

Items Required for Acquisition Subapplications

Read the Notice of Funding Opportunity issued by FEMA for the funding year subapplicants are applying for, reread as necessary, and keep handy to refer to.

Subapplicant

This is now automatic in FEMAGO.

- DUNS number and UEI (Unique Entity Identifier – is auto-generated for FEMA so we do not need to find/confirm on our side – we do need to check SAMS.gov to ensure that the DUNS is still active through application submission to FEMA.), and
- Proof of active registration in SAM.gov.

Community

- Provide Regulation/Resolution/Ordinance or Meeting Minutes granting the Subrecipient Authorized Representative (SAR) signature authority to apply for and accept grants, and

Mitigation Plan

- Local Hazard Mitigation Plan final approval letter from FEMA/TDEM with the list of approved participating communities, include the dates that the plan is in effect in the attachment's description.
- Copy of the section in the Hazard Mitigation Plan that includes the proposed mitigation activity included.

Scope of Work

- Primary Hazard to be mitigated is flood.
- Detailed descriptions of both the hazard (riverine, stormwater, coastal flooding) to be mitigated and the proposed project.
- Include a GIS map and related geospatial files such as Shapefile, KML/KMZ, Geodatabase, or other GIS enabled document with all properties located and the project area delineated. The geospatial files should be provided as compressed/zipped files containing all kmz/shapefiles used to develop the map.
 - A pdf of the map(s) would be beneficial,
- Include a Project Implementation Plan with the proposed project's tasks documented, including responsible parties for task assignments, and associated milestones, and
- Specify if property market values are pre-flood event (identify the flood event) or post flood (current) fair market value

Properties (items must be provided for every structure to be mitigated)

- Voluntary interest/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; attach a letter from homeowner to the community acknowledging the match requirement.
- 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%20and%20Release%20FEMA%20Form%20009-0-3%20(Aug2022).pdf) for example form.

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- Current Proof of Insurance (Declaration page) NFIP policy,
- 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,
 - identify the flooding source
- Photographs of the structure; include all sides and the foundation,
- Central Appraisal District's worksheet for property, and
- The following information should be included in the property spreadsheet for each property: structure type, foundation type, square footage, RL/SRL, date of construction, substantial damage (SD) in the past two years, etc.
- Alternate properties should be included as a separate attachment

Budget and Cost Share

- Provide the budgeted amount for each budget object category, such as pre-award, engineering, project management, etc.
 - Attach supporting documents in the Cost Share section
- A maximum of 5% of the total subapplication budget can be submitted for subapplicant management costs.
- Budget Spreadsheet by structure for each budget category, with the cost share based on the property classification (RL, SRLi, SRLii or just insured). Include every cost associated with each structure (pre-award, administrative, appraisal, elevation/engineering, temporary housing (if applicable), etc.),
- Budget Spreadsheet indicating administrative/management cost breakdown; including position, hourly rate of pay, estimated hours and tasks and activities associated with each position for this budget line item.
- Budget Narrative which discusses how each budget item was developed. Items included in the budget narrative must be reflected in the budget spreadsheet(s), and vice versa.
 - If Fringe costs are provided the Budget Narrative should also indicate how the Fringe amount was derived. If Fringe costs are not requested, the narrative should include a statement indicating that they are not requesting Fringe.
- Pre-award procurement documentation (if pre-award costs have been incurred); including 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.),
- Funds Commitment Letter (even if there is no local match requirement). Must be signed by the individual with signing authority for the community,
- If the structure will have a local match requirement that is being passed down to the homeowner, the funds commitment letter should indicate that the homeowner will provide those funds, attach a letter from homeowner to the community acknowledging the match requirement, and Maintenance Letter (signed) indicating

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how the mitigated structures (open space) will be maintained and assurance that the community has funds to carry out maintenance.

Cost Effectiveness

FEMA's Benefit Cost Analysis Toolkit Version 6.0 or newer are the only versions FEMA will accept as documentation for demonstrating cost effectiveness (or a method approved by FEMA in writing).

- BCA files (zipped),
- BCA Report (PDF),
- BCA Module (excel)
- Benefit-Cost Analysis (BCA) technical memo, and
- Any correspondence with the BCA help desk that supports BCA determination. (BCA helpline: 1-855-540-6744).

Pre-calculated Benefits for Acquisitions in Special Flood Hazard Areas or RL/SRL designated structures have been determined by FEMA as an approved alternative to the BCA. Refer to FEMA memo dated 9/29/21 for structures inside the SFHA; memo dated 2/15/22 for structures outside the SFHA. If using pre-calculated benefits, ensure that is stated.

Environmental/Historic Preservation (EHP)

- Please, refer to the FEMA Region 6 EHP Guidance by Project Type HMA Texas 2021.pdf document for EHP notification requirements:
 - Copies of the request sent, and responses received, as required by EHP. Any other required EHP documentation.
- To facilitate reviews at the Federal level, the TWDB recommends that all agency coordination letters (emails, etc.), such as the Historic Preservation coordination letter be provided as individual separate attachments.
 - Include the supporting documents sent with each request
- The following items should be a part of the EHP notification to SHPO:
 1. GPS and Address for project site(s), including any alternate properties that the sub-applicant wants approved at the time of award.
 2. If there are multiple properties, an electronic spreadsheet with addresses and GPS coordinates is needed.
 3. Date of construction for all structure(s), including alternate properties.
 4. When feasible, maps, photos, etc. to help illustrate project site,
 5. As the SHPO request is submitted electronically by the Texas Historical Commission, applicants need to provide a copy of print screen or copy of the email request sent and the response/approval provided by SHPO. These should be uploaded as an attachment.

Assurances and Certifications and FEMA Grant Application

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The FEMA GO system will automatically fill out and complete the FF 20-16 and SF-424 forms with the SAR; refer to the NOFO about requirements. Additional information on the SF-424 forms can be found at: <https://www.grants.gov/forms/sf-424-family.html>

Prioritization Criteria

As outlined in the NOFO, on page 30, applications that are composed of 50% or more of (cannot be combined) either RL, "SRL i", or "SRL ii" (as defined in the NOFO) and the average acquisition federal cost are less \$750,000 will be given priority. Please complete those columns in the status spreadsheet accordingly to assist in the ranking. If the application is composed of less than 50% RL or SRL, then the Final Prioritization Criteria for individual flood mitigation must be completed and submitted to assist in receiving the highest points possible.