

**The Department of Homeland Security
Notice of Funding Opportunity
FY 15 Flood Mitigation Assistance**

NOTE: If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

A. Notice of Funding Opportunity (NOFO) Description

Issued By

U.S. Department of Homeland Security, Federal Emergency Management Agency, Federal Insurance and Mitigation Administration, Risk Reduction Division

Catalog of Federal Domestic Assistance (CFDA) Number

97.029

CFDA Title

Flood Mitigation Assistance

Notice of Funding Opportunity Title

FY 15 Flood Mitigation Assistance

NOFO Number

DHS-15-MT-029-000-99

Authorizing Authority for Program

Section 1366 of *The National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. § 4104c)

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4)

Program Type

Continuation

Program Overview, Objectives, and Priorities

The Flood Mitigation Assistance (FMA) Program makes available Federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures that minimize or negate the risk of flood damage to residential or non-residential properties insured under the National Flood Insurance Program (NFIP). This program addresses one of the five basic missions of DHS, as

specified in the Quadrennial Homeland Security Review: Strengthen National Preparedness and Resilience as well as the national preparedness goal of mitigation, as specified in the Presidential Policy Directive (PPD-8).

Objectives

Reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the NFIP.

Priorities

1. Flood mitigation planning activities up to \$100,000 Federal share per Applicant with a maximum of \$50,000 Federal share for State mitigation plan updates and \$25,000 Federal share for local mitigation plans in accordance with 42 U.S.C. § 4104c
2. Flood projects that mitigate at least 50 percent of structures that meet definition part (b)(ii) of a severe repetitive loss (SRL) property:
 - At least 2 separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structure
3. Flood projects that mitigate at least 50 percent of structures that meet the definition of a Repetitive Loss (RL) property:
 - Have incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event
4. Flood projects that mitigate at least 50 percent of structures that meet definition part (b)(i) of a SRL property:
 - 4 or more separate NFIP claims payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of claims payments exceeding \$20,000
5. Flood projects that will reduce the risk profile in communities through mitigation of the largest number of contiguous NFIP-insured properties

FEMA will prioritize projects within each competitive category (#2-4 above) in order by the highest percentage of properties. If more than one project has the same percentage of properties that meet the definition, FEMA will prioritize projects by the largest number of properties to be mitigated that meet the definition. (For example, FEMA will select a project with 4 of 10 properties that meet the definition before a project with 2 of 5 properties that meet the definition where both have the same percentage.) If necessary, FEMA will further prioritize projects by the highest FEMA-validated Benefit Cost Ratio (BCR).

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$150,000,000

Projected Number of Award: 150

Period of Performance: 41 months

The Period of Performance begins with the opening of the application period and ends no later than 36 months from the date of subapplication selection. An extension to the Period of Performance for this program is allowed. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H, Additional Information – Extension.

Projected Period of Performance Start Date(s): 05/29/2014

Projected Period of Performance End Date(s): 10/31/2018

Funding Instrument

Grant

C. Eligibility Information

Eligible Applicants

States

District of Columbia

U.S. Territories

Federally-recognized Native American Tribal governments

Each State, Territory, Commonwealth, or Native American Tribal government shall designate one agency to serve as the Applicant.

Local governments are considered Subapplicants and must apply to their Applicant State/Territory.

Eligibility Criteria

All Subapplicants must be participating in the NFIP, and not be withdrawn or suspended, to be eligible to apply for FMA grant funds. Certain political subdivisions (i.e., regional flood control districts or county governments) may apply and act as Subapplicants if they are part of a community that is participating in the NFIP where the political subdivision provides zoning and building code enforcement or planning and community development professional services for that community.

Properties included in projects submitted for FMA funding must be NFIP-insured, and flood insurance must be maintained through completion of the mitigation activity and for the life of the structure.

To receive an award under this program, and in accordance with Title 44 Code of Federal Regulations (CFR) Part 201, all Applicants and Subapplicants applying for mitigation projects must have a FEMA approved Mitigation Plan by the application deadline and at the award date. There is no mitigation plan requirement for planning subapplications. More detailed information is provided in the FY 2015 Hazard Mitigation Assistance (HMA) Guidance, Part III, E.5, Hazard Mitigation Plan Requirement, available on the HMA web page on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

Maintenance of Effort

Maintenance of effort is NOT required under this program.

Cost Share or Match

There is a cost share for this program. Recipients must provide a cost share of 25 percent of eligible activity costs from non-Federal sources with FEMA contributing up to a 75 percent Federal cost share.

The non-Federal cost share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$400,000 and the non-Federal cost share is 25 percent, then the non-Federal contribution is \$100,000: 25 percent of \$400,000 is \$100,000.

FEMA may contribute up to 100 percent Federal cost share for Severe Repetitive Loss (SRL) properties. FEMA may contribute up to 90 percent Federal cost share for Repetitive Loss (RL) properties.

A SRL property is a structure that:

- (a) Is covered under a contract for flood insurance made available under the NFIP; and
- (b) Has incurred flood related damage –
 - (i) For which 4 or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000,
 - or
 - (ii) For which at least 2 separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

A RL property is a structure covered by a contract for flood insurance made available under the NFIP that:

- (a) Has incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
- (b) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

To receive an increased Federal cost share, properties must meet one of the definitions for SLR or RL properties. Applicants and subapplicants that are requesting an increased Federal cost share must submit documentation with their application or subapplication demonstrating that properties meet these definitions. If documentation is not submitted with the application or subapplication to support a reduced non-Federal cost share, FEMA will provide no more than 75 percent Federal share of the total eligible costs. The remaining 25 percent of eligible activity costs are derived from non-Federal sources.

Structures with varying cost share requirements can be submitted in one project subapplication with the overall project cost share in the Cost Share section of the subapplication in eGrants and attached documentation showing how the cost share was derived. However, that will impact how the project is prioritized for funding (see Funding Priorities in Section A).

For insular areas, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, FEMA automatically waives the non-Federal cost share when the non-Federal cost share for the entire grant is under \$200,000. If the non-Federal cost share for the entire grant is \$200,000 or greater, FEMA may waive all or part of the cost share. If FEMA does not waive the cost share, the insular area must pay the entire cost-share amount, not only the amount over \$200,000.

More detailed information is provided in the HMA Guidance, Part III, C, Cost Sharing, available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Application Start Date: 05/29/2015

Application Submission Deadline: 08/28/2015 at 03:00:00 PM [Eastern Time Zone]

Applications that are not submitted within the stated Application Submission Deadline will not be reviewed or considered for funding.

Anticipated Funding Selection Date: 10/31/2015

Anticipated Award Date: 12/31/2015

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining Dun and Bradstreet Universal Numbering System (DUNS) Number	Four weeks before actual submission deadline
Obtaining a valid Employee Identification Number (EIN)	Four weeks before actual submission deadline
Register with the System for Award Management (SAM)	Four weeks before actual submission deadline
Register for access to the FEMA Grants Portal and request access to the Mitigation eGrants system	Four weeks before actual submission deadline

Address to Request Application Package

All applications must be submitted via the Mitigation eGrants system through the FEMA Grants Portal on the internet at <https://portal.fema.gov>.

Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only. To obtain blank applications, please download from the eGrants system: <https://portal.fema.gov> or from the FEMA internet:

- Subapplicants will find the blank planning and project subapplications at <https://www.fema.gov/application-development-process/subgrant-applicants-blank-applications>;
- Applicants will find the blank planning, project and management costs/technical assistance subapplications and the FMA grant application at: <https://www.fema.gov/hazard-mitigation-grant-program/grant-applicants-blank-applications>.

For a hardcopy of the full NOFO, please download from the common electronic “storefront” grants.gov. In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Content and Form of Application Submission

Subapplicants must submit their planning and project subapplications to their respective Applicant. Applicants will determine which subapplications to include in a FMA grant application for submittal to FEMA.

- Mitigation planning activities must be submitted in a planning subapplication;
- Mitigation project activities must be submitted in a project subapplication;
- Applicant management costs must be submitted in a management costs subapplication (for Applicants only);
- Planning, project and management costs subapplications must be included in a FMA grant application for submittal to FEMA by the Applicant.

Some Applicants also may require their Subapplicants to submit a project pre-application for approval prior to a project subapplication. Subapplicants should contact their Applicant agency for information specific to their state/territory's application process. Contact information for the State Hazard Mitigation Officer (SHMO) is provided on the following FEMA webpage:
<http://www.fema.gov/state-hazard-mitigation-officers>.

Applicants must use the planning, project, management costs, technical assistance subapplications and the FMA grant application in the Mitigation eGrants system to submit FMA grant applications to FEMA. If a Subapplicant does not use the eGrants system to submit planning and project subapplications, the Applicant must enter the subapplication(s) into the eGrants system on the Subapplicant's behalf. Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website:
<http://www.fema.gov/mitigation-egrants-system-0>.

In addition, the following documentation must be attached to applications in the Mitigation eGrants system:

- Documentation of non-Federal cost share for all activities to be cost-shared.
- A FEMA-approved benefit-cost analysis for all mitigation projects, as specified in the HMA Guidance, Part IV, D.3, Cost Effectiveness, available on the HMA web page on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.
- Assurances and Certifications (required from Applicants only)
 - Assurances - Non Construction Programs; FF 112-0-3A (formerly FF 20-16A) *OMB # 1660-0025* or Assurances for Non-Construction Programs; SF-424B *OMB #4040-0007*
 - Assurances – Construction Programs; FF 112-0-3B (formerly FF 20-16B) *OMB #1660-0025* or Assurances for Construction Programs; SF-424D *OMB #4040-0009*
 - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements; FF 112-0-3C (formerly FF 20-16C) *OMB #1660-0025*
 - Disclosure of Lobbying Activities (if the Applicant has engaged in or intends to engage in lobbying activities); SF-LLL *OMB #0348-0046*
- Grant Application (required from Applicants only); FF 112-0-10 *OMB #1660-0025* or Application for Federal Assistance; SF-424 *OMB #4040-0002*
- Budget Information - Non-Construction Programs (required from Applicants only); FF 20-20 *OMB #1660-0025* or Budget Information for Non-Construction Programs; SF-424A *OMB #4040-0006*

The FEMA forms are available on the internet at <https://www.fema.gov/forms>.
The OMB forms are available on the Grants.gov site from the Forms tab at <http://www.grants.gov/web/grants/forms.html>.

Some Applicants may require their Subapplicants to complete and attach the Assurance and Certifications and/or the grant application forms to their planning and project subapplications in the eGrants system. Subapplicants should contact their Applicant agency for information specific to their state/territory's application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

Property Acquisition

Project subapplications for property acquisition must include the FEMA Statement of Assurances signed by the Subapplicant's authorized agent to provide acknowledgement of, and agreement to, the requirements in the model Statement of Assurances available at <https://www.fema.gov/media-library/assets/documents/28695>. Subapplications that do not include a signed FEMA Statement of Assurances are incomplete and will not be considered for funding.

The subapplication must include a sample of the deed restriction (not including property-specific details) that the Subapplicant intends to record with each property deed. The sample must be consistent with the FEMA Model Deed Restriction, which is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/28496>.

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative

DHS is participating in the Grants.gov Initiative that provides the Grant Community a single site to find grant funding opportunities: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html#>. Before you can apply for a DHS grant, you must have a DUNS number and must be registered in the SAM.

The DUNS number must be included in the Applicant Information section of grant applications and subapplications in the Mitigation eGrants system. Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

System for Award Management. In addition to having a DUNS number, Applicants must register with the federal SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

Please give yourself plenty of time before your grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM.

Authorized Organizational Representative. A key step in the registration process is creating a username and password for the FEMA Grants Portal <https://portal.fema.gov>. Applicants and Subapplicants must register the individual who is able to make legally binding commitments for the Applicant/Subapplicant organization as the AOR in addition to other organizational staff who will assist with creating and managing applications.

After registering on the FEMA Grants Portal, Applicants and Subapplicants will need to request access to the Mitigation eGrants system on the FEMA Portal. This is crucial because all applications and subapplications must be submitted via the Mitigation eGrants system on the FEMA Grants Portal.

An Access ID is required to request access to the Mitigation eGrants system. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant agency, to get the appropriate Access ID. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

To read more detailed instructions for creating a profile on the FEMA Portal and registering for eGrants, see the job aid: “Registering for eGrants Accounts” on the FEMA web: <https://www.fema.gov/media-library/assets/documents/17425?id=3865>.

AOR Authorization. After creating a profile on the FEMA Portal and registering for Mitigation eGrants system access, FEMA Regions review eGrants access requests from Applicants, and Applicants review eGrants access requests from their Subapplicants. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant agency, regarding the status of their registrations. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

Approved users will receive an email from the eGrants system that indicates what system privileges have been authorized. “Sign/Submit” privileges are given to the AOR. Other users may be given “Create/Edit” and/or “View/Print” privileges. Once access is approved, users can login to the Mitigation eGrants system to create and manage their applications online.

Applicants and Subapplicants are, therefore, encouraged to register on the FEMA Grants Portal and request access to the Mitigation eGrants system at the time of this announcement to ensure the ability to meet required

submission deadlines. After you have been approved for access to the Mitigation eGrants system, you will be able to create applications online.

Electronic Signature. Applications submitted through the Mitigation eGrants system constitute electronically signed applications. The registration and account creation for the AOR establishes the AOR for each Applicant/Subapplicant's organization. When the AOR submits applications through the Mitigation eGrants system using his or her password, the AOR's name is inserted into the signature line of the application.

Applicants/Subapplicants must register the individual who is able to make legally binding commitments for the Applicant/Subapplicant organization as the AOR; this step is often missed and is crucial for valid submissions.

If you experience difficulties with the eGrants system, please contact the helpdesk via telephone: 1-855-228-3362 or email: MTeGrantsHelpdesk@fema.dhs.gov.

FEMA may not make a Federal award to an Applicant until the Applicant has complied with all applicable DUNS and SAM requirements. If an Applicant has not fully complied with the requirements by the time FEMA is ready to make a Federal award, FEMA may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spsc to ensure currency.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Program Funding Restrictions

Allowable activities in support of FMA program objectives include:

- Flood hazard mitigation planning consistent with 44 CFR Part 201
- Cost-effective and sustainable flood mitigation projects that conform with FEMA-approved State/Tribal/local mitigation plans:
 - Property Acquisition and Structure Demolition or Relocation
 - Structure Elevation

- Dry Flood-Proofing
- Minor Localized Flood Reduction
- Non-structural Retrofitting of Existing Buildings
- Mitigation Reconstruction
- Infrastructure Retrofit
- Applicant and Subapplicant Management Costs for administering and managing grant and subgrant activities
- Technical Assistance (for Applicants who were awarded FMA grants totaling at least \$1,000,000 Federal share in Fiscal Year 2014)

The maximum Federal share for FMA subapplications is as follows:

- \$50,000 for state mitigation plans (for the flood hazard only)
- \$25,000 for local mitigation plans (for the flood hazard only)
- 5 percent of submitted plan and project subapplications for Subapplicant management costs included in plan and project subapplications
- 10 percent of FMA grant application for Applicant management costs
- \$50,000 for technical assistance for states that received at least \$1 Million in FMA awards in the prior Fiscal Year

Allowable costs are:

- Training related costs
- Domestic travel costs
- Construction and renovation costs
- Equipment costs

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 200, available on the internet:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Unallowable costs are:

- Exercise related costs
- Operational Overtime costs

More detailed information is provided in Part III, E.1, Eligible Activities, of the HMA Guidance available on the internet <http://www.fema.gov/media-library/assets/documents/103279>.

Construction Project Requirements

Acceptance of Federal funding requires FEMA, the Applicant and any Subapplicants to comply with all Federal, state and local laws prior to the start of

any construction activity. Failure to obtain all appropriate Federal, state and local environmental permits and clearances may jeopardize Federal funding.

1. Any change to the approved scope of work will require re-evaluation by FEMA for Applicant and Subapplicant compliance with the National Environmental Policy Act and other laws and Executive Orders.
2. If ground disturbing activities occur during construction, the Applicant and any Subapplicants must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subapplicant will immediately cease construction in that area and notify the Applicant and FEMA.

Acquisition Project Requirements

The Applicant must provide FEMA with a signed copy of the Statement of Voluntary Participation for each property post-award. The Statement of Voluntary Participation formally documents the Notice of Voluntary Interest and information related to the purchase offer. The Statement of Voluntary Participation is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/13708>.

Subapplicants must apply deed-restriction language to all acquired properties to ensure that the property is maintained in perpetuity as open space consistent with natural floodplain functions, as agreed to by accepting FEMA mitigation award funding. Deed-restriction language is applied to acquired properties by recording the open space and deed restrictions. The FEMA Model Deed Restriction is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/28496>.

Pre-Award Costs

Pre-award costs directly related to developing the application or subapplication after the application period has opened, but prior to the date of the grant award or final approval, are allowed. Such costs may have been incurred, for example, to develop a Benefit Cost Analysis, to gather Environmental and Historic Preservation data, for preparing design specifications, or for workshops or meetings related to development and submission of applications and subapplications. Applicants and Subapplicants who are not awarded grants or subgrants (awards/subawards) will not receive reimbursement for the corresponding pre-award costs.

To be eligible for pre-award costs, the amount requested must be identified as separate line items in the cost estimate of the subapplication. Applicants and Subapplicants may identify pre-award costs as their non-Federal cost share in the Cost Share section of the subapplication. More detailed information is provided in the HMA Guidance, Part IV, F.2, Pre-Award Costs, available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Costs associated with implementation of the activity but incurred prior to grant award or final approval are not eligible. Projects initiated or completed prior to grant award or full approval of the subapplication are not eligible.

Management and Administration

Management costs are any indirect costs and administrative expenses that are reasonably incurred in administering an award or sub-award. Applicant and Subapplicant management cost activities directly related to the implementation of the FMA program, such as subapplication development, geocoding mitigation projects, delivery of technical assistance, managing awards and staff salary costs are eligible for FMA funding in accordance with the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Applicants may apply for 10 percent of the FMA grant application for Applicant management costs. Applicant requests for management costs must be submitted in a management costs subapplication in the eGrants system. A blank management cost subapplication is available for reference at <https://www.fema.gov/hazard-mitigation-grant-program/grant-applicants-blank-applications>.

Subapplicants may apply for 5 percent of submitted plan and project subapplications for Subapplicant management costs. Subapplicant management costs must be identified as separate line items in the cost estimate of the planning or project subapplication.

Management costs are only awarded in conjunction with awarded project or planning subapplications. Applicants and Subapplicants who do not have any planning/project subapplications selected for award may not receive reimbursement for management costs (see Review and Selection Process in Section E).

Indirect (Facilities & Administrative (F&A)) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of Recipients who have never received a negotiated indirect cost rate as described in 2 CFR § 200.414(f), Applicants must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the Applicant's cognizant Federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

Applicants must rank the subapplications that they include in their FMA grant application in priority order.

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Applicants and Subapplicants proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to adversely impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

E. Application Review Information

Criteria

FEMA will review planning and project subapplications plus one management cost subapplication and one technical assistance subapplication submitted by each Applicant through the Mitigation eGrants system to ensure compliance with the HMA Guidance, Part V, Application Review Information, including eligibility of the Applicant and Subapplicant; eligibility of proposed activities and costs; completeness of the subapplication; cost effectiveness and engineering feasibility of mitigation projects; and eligibility and availability of non-Federal cost share. For more detailed information, see the HMA Guidance, Part VI, Application Review Information, available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Review and Selection Process

FEMA will select eligible planning and project subapplications and associated Applicant management cost subapplications up to the available amount of funding in order of the agency's priorities:

1. Planning subapplications up to \$100,000 Federal share per Applicant with a maximum of \$50,000 Federal share for State mitigation plan updates and \$25,000 Federal share for local mitigation plans

FEMA may reduce the Federal share of any planning subapplication that exceeds the regulatory maximums.

2. Project subapplications that mitigate at least 50 percent of structures for which at least 2 separate NFIP claim payments have been made with the cumulative amount of such claims exceeding the market value of the insured structure

3. Project subapplications that mitigate at least 50 percent of RL structures
4. Project subapplications that mitigate at least 50 percent of structures for which 4 or more separate NFIP claim payments have been made with the amount of each claim exceeding \$5,000, and with the cumulative amount of such claim payments exceeding \$20,000
5. Project subapplications that will mitigate the highest number of contiguous NFIP-insured properties

Within each competitive category in priorities 2-4 above, FEMA will prioritize by the highest percentage of properties from 100% to 50%. If more than one project has the same percentage, FEMA will prioritize by the largest number of properties that meet the definition.

For example, FEMA will select a project with 4 of 10 properties that meet the definition before a project with 2 of 5 properties where both have the same percentage of properties that meet the definition.

For projects with the same percentage and same number of properties that meet the definition, FEMA will further prioritize by the highest FEMA-validated BCR.

Cost sharing will not be considered in the selection process.

A subapplication may be justified for selection out of priority order based upon one or more of the following factors:

- Availability of funding;
- Balance/distribution of funds geographically or by type of applicant;
- Duplication of subapplications;
- Program priorities and policy factors; and,
- Other pertinent information.

Management costs subapplications will be selected for Applicants with successful planning/project subapplications on a case by case basis not to exceed 10 percent of the awarded planning/project subapplications or the amount requested.

Technical assistance subapplications up to \$50,000 Federal share will be selected for Applicants who received FMA awards totaling at least \$1 million Federal share in FY 2014.

Selected subapplications are given a status of Identified for Further Review. Eligible subapplications that are not Identified for Further Review will be given a status of Not Selected. Planning and project subapplications that do not satisfy the eligibility and completeness requirements will be given a status of Did Not Meet HMA Requirements.

At its discretion, FEMA may review a decision regarding a planning or project subapplication that Did Not Meet HMA Requirements only where there is an indication of material, technical, or procedural error that may have influenced FEMA's decision. There will be no reconsideration regarding the amount of Applicant management costs.

For more detailed information on the selection process, see Part V, B of the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Prior to making an award, FEMA will evaluate a pass-through entity to determine the level of risk when there is a history of failure to comply with general or specific terms and conditions of a Federal award or failure to meet the expected performance goals. If FEMA determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award, as specified in the HMA Guidance, Part VI, B, available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

Anticipated Announcement and Federal Award Dates

FEMA anticipates announcing the status of applications by 10/31/2015.

FEMA will post the status of the planning and project subapplications on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance> and alert FMA webpage subscribers when the results of the review are published. For information on how to sign up for a FEMA webpage subscription, visit <https://www.fema.gov/subscribe-receive-free-email-updates>.

Applicants with planning/project subapplications that are Identified for Further Review will receive notification through the Mitigation eGrants system via an automatic e-mail to the point(s) of contact designated in their FMA grant application.

F. Federal Award Administration Information

Notice of Award

FEMA will provide an award package to the Applicant via the Mitigation eGrants system. The award package must be electronically signed by the Applicant and returned to FEMA for approval in the eGrants system before a Federal award can be made and funds can be obligated. An email notification of the award package will be sent through the eGrants system to the Applicant point(s) of contact designated in the FMA grant application. Award packages include an award letter, Obligating Document for Awards/Amendments, and Articles of Agreement, including EHP and/or other conditions. See 2 CFR §Section 200.210, Information contained in a Federal award:

<http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-210>.

The Applicant shall notify FEMA of its intent to accept and proceed with work under the award, or provide notice of intent to decline via the eGrants system no later than 90 days from the date the award package is provided by FEMA. Funds will remain on hold until the Applicant accepts the award package and all other conditions of award have been satisfied, or the award is otherwise rescinded.

The Applicant and Subapplicant agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement provided in the Award Package. When the Applicant or Subapplicant accepts an award or subaward, they are denoted as Recipient and Subrecipient, respectively.

After the Recipient has accepted the award package in the eGrants system, a FEMA grants officer will electronically sign the award, and FEMA will obligate the grant funds. The Federal award date is the date that the authorized FEMA official signs an award package. The Federal award package will be made available electronically via the eGrants system. For detailed information on notice of award, see the HMA Guidance, Part VI, A on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Administrative and National Policy Requirements

All successful Applicants for all DHS grant and cooperative agreements must comply with DHS Standard Administrative Terms and Conditions available at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Reporting

Recipients are required to submit financial and programmatic reports as a condition of their award acceptance throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Federal Financial Reporting Requirements

The SF-425, Federal Financial Reporting (FFR) Form is available here: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061.

Recipients must submit the SF-425, PPR using the Payment and Reporting System (PARS).

Program Performance Reporting Requirements

The Performance Progress Report (PPR) found at: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-ppr.pdf, SF-PPR OMB #0970-0334.

Recipients must submit the SF-PPR using the Mitigation eGrants system.

Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, Recipients must submit a final SF-425 and final SF-PPR detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the SF-429, Real Property Status Report available from the Office of Management and Budget's Grants Management Forms webpage: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

After these reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-425.

The Recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Program Questions

General questions about the FMA program can be directed to the appropriate FEMA Regional Office or SHMO. Contact information for FEMA Regional Offices is provided at <https://www.fema.gov/about-agency>. Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

The HMA Helpline is available via telephone: (866) 222-3580 or email: HMAGrantsHelpline@fema.dhs.gov.

Financial and Administrative Questions

FEMA Regional Assistance Officers manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program. Contact the appropriate FEMA Regional Office for additional information. Contact information for FEMA Regional Offices is provided at <https://www.fema.gov/about-agency>.

Technical Assistance

Upon request, FEMA will provide technical assistance. FEMA encourages Applicants and Subapplicants to seek technical assistance early in the application period by contacting their appropriate FEMA Regional Office. Contact information for FEMA Regional Offices is provided at <https://www.fema.gov/about-agency>.

For questions about Benefit-Cost Analysis, contact the BC Helpline via telephone: 1-855-540-6744 or email: BCHelpline@fema.dhs.gov

The Feasibility and Effectiveness Helpline is available for guidance on FEMA Building Science publications via email: FEMA-BuildingScienceHelp@fema.dhs.gov

The Environmental & Historic Preservation Helpline is available via telephone: (866) 222-3580 or e-mail: ehhelpline@fema.dhs.gov.

Mitigation eGrants System

Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>. The eGrants Helpdesk can be reached via telephone: 1-855-228-3362 or email: MTeGrantsHelpdesk@fema.dhs.gov.

H. Additional Information

Other Hazard Mitigation Assistance Programs

The Hazard Mitigation Grant Program (HMGP) is authorized by Section 404 of the Stafford Act, 42 U.S.C. 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP funding is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. Indian Tribal governments may also submit a request for a major disaster declaration within their impacted areas. The amount of HMGP funding

available to the Applicant is based on the estimated total of Federal assistance, subject to the sliding scale formula outlined in 44 CFR § 206.432(b) that FEMA provides for disaster recovery under the Presidential major disaster declaration. The formula provides for up to 15 percent of the first \$2 billion of estimated aggregate amounts of disaster assistance, up to 10 percent for amounts between \$2 billion and \$10 billion, and up to 7.5 percent for amounts between \$10 billion and \$35.333 billion. For States with enhanced plans, the eligible assistance is up to 20 percent for estimated aggregate amounts of disaster assistance not to exceed \$35.333 billion.

The Pre-Disaster Mitigation (PDM) program, authorized by the Stafford Act, 42 U.S.C. 5133, is designed to assist States, U.S Territories, Native American Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters. Congressional appropriations provide the funding for PDM. The total amount of funds distributed for PDM is determined once the appropriation is provided for a given Fiscal Year. It can be used for mitigation project and planning activities.

Further information regarding these programs is available in the HMA Guidance on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

Extensions

Extensions to this program are allowed.

Recipients must submit proposed extension requests to FEMA for review and approval at least 60 days prior to the expiration of the grant period of performance.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the Recipient's respective Region and must contain specific and compelling justification as to why an extension is required. Recipients are advised to coordinate with the Region as needed when preparing an extension.

All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requests for extensions to a grant period of performance will be evaluated by FEMA but will not be approved automatically. The Regional Administrator can extend the period of performance for up to twelve months with justification. All requests to extend the grant period of performance beyond twelve months from the original grant termination date must be approved by FEMA Headquarters.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The Recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to the FEMA Program Analyst within five days of learning of the conflict of interest. Similarly, Subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or

her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an Applicant, Subapplicant, Recipient, Subrecipient, or FEMA employees.