

HMGP GRANT APPLICATION CHECKLIST

NOTE: For generator only applications only use TDEM-604 packet & for Mitigation Action Planning grants use TDEM-602 packet.

SUB-APPLICANT:	NFIP STATUS:
EMERGENCY PREPAREDNESS APPROVAL LEVEL:	MAP DATE: ?

PROJECT DESCRIPTION:

DOCUMENT	COMPLETE	COMMENTS
1. Texas State Application	<input type="checkbox"/>	A Texas application must be included in your application.
2. State of Texas Assurances	<input type="checkbox"/>	Complete this form and ensure compliance.
3. Is this project identified in your Mitigation Action Plan?	<input type="checkbox"/>	If yes, in your Scope of Work, include the name of the plan you're participating in and the section and page it is identified.
4. SF 424 - Federal Application	<input type="checkbox"/>	This is a standard form for those requesting federal funding.
a. FEDERAL ASSURANCES FEMA 20-16	<input type="checkbox"/>	Summary sheet for assurances
b. 20-16 A or B & 20-16 C	<input type="checkbox"/>	Construction or non-construction assurances and lobbying certification
5. Project Officer Designation Form	<input type="checkbox"/>	Use this to designate primary and 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.
6. Third Party Officer Designation Form	<input type="checkbox"/>	Contractors /Individuals/Companies (if applicable) that we may work with on the application or the implementation of the project.
7. Floodplain Manager Form	<input type="checkbox"/>	Complete this form with the information of the floodplain manager designated for the Sub-Applicant in which the project is located.
8. Floodplain Manager's Assessment	<input type="checkbox"/>	Label As: Attachment A. Floodplain Manager is to make a statement about the project's location in relationship to the floodplain/way and describe the affects of the project to the floodway/plain
9. 25% Or More Match Certification	<input type="checkbox"/>	Label As: Attachment B. This is on agency or Sub-Applicant letterhead certifying the ability to meet the 25% OR MORE cost share of the project.
10. Scope of Work	<input type="checkbox"/>	Label As: Attachment C. Two alternates are required and one can be the results of doing nothing. Make sure your SOW coincides with your timeline and cost breakdown. All will be compared.
11. Project Cost Breakdown	<input type="checkbox"/>	Include a breakdown of your management costs and avoid using lump sums. Make sure this coincides with your SOW and timeline.
12. Project Timeline	<input type="checkbox"/>	Quarterly timeline with at <u>least</u> 2 activities per quarter <u>not</u> including submittal of quarterly report as an activity. Make sure this coincides with the cost breakdown and SOW.
13. Environmental Justice Statement	<input type="checkbox"/>	Label As: Attachment D. 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: <ol style="list-style-type: none"> 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?
14. Record of Environmental Consideration	<input type="checkbox"/>	This section should provide the back-up discussion and documentation needed by the environmental section of FEMA Region VI for the completion of the Record of Environmental Consideration (REC) form. The REC form identifies all of the environmental laws that must be addressed by projects using Federal funding.

15. NEPA letters	Upon Request	National Environmental Protection Agency. Do not Contact the NEPA agencies until your project has been selected by the State and the specific letters have been requested as a result of your project review.
16. T-Properties Spreadsheet	<input type="checkbox"/>	Label As: Attachment E. 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.
17. Voluntary Participation Letter	<input type="checkbox"/>	Label As: Attachment F. 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.
18. Duplication of Benefits Statement	<input type="checkbox"/>	Label As: Attachment G. This would be a statement addressing how the Sub-Applicant will identify and address duplication of benefit issues on acquisition projects
19. Sub Dam Certificate/90-91 PA form	<input type="checkbox"/>	Label As: Attachment H. 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.
20. FEMA Engineering Checklist	<input type="checkbox"/>	Use this for all structural projects such as drainage, channelization, etc.
21. BCA Cover Sheet	<input type="checkbox"/>	Label 21 & 22 As: Attachment I. Attach this form to the front of your BCA study submission.
22. BCA Data and Supporting Documentation	<input type="checkbox"/>	With three exceptions, all HMGP projects must be accompanied by a cost-effectiveness study. The exceptions are: <ol style="list-style-type: none"> 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 4.5 or later may be used in new applications
23. Maintenance Agreement	<input type="checkbox"/>	Label As: Attachment J. 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.
24. FIRM With Project Plotted	<input type="checkbox"/>	Label As: Attachment K. County/City/Sub-Applicant Index Map. Create a FIRM-ette and identify participants.
25. Pictures	<input type="checkbox"/>	Label As: Attachment L. Provide a description/explanation. Pictures may also be requested to verify progress reports.
26. Phased Projects	<input type="checkbox"/>	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.
a. Phased Scope of Work/Narrative	<input type="checkbox"/>	Activities to be phased such as Hydrologic and Hydraulic Studies, Final Engineering Design, EO 11988 , BCA, Environmental Historical Preservation and Environmental Assessment.
b. Phased Cost Breakdown	<input type="checkbox"/>	Detailed cost breakdown of those activities.