

Items Required for Localized Flood Risk Reduction 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.

Subapplication Title

- If applying for a Localized Flood Risk Reduction project, the title of the subapplication must contain “Localized Flood Risk Reduction Project”.

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

- *Please, also see EHP Guidance by Project Type HMA Texas 2021 from FEMA Region VI, Flood Risk Reduction Projects/Bank Stabilization for additional SOW requirements,*
- Hazard Source/Primary Hazard source should be listed as flooding,
- All Community Flood Mitigation Project subapplications must include the following elements:
 - Select the Primary Activity Type “Flood control” and the sub-activity type “Community flood control” within FEMA GO,
 - Be designated as Community Flood Mitigation Project in the subapplication title “Community Flood Mitigation Project for 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:
 - The proposed project footprint boundary,
 - Area benefitting from project, and
 - Active NFIP policies.
 - A pdf of maps would be beneficial,
- Detailed descriptions of both the hazard to be mitigated and the proposed project, and

Items Required for Localized Flood Risk Reduction Subapplications

- Include a Project Implementation Plan with the proposed project's tasks documented, including responsible parties for task assignments, and associated milestones.

Schedule

- For Localized Risk Reduction project, the Award POP is typically 36 months. Additional time can be up to 48 months. But all 48 months should be accounted for in the application schedule.

Properties

- List NFIP insured properties being protected by the proposed project (This section may only include one sample property – look for protected properties on map).

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
- 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.

Items Required for Localized Flood Risk Reduction Subapplications

Cost Effectiveness

FEMA's Benefit Cost 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).

- Benefit-Cost Analysis (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), and
- Proposed engineering designs.

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

- 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.
 - 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 attachment(s),
- 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 one separate attachment in the SOW section.

Assurances and Certifications and FEMA Grant Application

The FEMA GO system will automatically fill out and complete the FF20-16C 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 "Risk Reduction" projects will be scored using FEMA's Prioritization Criteria as listed in NOFO. The TWDB Reviewer will provide this and provide it community during the RFI process to check that the Risk Reduction Application receives the maximum points possible.