

Items Required for Drainage 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 program. For example, *City of Anywhere 2020 FMA Drainage 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.

Subapplication Title

- If Applying for a Community Flood Mitigation Project, the title of the subapplication must contain "Community Flood Mitigation Project". (per FY20 NOFO, pp. 15 and 16)

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 as noted in this section.

Scope of Work

- Hazard to be mitigated is flood.
- If applying for Community Flood Mitigation Project, use the **Community Flood Control** code/activity type.
- Include a clear, concise description of the problem to be mitigated, not just a description of the proposed project.
- Include map of the NFIP insured properties being protected by the proposed project with the associated geospatial file(s). The map should delineate the proposed project footprint boundary, the area benefiting from project, and the active NFIP policies. (per NOFO, page 16). 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.

Properties

- NA

Cost Share

- *Budget Spreadsheet* by task (budget item), with all proposed project tasks accounted for.
- *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.
- Budget Narrative (should include a statement concerning how each budget item was developed) and Administration cost breakdown (position title, estimated hour to be worked, and rate)
- Maintenance Letter (signed) with schedule to indicate how the drainage infrastructure will be maintained over its projected lifespan and assurance that the community has funds to carry out maintenance
- 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 – This memo describes assumptions and methodologies used to do BCA analysis
- BCA files (zipped) May also be executable files
- BCA Report (PDF)
- Any correspondence with the BCA help desk that supports BCA determination. BCA helpline: 1-855-540-6744
- A sealed engineering and designed report that provided information on the Hydraulic and Hydrological (H&H) modeling with supporting documentation (Maps, FIRM/FIS, Watershed, Aerial, rainfall statistics, NFIP insured properties being protected, etc.) All data used in support of the BCA should be provided.
- Proposed engineering designs.

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
- 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