Project Subapplication

|  |  |
| --- | --- |
| Start a subapplication |  |
| Organization you are applying for |  |
| Organization you are applying to |  |
| Subapplication title |  |
| Subapplication type | Project |
| Document control number (optional) |  |

Subapplicant information

|  |  |
| --- | --- |
| Subapplicant information |  |
| Name of federal agency | FEMA |
| Type of submission | Pre-application  Application   Changed/Corrected application |
| Type of Subapplicant | State Government  Local Government   Indian Tribal Government   Special Governmental District   Private Non-Profit   Other |
| Is Subapplication subject to review by Executive Order 12372 Process? | Yes  No, program is not covered by E.O. 12372  No, program has not been selected by state for review |
| If Yes, this preapplication/application was made available to the Executive Order 12372 Process for review on: (MM-DD-YYYY) |  |
| Is the Subapplicant delinquent on any Federal debt? | Yes  No |
| *If yes, please provide an explanation:* |  |

Contact information

|  |  |
| --- | --- |
| Add a Subrecipient Authorized Representative (SAR) |  |
| Title |  |
| Prefix (optional) | Mr.  Ms.   Mrs.   Dr. |
| First Name |  |
| Middle Initial |  |
| Last Name |  |
| Agency/Organization |  |
| Primary phone |  |
| Extension (optional) |  |
| Type | Home  Work   Mobile |
| Secondary phone |  |
| Extension |  |
| Type | Home  Work   Mobile |
| Optional phone |  |
| Fax number |  |
| Email |  |
| Address line 1 |  |
| Address line 2 |  |
| City |  |
| State/territory |  |
| ZIP code |  |
| ZIP extension |  |
| Phone |  |
| Fax |  |

|  |  |
| --- | --- |
| Add a Point(s) of Contact |  |
| Title |  |
| Prefix (optional) | Mr.  Ms.   Mrs.   Dr.   Hon.   Exe. |
| First Name |  |
| Middle Initial (optional) |  |
| Last Name |  |
| Primary phone |  |
| Extension (optional) |  |
| Type | Home  Work   Mobile |
| Secondary phone |  |
| Extension (optional) |  |
| Type | Home  Work   Mobile |
| Optional phone |  |
| Fax number (optional) |  |
| Email |  |
| Address line 1 |  |
| Address line 2 (optional) |  |
| City |  |
| State/territory |  |
| ZIP code |  |
| ZIP extension (optional) |  |

Community

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

|  |  |
| --- | --- |
| Add Communities (complete this table for each benefitting community) |  |
| State |  |
| Community name (optional) |  |
| County name (optional) |  |
| County code |  |
| CID number |  |
| CRS community | Yes  No |
| CRS rating | 1    2 3   4 5  6 7    8 9   10 |
| U.S. Congressional District |  |
| Please provide any additional comments (optional) |  |
| Attachments |  |

Mitigation Plan

*Please provide your plan information.*

|  |  |
| --- | --- |
| Mitigation plan information |  |
| Is the entity that will benefit from the proposed activity covered by a current  FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201? | Yes  No |
| If Yes, please provide plan information: |  |
| Plan name |  |
| Plan type | State Multi-hazard Mitigation Plan  Tribal Multi-hazard Mitigation Plan  Local Multi-hazard Mitigation Plan  Tribal (Local) Multi-hazard Mitigation Plan  Local Multijurisdictional Multi-hazard Mitigation Plan  Tribal (Local) Multijurisdictional Multi-hazard Mitigation Plan |
| Is this plan standard or enhanced? (for Applicants only) | Standard  Enhanced |
| Plan approval date (MM-DD-YYYY) |  |
| Proposed activity description (optional) |  |
| Please provide any additional comments (optional). |  |
| Attachments |  |

Scope of Work

*The project Scope of Work (SOW) identifies the eligible 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. FEMA has different requirements for project, planning and management cost SOWs.*

|  |  |
| --- | --- |
| Scope of work |  |
| Subapplication title (include type of activity and location) |  |
| Activities |  |
| Primary activity type | Acquisition  Elevation  Relocation  Mitigation reconstruction  Retrofit  Floodproofing  Saferoom/shelter  Stabilization and restoration  Utility and infrastructure protection  Flood control  Codes and standards  Warning systems  Wildfire management  Education and awareness  Feasibility, engineering and design studies  Management costs  Generator  Planning related activities  Partnerships  Other |
| If Other, please specify |  |
| Secondary activity type (optional) | (see Primary activity type list above) |
| If Other, please specify |  |
| Tertiary activity type (optional) | (see Primary activity type list above) |
| If Other, please specify |  |
| Geographic areas description |  |
| Community lifelines |  |
| Primary community lifeline | Safety and security  Food, water, shelter  Health and medical  Energy  Communications  Transportation  Hazardous material |
| If Safety and security is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Law enforcement/security  Fire service  Search and rescue  Government service  Community safety |
| If Food, water, shelter is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Food  Water  Shelter  Agriculture |
| If Health and medical is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Medical care  Public health  Patient movement  Medical supply chain  Fatality management |
| If Energy is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Power grid  Fuel |
| If Communications is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Infrastructure  Responder communications  Alerts, warnings, and messages  Finance  911 and dispatch |
| If Transportation is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Highway/roadway/motor vehicle  Mass transit  Railway  Aviation  Maritime |
| If Hazardous material is selected as a primary community lifeline, these additional primary sub-community lifeline options are available. | Facilities  HAZMAT, pollutants, contaminants |
| Secondary community lifeline (optional) | (see Primary community lifeline list above) |
| Secondary sub-community lifeline | (see Primary sub-community lifeline lists above) |
| Tertiary community lifeline (optional) | (see Primary community lifeline list above) |
| Tertiary sub-community lifeline | (see Primary sub-community lifeline lists above) |
| Hazard sources |  |
| Primary hazard source | Biological incident  Chemical incident  Civil disturbance  Cyber incident  Dam/Levee break  Disease  Drought  Earthquake  Explosion  Extreme temperature  Fire  Flooding  Hostile action  Infrastructure failure  Landslide/Debris flow  Nuclear explosion  Radiological incident  Severe Storm  Solar event  Space object  Tornado  Tropical cyclone (Hurricane/Typhoon)  Tsunami  Uncategorized  Volcano  Winter storm |
| Secondary hazard source (optional) | (see Primary hazard source list above) |
| Tertiary hazard source (optional) | (see Primary hazard source list above) |
| If Uncategorized, please specify: |  |
| Is this a phased project?  *If you select 'Yes' to phased project question. You must select Phase 1 or Phase 2 on Budget lines.* | Yes   No |
| Are you doing construction in this project? | Yes   No |
| Population affected | % |
| Detail/description of stated percentage |  |
| Provide a clear and detailed description of your proposed activity |  |
| How will the mitigation activity be implemented? |  |
| Describe how the project is technically feasible and will be effective in reducing the risk by reducing or eliminating damage to property and/or loss of life in the project area. Please include engineering design parameters and references to the following: preliminary schematic or engineering drawings/design; applicable building codes; engineering practices and/or best practices; level of protection (e.g., life safety, 100-yr flood protection with freeboard, 100-yr wind design, etc.): |  |
| Who will manage and complete the mitigation activity? |  |
| Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)? |  |
| When will the mitigation activity take place? |  |
| Explain why this project is the best alternative. What alternatives were considered to address the risk and why was the proposed activity considered the best alternative? |  |
| Please identify the entity that will perform any long-term maintenance and provide a maintenance schedule and cost information. The subapplicant or owner of the area to be mitigated is responsible for maintenance (including costs of long-term care) after the project is completed? |  |
| Additional comments (optional) |  |
| Attachments |  |

Schedule

*Specify the work schedule for the mitigation activities. Add tasks to the schedule. Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.*

|  |  |
| --- | --- |
| Add a Task (complete this table for each task) |  |
| Task name |  |
| Task description |  |
| Start month (number) |  |
| Task duration (in months) |  |

|  |  |
| --- | --- |
| Schedule |  |
| Estimate the total duration of your proposed activities (in months). |  |
| Proposed start date (MM/DD/YYYY) |  |
| Proposed end date (MM/DD/YYYY) |  |

Budget

*Budget cost estimate should directly link to your scope of work and work schedule. You must add at least one item greater than $0 for your cost estimate.* *Once you have added item(s) for your cost estimate, you may then add the item(s) for management cost (optional).* ***FEMA will provide 100 percent federal funding for subrecipient management costs for BRIC program activities.*** *As necessary, please adjust your federal/non-federal cost share, and add the non-federal funding source(s) you are planning to use for this project.*

|  |  |
| --- | --- |
| Add Cost estimate budget item(s) |  |
| Cost type: | Cost estimate |
| **Add an item (complete table for each cost item)** |  |
| Name of cost item |  |
| Quantity |  |
| Unit of measure | Acre  Cubic foot  Cubic yard  Day  Each  Foot  Hour  Inch  Linear foot  Mile  Million board feet  Square foot  Square yard  Square foot per inch  Ton |
| Unit price | $ |
| Unit total |  |
| Budget class | Administrative and legal expenses  Architectural and engineering fees  Construction  Contingencies  Demolition and removal  Equipment rental  Equipment purchase  Land, structures, rights-of-way, appraisals, etc.  Miscellaneous  Other architectural and engineering fees  Project inspection fees  Relocation expenses and payments  Site work |
| Pre-award | Yes   No |
| Project phase | Phase 1   Phase 2   Not applicable |
| Total budget cost | $ |

*Management cost (optional) is the line item(s) to support the scope of work for the execution and completion of the project. Be sure to include the cost associated with managing the project/initiative/activity. The total amount of management costs cannot exceed 5% of the total Cost estimate amount.*

|  |  |
| --- | --- |
| Add Management cost budget item(s) |  |
| Cost type: | Management cost |
| Item | Equipment  Office Space Rental  Other  Salaries  Supplies  Travel |
| Quantity |  |
| Unit of measure | Acre  Cubic foot  Cubic yard  Day  Each  Foot  Hour  Inch  Linear foot  Mile  Million board feet  Square foot  Square yard  Square foot per inch  Ton |
| Unit price | $ |
| Unit total |  |
| Budget class | Construction  Contractual  Equipment  Fringe benefits  Indirect charges  Other  Personnel  Supplies  Travel |
| Pre-award | Yes   No |
| Project phase | Phase 1   Phase 2   Not applicable |
| Management cost total | $ |

|  |  |
| --- | --- |
| Grand total (Cost estimate total + Management cost total) | $ |
| Program income (optional) | $ |

Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Small impoverished communities may be eligible for up to 90% federal share for Building Resilient Infrastructure and Communities (BRIC) funding. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

|  |  |
| --- | --- |
| Proposed federal vs. non-federal funding shares |  |
| Is this a small impoverished community?  (See Appendix for definition)  This determines your federal/non-federal share ratio. | Yes   No |
| ***If Yes*** | * Federal Share Percentage 90% * Non-Federal Share Percentage 10% |
| Based on total budget cost | $ |
| Proposed federal share | $ |
| Proposed non-federal share |  |
| ***If No*** | * Federal Share Percentage 75% * Non-Federal Share Percentage 25% |
| Based on total budget cost | $ |
| Proposed federal share | $ |

Non-federal funding share is that portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

|  |  |
| --- | --- |
| **Add funding source (complete this table for each funding source)** |  |
| Funding source |  |
| Name of source agency |  |
| Funding amount | $ |
| Percent non-federal share by source | % |
| Funding type | Administration  Cash  Consulting fees  Engineering fees  Equipment operation/rental  Labor  Other  Program income  Supplies |
| Date of availability (MM/DD/YYYY) |  |
| Fund commitment letter date (MM/DD/YYYY) |  |
| Total percent non-federal share |  |
| Please provide any addition comments (optional) |  |
| Attachments |  |

Cost-Effectiveness

|  |  |
| --- | --- |
| Cost-Effectiveness |  |
| How was cost-effectiveness determined for this project? | BCA completed in FEMA’s BCA toolkit  (Must attach the export file, zip file, pdf file, and other supporting documentation)  Pre-calculated benefits  Substantial Damage in Special Flood Hazard Area  Other BCA methodology approved by FEMA in writing  Not applicable |
| If Not applicable, explain why this project is not applicable |  |
| Pre-calculated benefits selections | Acquisitions in the special flood hazard area  Elevations in the special flood hazard area  Mitigation reconstruction in the special flood hazard area  Individual tornado safe rooms  Residential hurricane wind retrofits  Non-residential hurricane wind retrofits  Post-wildfire mitigation |
| What are the total project benefits? | $ |
| What is the total project cost? | $ |
| What is the benefit cost ratio (BCR) for the entire project? |  |
| Was sea level rise incorporated into the flood elevations in the BCA? | Yes   No |
| Were environmental benefits added to the project benefits? | Yes   No |
| Were social benefits added to the project benefits? | Yes   No |
| Does the mitigation measure incorporate nature-based solutions? | Yes   No |
| Please provide any additional comments. |  |
| Attachments |  |

Environmental/Historic Preservation (EHP) Review Information

An environmental/historic preservation review is required for all activities for which FEMA funds are being requested. FEMA will complete this review with the assistance of both the state or tribal government and the local applicant. It is important that you provide accurate information. If you are having problems completing this section, please contact your application point of contact.

|  |  |
| --- | --- |
| A. National Historic Preservation Act - Historic Buildings and Structures |  |
| 1. Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age? | Yes   No  Not known |
| If Yes, you must confirm that you have provided the following: | The property address and original date of construction for each property affected (unless this information is already noted in the Properties section)  A minimum of two color photographs showing at least three sides of each structure (Please label the photos accordingly)  A diagram or USGS 1:24,000 scale quadrangle map displaying the relationship of the property(s) to the project area |
| If Yes, to help FEMA evaluate the impact of the project, please indicate any other information you are providing. | Information gathered about potential historic properties in the project area, including any evidence indicating the age of the building or structure and presence of buildings or structures that are listed or eligible for listing on the National Register of Historic Places or within or near a National Register listed or eligible historic district. Sources for this information may include the State Historic Preservation Officer, and/or the Tribal Historic Preservation Officer (SHPO/THPO), your local planning office, historic preservation organization, or historical society.  Consideration of how the project design will minimize adverse effects on known or potential historic buildings or structures, and any alternatives considered or implemented to avoid or minimize effects on historic buildings or structures. Please address and note associated costs in your project budget.  For acquisition/demolition projects affecting historic buildings or structures, any data regarding the consideration and feasibility of elevation, relocation, or flood proofing as alternatives to demolition.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

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| --- | --- |
| B. National Historic Preservation Act - Archeological Resources |  |
| 1. Does your project involve disturbance of ground? | Yes   No  Not known |
| If Yes, please confirm that you have provided the information below by selecting each checkbox.  (If you have not provided these documents in any other section of the application, please attach the required documents below.) | A description of the ground disturbance by giving the dimensions (area, volume, depth, etc.) and location.  The past use of the area to be disturbed, noting the extent of previously disturbed ground.  A USGS 1:24,000 scale or other site map showing the location and extent of ground disturbance. |
| If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional) | Any information about potential historic properties, including archeological sites, in the project area. Sources of this information may include SHPO/THPO, and/or the Tribe's cultural resources contact if no THPO is designated. Include, if possible, a map showing the relation of any identified historic properties to the project area.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

|  |  |
| --- | --- |
| C. Endangered Species Act and Fish and Wildlife Coordination Act |  |
| 1. Are Federally listed threatened or endangered species or their critical habitat present in the area affected by the project? | Yes   No  Not known |
| If Yes, please confirm that you have provided the information below by selecting each checkbox.  (If you have not provided these documents in any other section of the application, please attach the required documents below.) | Information you obtained to identify species in or near the project area. Provide the source and date of the information cited. |
| If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional) | Any request for information and associated response from the USFWS, the National Marine Fisheries Service (NMFS) (for affected ocean-going fish), or your State Wildlife Agency, regarding potential listed species present and potential of the project to impact those species.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| 2. Does your project remove or affect vegetation? | Yes   No  Not known |
| If Yes, please confirm that you have provided the information below by selecting each checkbox.  (If you have not provided these documents in any other section of the application, please attach the required documents below.) | Description of the amount (area) and type of vegetation to be removed or affected.  A site map showing the project area and the extent of vegetation affected.  Photographs or digital images that show both the vegetation affected and the vegetation in context of its surroundings. |
| If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional) | Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| 3. Is your project in, near (within 200 feet), or likely to affect any type of waterway or body of water? | Yes   No  Not known |
| If Yes, and project is not within an existing building, you must confirm that you have provided the following:  (If you have not provided these documents in any other section of the application, please attach the required documents below.) | A USGS 1:24,000 scale quadrangle map showing the project activities in relation to all nearby water bodies (within 200 feet).  Any information about the type of water body nearby including: its dimensions, the proximity of the project activity to the water body, and the expected and possible changes to the water body, if any. Identify all water bodies regardless whether you think there may be an effect  A photograph or digital image of the site showing both the body of water and the project area. |
| If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional) | Evidence of any discussions with the US Fish and Wildlife Service (USFWS), and/or your State Wildlife Agency concerning any potential impacts if there is the potential for the project to affect any water body.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

|  |  |
| --- | --- |
| D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands) |  |
| 1. Will the project involve dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as "waters of the U.S" as identified by the US Army Corps of Engineers or on the National Wetland Inventory? | Yes   No  Not known |
| If Yes, please confirm that you have provided the information below by selecting each checkbox.  (If you have not provided these documents in any other section of the application, please attach the required documents below.) | Documentation of the project location on a USGS 1:24,000 scale topographic map or image and a copy of a National Wetlands Inventory map or other available wetlands mapping information.  A copy of a National Wetlands Inventory map or other available wetlands mapping information. |
| If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional) | Request for information and response letter from the US Army Corps of Engineers and/or State resource agencies regarding the potential for wetlands, and applicability of permitting requirements.  Evidence of alternatives considered to eliminate or minimize impacts to wetlands.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

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| --- | --- |
| E. Executive Order 11988 (Floodplain Management) |  |
| 1. Does a Flood Insurance Rate Map (FIRM), Flood Hazard Boundary Map (FHBM), hydrologic study, or some other source indicate that the project is located in or will affect a 100 year floodplain, a 500 year floodplain if a critical facility, an identified regulatory floodway, or an area prone to flooding? | Yes   No  Not known |
| If Yes, please indicate and/or provide any documentation to identify the means or the alternatives considered to eliminate or minimize impacts to floodplains (See the 8 step process found in 44 CFR Part 9.6.) to help FEMA evaluate the impact of the project. |  |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| 2. Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation? | Yes   No  Not known |
| If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project. | Hydrologic/hydraulic information from a qualified engineer to demonstrate how drainage and flood flow patterns will be changed and to identify down and upstream effects.  Request for information and response letter from the State water resource agency, if applicable, with jurisdiction over modification of waterways.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

|  |  |
| --- | --- |
| F. Coastal Zone Management Act |  |
| 1. Is the project located in the State's designated coastal zone? | Yes   No  Not known |
| If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project. | Information resulting from contact with the appropriate State agency that implements the coastal zone management program regarding the likelihood of the project’s consistency with the State’s coastal zone plan and any potential requirements affecting the cost or design of the proposed activity.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

|  |  |
| --- | --- |
| G. Farmland Protection Policy Act |  |
| 1. Will the project convert more than 5 acres of “prime or unique” farmland outside city limits to a non-agricultural use? | Yes   No  Not known |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| Attachments |  |

|  |  |
| --- | --- |
| H. Resource Conservation and Recovery Act (RCRA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Hazardous and Toxic Materials) |  |
| 1. Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? | Yes   No  Not known |
| If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project. | Comments and any relevant documentation.  Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| 2. Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project? | Yes   No  Not known |
| If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project. | Comments and any relevant documentation.  Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| 3. Does any project construction or operation activities involve the use of hazardous or toxic materials? | Yes   No  Not known |
| If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project. | Comments and any relevant documentation.  Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of, or addressing the effects of hazardous or toxic materials related to project implementation.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional) |  |
| 4. Do you know if any of the current or past land-uses of the property affected by the proposed project or of the adjacent properties are associated with hazardous or toxic materials? | Yes   No  Not known |
| If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project. | Comments and any relevant documentation.  Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. |  |
| Attachments |  |

|  |  |
| --- | --- |
| I. Executive Order 12898, Environmental Justice for Low Income and Minority Populations |  |
| 1. Are there low income or minority populations in the project’s area of effect or adjacent to the project area? | Yes   No  Not known |
| If Yes, you must confirm that you have provided the following: | Description of any disproportionate and adverse effects to these populations. |
| To help FEMA evaluate the impact of the project, please indicate below any other information you are providing: | Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.  Attached materials or additional comments. |
| If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. |  |
| Attachments |  |

|  |  |
| --- | --- |
| J. Other Environmental/Historic Preservation Laws or Issues |  |
| 1. Are there other environmental/historic preservation requirements associated with this project that you are aware of? | Yes  No |
| If Yes, please indicate a description of the requirements, issues, or public involvement effort. |  |
| 2. Are there controversial issues associated with this project? | Yes   No  Not known |
| If Yes, please indicate a description of the requirements, issues, or public involvement effort. |  |
| If Yes or Not Known, please indicate why in the text box below and any information about this project that could assist FEMA in its review. |  |
| 3. Have you conducted any public meeting or solicited public input or comments on your specific proposed mitigation project? | Yes  No |
| If Yes, please indicate a description of the requirements, issues, or public involvement effort. |  |
| Attachments |  |

|  |  |
| --- | --- |
| K. Summary and Cost of Potential Impacts |  |
| 1. Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties? | Yes  No |
| If Yes, you must confirm that you have provided the following:  (If you have not provided these documents in any other section of the application, please attach the required documents below.) | Evaluated these potential effects and provided the materials required in Parts A through J that identify the nature and extent of potential impacts to environmental resources and/or historic properties.  Consulted with appropriate parties to identify any measures needed to avoid or minimize these impacts.  Considered alternatives that could minimize both the impacts and the cost of the project.  Made certain that the costs of any measures to treat adverse effects are realistically reflected in the project budget estimate. |
| If Yes, please enter your comments. (optional)  (Please indicate why and any information about this project that could assist FEMA in its review.) |  |
| Attachments |  |

Evaluation

|  |  |
| --- | --- |
| Evaluation |  |
| Is the applicant participating in the [Community Rating System (CRS)?](https://www.fema.gov/national-flood-insurance-program-community-rating-system) https://www.fema.gov/national-flood-insurance-program-community-rating-system | Yes   No |
| If Yes, what is their CRS rating? | 1    2 3   4 5  6 7    8 9   10 |
| Is the applicant a [Cooperating Technical Partner (CTP)?](https://www.fema.gov/cooperating-technical-partners-program) https://www.fema.gov/cooperating-technical-partners-program | Yes   No |
| Was this created from a previous FEMA HMA Advance assistance/Project scoping award? | Yes   No |
| If yes, please provide the project identifier. |  |
| Has the recipient adopted building codes consistent with the [International Codes?](https://www.iccsafe.org/advocacy)  https://www.iccsafe.org/advocacy | Yes   No |
| If Yes, enter year of building code. |  |
| If Yes, please provide the building code. |  |
| Have the applicant's building codes been assessed on the  [Building Code Effectiveness Grading Schedule (BCEGS))?](http://www.isomitigation.com/bcegs)  http://www.isomitigation.com/bcegs | Yes  No |
| If Yes, what is their BCEGS rating? | 1    2 3   4 5  6 7    8 9   10 |
| Describe involvement of partners to enhance the mitigation activity outcome. |  |
| Discuss how anticipated future conditions are addressed by this project. |  |
| Additional comments (optional) |  |
| Attachments |  |

Location

|  |  |
| --- | --- |
| Project Location |  |
| Provide a detailed description of the proposed project's location. |  |
| Latitude (e.g. -80.430101, should be between -90 to +90, but not 0) |  |
| Longitude (e.g. 100.430101, should be between -180 to +180, but not 0) |  |
| Attachments |  |

|  |  |
| --- | --- |
| Project Benefiting Area |  |
| Provide a detailed description of the proposed project's benefiting area |  |
| Attachments |  |

|  |  |
| --- | --- |
| Project Impact Area |  |
| Provide a detailed description of the proposed project's impact area |  |
| Attachments |  |

|  |  |
| --- | --- |
| Project Site Inventory |  |
| Does this project subapplication propose to mitigate a property/structure(s)?  (Examples: residential home, commercial building, bridge, fire station, levee, pumping station, wastewater treatment plant, telephone pole, electric line, etc.) | Yes  No |
| If Yes, do you know the location of the structure? | Yes  No |
| If Yes, enter the details of the property into the [HMA Location Template](https://www.fema.gov/media-library-data/1591110757471-ecd329024debffd2dd5e2367938e90b2/FEMAHMALocationTemplate.xlsx) spreadsheet, located at https://www.fema.gov/media-library-data/1591110757471-ecd329024 debffd2dd5e2367938e90b2 /FEMAHMALocationTemplate.xlsx |  |

Assurances and Certifications

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.

|  |  |
| --- | --- |
| 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. | Applicant will NOT use federal appropriated funds for lobbying purposes.  Applicant will use non-appropriated funds for lobbying purposes. If so, complete Standard Form LLL “Disclosure of Lobbying Activities” below. |

|  |  |
| --- | --- |
| Standard Form-LLL “Disclosure of Lobbying Activities” |  |
| This form must be attached to certification if non-appropriated funds are to be used to influence activities. |  |
| 1. Type of federal action: | Contract  Cooperative agreement  Grant  Loan  Loan guarantee  Loan insurance |
| 2. Status of federal action: | Bid/offer/application  Initial award  Post award |
| 3. Report Type: | Initial filing  Material change |
| 4. Name and address of reporting entity: | Prime  SubAwardee |
| If SubAwardee, enter tier, if known: (optional) |  |
| Name |  |
| Street 1 |  |
| Street 2 (optional) |  |
| City |  |
| State (optional) |  |
| Zip (optional) |  |
| Zip extension (optional) |  |
| Congressional district, if known: (optional) |  |
| 5. If SubAwardee, enter name and address of prime below. |  |
| Name |  |
| Street 1 |  |
| Street 2 (optional) |  |
| City |  |
| State (optional) |  |
| Zip (optional) |  |
| Zip extension (optional) |  |
| Congressional district, if know: (optional) |  |
| 6. Federal department/agency: |  |
| 7. Federal program name/description: |  |
| CFDA number, if applicable: (optional) |  |
| 8. Federal action number, if known: (optional) |  |
| 9. Award amount, if known: (optional) | $ |
| 10. Name and address of lobbying registrant: |  |
| Prefix (optional) | Dr.  Miss  Mr.  Mrs.  Ms.  Rev. |
| First name |  |
| Middle name (optional) |  |
| Last name |  |
| Suffix (optional) | Jr.  MD  PHD  Sr. |
| Street 1 |  |
| Street 2 (optional) |  |
| City |  |
| State (optional) |  |
| Zip (optional) |  |
| Zip extension (optional) |  |
| 10b. Individual performing services: (including address if different from No. 10a) |  |
| Prefix (optional) | Dr.  Miss  Mr.  Mrs.  Ms.  Rev. |
| First name |  |
| Middle name (optional) |  |
| Last name |  |
| Suffix (optional) | Jr.  MD  PHD  Sr. |
| Street 1 |  |
| Street 2 (optional) |  |
| City |  |
| State (optional) |  |
| Zip (optional) |  |
| Zip extension (optional) |  |
| 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 the 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 a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. |  |

|  |  |
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| 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. |  |
| 1. The applicant certifies that it will continue to provide a drug-free workplace by; |  |
| 1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; |  |
| 1. Establishing an on-going drug free awareness program to inform employees about    1. The dangers of drug abuse in the workplace;    2. The grantee's policy of maintaining a drug-free workplace;    3. Any available drug counseling, rehabilitation, and employee assistance programs; and    4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. |  |
| 1. 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); |  |
| 1. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-    1. Abide by the term of the statement; and    2. 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 convictions. |  |
| 1. Notifying the agency, in writing, within 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. |  |
| 1. 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-    1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or    2. 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;(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f). |  |
| 1. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: |  |
| Place of performance (street address, city, county, state, ZIP code) (optional) |  |
| There are workplaces on file that are not identified. | Yes |