

Items Required for Acquisitions Subapplications

Please be sure to read the current year's FMA Notice of Funding Opportunity (NOFO), which can be found at <https://www.fema.gov/grants/mitigation/fy2020-nofo> . It contains specific information on what needs to be supplied in the FEMA GO subapplication. Also, please make every effort to provide information and attach the required documents in the sections as identified below. Each file should be labeled to identify what it contains. For example, *Budget Spreadsheet.xls*. The federal reviewers will be looking for the information and documents in specific sections of the application.

Please clearly name your subapplication to identify for reviewers that you are applying for the FMA. For example, *City of Anywhere 2020 FMA Acquisition Project*.

Registration in the FEMA Grants Outcomes (FEMA GO) system is required to build a subapplication in the grant system. Please contact either Kathy Hopkins at kathy.hopkins@twdb.texas.gov or Veronica Villalobos-Pogue at veronica.villalobos-pogue@twdb.texas.gov, who can assist you in getting registered in the system.

Subapplicant

- DUNS number and proof of active registration in SAM.gov. Instruction on how to obtain a DUNS number can be found at: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>

Mitigation Plan

- Current FEMA approved Hazard Mitigation Plan with FEMA's final approval letter updated and noted in this section.
- Mitigation Plan Integration (Optional but encouraged): https://www.fema.gov/media-library-data/20130726-1908-25045-0016/integrating_hazmit.pdf

Scope of Work

- Hazard to be mitigated is flood.
- Include a map and related geospatial files such as Shapefile, KML/KMZ, Geodatabase, or other GIS enabled document) with all properties located and delineating the project area, as required by the FY 2020 Notice of Funding Opportunity (NOFO)The geospatial files should be provided as compressed/zipped files containing all kmz/shapefiles used to develop the map.
- Include a Project Implementation Plan- the project's tasks must be documented and responsible parties, associated target dates, and task dependencies must be identified. Implementation categories include (but are not limited to): a list of project tasks, dates to be started and completed, task/role assignments, means of addressing issues that may arise during the project, etc.
- A detailed description of the hazard to be mitigated by the proposed project, not just a description of the project

Properties (for every structure to be mitigated)

- Proof of Insurance (Declaration page)
- Flood Loss History or a detailed spreadsheet listed by property with the date of the claim(s), claim(s) amount by structure, and the claim(s) payments for the structure and contents
- Location map and FIRM with the structure's location labeled
- Photographs of the structure (All sides and the foundation)

- Central Appraisal District's worksheet for property
- Volunteer participation statement signed by the property owner(s) (If the structure will have a local match requirement that is being passed down to the homeowner, it should indicate that the homeowner will provide those funds.) (<https://www.fema.gov/media-library/assets/documents/13708>)
- FEMA Form 009-0-3, *Declaration and Release* ([https://www.disasterassistance.gov/sites/default/files/daip/Declaration_and_Release_FEMA_Form_009-0-3_\(Aug2022\).pdf](https://www.disasterassistance.gov/sites/default/files/daip/Declaration_and_Release_FEMA_Form_009-0-3_(Aug2022).pdf))
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Cost Share

- *Budget Spreadsheet* by structure, with the cost share indicated for each structure. Include every cost associated with each structure (preaward, administrative, appraisal, demolition, etc.).
- *Budget Narrative* that should include a statement concerning how each budget item was developed and includes an administrative cost breakdown (position, title, estimated hours to be worked on project, and rate). Items discussed in the budget narrative must be reflected in the budget spreadsheet, and vice versa.
- Funds Commitment Letter (even if there is no local match requirement). Must be signed by the individual with signing authority for the community.
- Proof of Signature Authority for the individual who signs the Federal Forms and/or applies for the grant funds.
- Benefit-Cost Analysis (BCA) technical memo. (Background info on BCA available at: <https://www.fema.gov/benefit-cost-analysis>. BCA helpline: 1-855-540-6744)
- Maintenance Letter (signed) to indicate how the mitigated structures will be maintained over their projected lifespan and assurance that the community has funds to carry out maintenance (**Note that a maintenance letter is required only if the community is Dry Floodproofing non-residential structures. Maintenance letters are not required for residential elevations.**)

Pre-award procurement documentation (if pre-award costs have been incurred). The instrument used to request services (RFP or RFQ), selected proposal, scoring matrix, contracting documentation. (Please note, that if selected for funding, all invoices and proof of payment for these services are required before FEMA can award the subgrant.)

Cost Effectiveness

- BCA technical memo
- BCA files (zipped)
- BCA Report (PDF)
- Any correspondence with the BCA help desk that supports BCA determination. (BCA helpline: 1-855-540-6744)

Environmental/Historic Preservation (See attached FEMA Region VI Document)

- Copies of the letters and responses received, as required by EHP.
- Any other required EHP documentation.

The entities that may need to be provided an EHP notification are listed below. Please refer to the FEMA Region 6 EHP requirements document, which identifies EHP requirements by mitigation activity):

- The General Land Office
- The Natural Resources Conservation Service
- Texas Commission on Environmental Quality
- Texas Parks and Wildlife Department
- United States Army Corps of Engineers
- Texas Historical Commission

In order to facilitate reviews at the Federal level, the TWDB recommends that all agency coordination letters, such as the Historic Preservation coordination letter also be provided under one separate attachment in the SOW section.

Assurances and Certifications and FEMA Grant Application

- Completed and signed forms by the individual who has signature authority.
- SF-424, SF-424C, and SF-424D – these forms are for **construction** projects
- FEMA Form 20-16 and 20-16C
- SF-LLL

Instructions on how to complete the SF-424 forms can be found at:

<https://www.grants.gov/forms/sf-424-family.html>

Please attach the SF-424 forms to the following sections, as needed:

- FF 424 – FEMA Grants Application section,
- FF 424C – Cost Share section,
- FF 424D – Assurances and Certifications section,
- FF 20-16 – Assurances and Certifications section,
- FF 201-16C – Assurances and Certifications section, and
- SF-LLC – Assurances and Certifications section