

Items Required for C&CB Project Scoping Subapplication

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.

Subapplication Title

- If applying for a Project Scoping Activity, the title of the subapplication must contain “C&CB Project Scoping for X”.

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

- Activity type designation of eligible project scoping activities (all activities must benefit NFIP insured properties):
 - Conducting meetings, outreach, and coordination with subapplicants and community residents
 - Developing or conducting engineering, environmental feasibility and/or benefit-cost analyses
 - Undertaking activities that lead to development of project applications
 - Evaluating facilities to identify mitigation actions
 - Using staff or resources to develop cost share strategies
- Hazard Source/Primary Hazard source should be listed as flooding,
- All Project Scoping subapplications must include the following elements:
 - Use the Project Scoping code/activity type within FEMA GO to be considered,
 - Be designated as Project Scoping in the subapplication title “C&CB Project Scoping X”, and
 - Prove that the proposed project benefits NFIP insured properties by submitting a map and associated geospatial file(s) (e.g., Shapefile, KML/KMZ, Geodatabase, or other GIS enabled document) delineating:

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- Area benefitting from project, and
- Active NFIP policies.
- Consider including RL and SRL designated properties within community jurisdiction (not required, but this helps show that the application benefits the NFIP)
 - A pdf of maps would be beneficial,
- Detailed descriptions of both the hazard (riverine, stormwater, coastal flooding) to be mitigated and the proposed project, and
- Include a Project Implementation Plan with the proposed project's tasks documented, including responsible parties for task assignments, and associated milestones.

Properties

- Spreadsheet of NFIP insured properties within the estimated benefit area of the project. (Include if they are designated as Repetitive or Severe Repetitive Loss Properties)

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
- Budget Spreadsheet by task (budget item), with all proposed project tasks accounted for,
- 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. A maximum of 5% of the total subapplication budget can be submitted for subapplicant management costs,
- 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. Must be signed by the individual with signing authority for the community, and

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Evaluation

- The State of Texas is a CTP for the communities of Texas, points may be available to the applicant. A comment noting the State of Texas acting as a CTP for communities should be included in the Evaluation section when asked to “Describe involvement of partners to enhance the mitigation activity outcome”.

Cost Effectiveness – N/A for project scoping. Check that this option has been selected and provide a brief explanation.

Assurances and Certifications and FEMA Grant Application

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 (FEMA Scoring)

All “Project Scoping” projects will be scored using FEMA’s Prioritization Criteria as listed in the NOFO. The TWDB Reviewer will provide it to the community during the RFI process to check that the Project Scoping Application receives the maximum points possible.