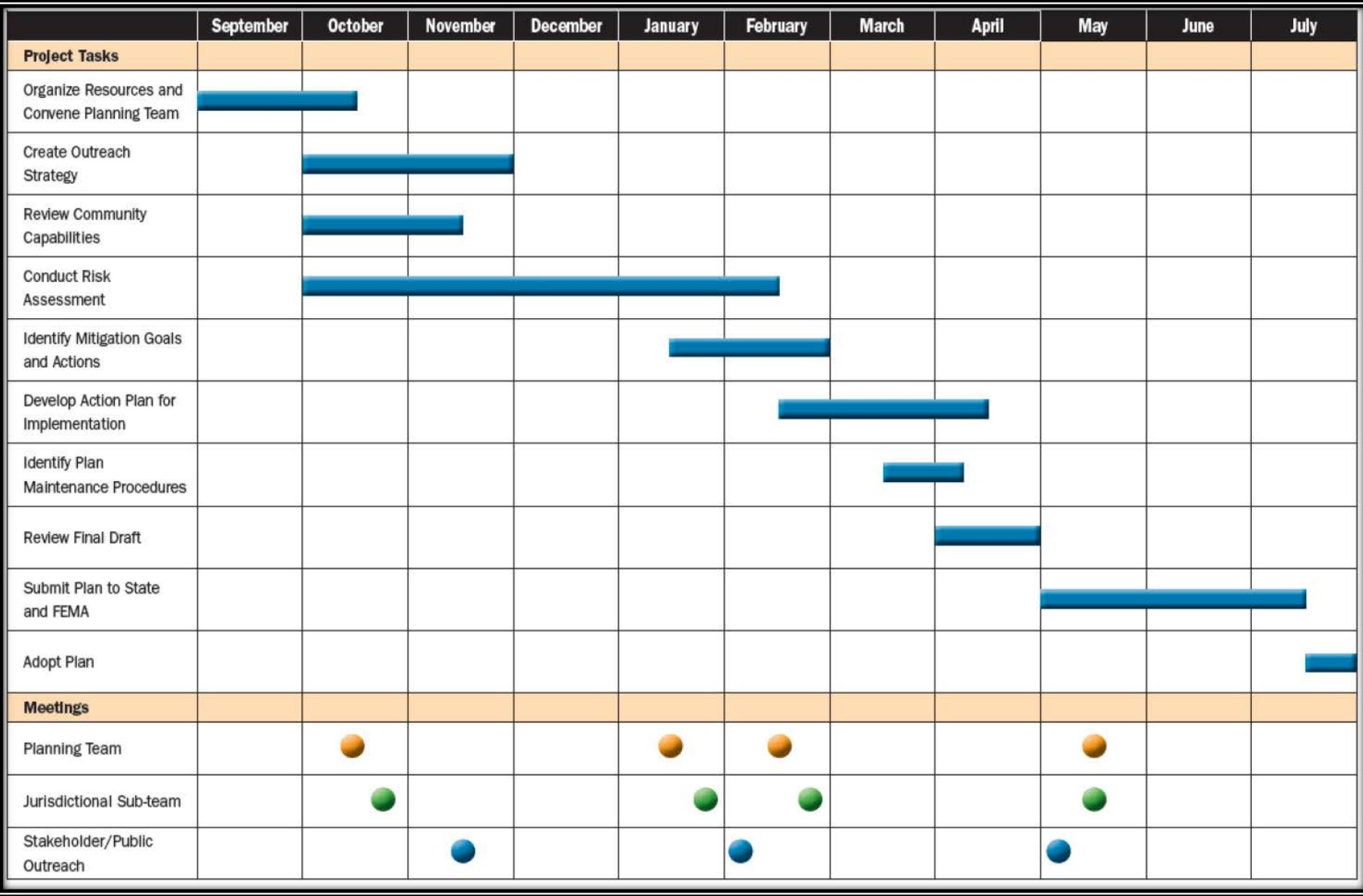


SOW – GUIDANCE

PLANNING GRANTS

- Describe the adoption process and time frame
- Key Milestones
 - Core planning team meetings
 - Stakeholder meetings
 - Public participation
 - Hazard profiles
 - Risk assessment
 - Mitigation strategy
 - Submit to State
 - 6 mos. – 1 yr.
 - Adopt





SOW – GUIDANCE PLANNING GRANTS

- Describe process of plan maintenance
 - Monitoring (quarterly)
 - Evaluating (annually)
 - Update (every 5 yrs.)



QUESTIONS?

TDEM Email:

TDEM-Mitigation@dps.texas.gov

Phone: 512-424-5489

