

Guidance for Capability and Capacity Building Subapplication

Read the Notice of Funding Opportunity issued by FEMA for the funding year under the subapplicants are applying for, reread as necessary, and keep handy to refer to. The following guidelines are for Texas subapplicants applying to FEMA's Flood Mitigation Assistance Program. Please review the NOFO page 23- 27 for instructions for FEMA GO and Sam.GOV.

FEMA Go:

Subapplication Title:

Please ensure Subapplication title clearly indicates Subapplication type, mitigation activity type and suborganization name (see examples below):

- C&CB Project Scoping for Community Name or Project Site
- Hazard Mitigation Plan Update for Community Name

Subapplication Type:

All subapplicants must submit an FMA grant application via FEMA GO by June 25, 2026, application deadline to be considered for funding. The required format for applications and Subapplications is built into FEMA GO. Failure to submit the subapplication as the correct subapplication type will require you to restart and resubmit the subapplication as this cannot be changed.

- Mitigation Plans must be submitted in a **“plan”** subapplication type.
- Technical Assistance by States to Communities must be submitted in a **“technical assistance”** subapplication type.
- Project Scoping must be submitted in a **“project scoping”** subapplication type.
- Additional Capability and Capacity Building Activities must be submitted in a **“project scoping”** subapplication type

Application Attachment Naming Conventions:

Please ensure that all attachments throughout subapplication are named clearly and identify the document attached. Clearly label the name of the document and the date it was created or edited.
Examples

- “Budget Spreadsheet for Property Acquisition 10.2.2023”
- “City of Floodville Hazard Mitigation Plan Approved 8.5.2022”

Subapplication Development Resources:

- [Capability and Capacity Building NOFO Fact Sheet](#)
- [2024 FMA Prioritization Criteria Scoring Sheet](#)
- [FY24 NOFO Fact Sheet-FEMA](#)
- [FMA FY24 NOFO](#)
- [Benefiting Area Maps Guidance 01-2025](#)
- [Example C&CB Project Budget](#)

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Subapplicant Information

Section Requirements:

- DUNs# and EIN# are automatically generated into the application
- Ensure subapplicant type: local government
- All subapplicants must be participating in the NFIP, and not be withdrawn, on probation, or suspended. NFIP community status can be verified at. [National Flood Insurance Community Status and Public Notification | FEMA.gov](#)

Contact Information

Section Requirements:

- Subrecipient Authorized Representative (SAR) must have the authority to sign on behalf of the Community, please provide documentation in the Community Section of subapplication that grants the SAR delegation to sign.

Community

Section Requirements:

- Please note, if your Community participates in the Community Rating System, the subapplication can receive prioritization points in the Evaluation section of application.
- Please attach documentation confirming that the listed Subrecipient Authorized Representative (SAR) has the authority to apply for and accept grants on behalf of the Community. This can be in the form of meeting minutes or a resolution.

Section Recommendation:

- Please attach proof of active registration in SAM.gov and note the expiration date in the comments.

Mitigation Plan

Section Requirements:

- Attach a copy of the FEMA approved Hazard Mitigation Plan (or the section of the plan that includes the proposed mitigation activity).
- In “Proposed Activity Description” discuss how the plan addresses the hazard (flooding) and reference the page number with the section relating to flooding and the plan approval date.
- Attach the final approval letter from TDEM or FEMA, with attachment of participating communities. In the attachment comments, identify the plan expiration date.

Scope of Work

Section Requirements:

- Primary Activity Type:
 - Project Scoping activities must be submitted in a **project scoping** subapplication type: Activity type designation of eligible project scoping activities (all activities must benefit NFIP insured properties):

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- 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.
- Multi-Hazard Mitigation Plan Development activities must be submitted as a **plan** subapplication type. (Only applies to applications to develop a Multi-HMP)
 - Only the portion of the plan relating to flood will be covered by FMA.
- All other C&CB activities must be submitted in a **project scoping** subapplication type.
- Ensure that proposed activity in subapplication is an eligible C&CB activity:
 - Hazard Mitigation Plan Developing eligibility: [HMA Guidance](#) Part 11.A.2
 - Project Scoping/ Advance Assistance eligibility: [HMA Guidance](#) Part 11.B.1
 - Technical Assistance: [HMA Guidance](#) Part 11.D.1
 - Partnerships: [HMA Guidance](#) Part 11.E.1
- Primary Hazard Source: Flooding
 - Select additional hazard sources, as appropriate.
- Application must demonstrate that the C&CB project will address flood risk and reduce flood claims against the NFIP. C&CB activities should result in a resource, strategy, or tangible mitigation product that will reduce or eliminate risk and damage from future flooding, increase resilience, and promote a culture of preparedness.
 - NFIP information is obtained by submitting the required [“Request for NFIP Policy Holder PII” form.](#)
 - Include a GIS map and related geospatial files such as Shapefile, KML/KMZ, Geodatabase, or other GIS enabled document) proving 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:
 - Area benefiting from project
 - Active NFIP policies in project benefiting area
 - The RL/SRL designated properties
 - A list of census tracts within the proposed project area and if it is defined as a Justice 40 community (<https://screeningtool.geoplatform.gov/>).
 - Review FEMAs [Benefiting Area Maps Guidance](#) to ensure provided benefiting area map meets all FEMA requirements
- Include a Project Implementation Plan with the proposed project’s tasks documented, including responsible parties for task assignments, and associated milestones.
- If subapplicant is applying for management costs, the management cost activities must be discussed in the scope of work.
- Is the project included in the subapplicants Regional Flood Plan?
 - For projects to be considered for state funding they need to be identified in a regional flood plan.

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Section Recommendations:

- Include a spreadsheet of NFIP insured properties within the estimated benefit area of the project. (Include Latitude/Longitude and if they are designated as Repetitive or Severe Repetitive Loss Properties) For projects to be considered for state funding, the project needs to be identified in the Regional Flood Plan (RFP). Please identify whether this project is included in the RFP.
 - TWDB recommends submitting a Draft and Final Report consistent with the requirements for the Flood Infrastructure Fund Category 1 reports,
<https://www.twdb.texas.gov/financial/programs/FIF-Cat1/index.asp>.
 - [Deliverables Checklist](#)- checklist to be utilized when submitting the Draft and Final Report, as applicable. For projects to be considered for state funding they need to be identified in a regional flood plan.
 - Ensure potential costs associated with Draft and Final report development costs are included in subapplication proposed budget.

Schedule

Section Requirements:

- The standard Period of Performance (POP) is 36 months. Project activities should be able to be completed within the POP.
- Subapplication should have a detailed schedule of activities required to complete **the** proposed project. Each month within the period of performance should be accounted for within the schedule with no lapsing months and should include closeout. Schedule should coincide with implementation plan.

Section Recommendations:

- For projects to be considered for state funding schedule should include submission of the Draft and Final Report to TWDB

Budget

Section Requirements:

- Ensure that all budgeted costs are eligible for reimbursement through the FMA Grant
 - Eligible C&CB Costs:
 - Hazard Mitigation Plan Developing eligibility: [HMA Guidance](#) Part 11.A.2
 - Project Scoping/ Advance Assistance eligibility: [HMA Guidance](#) Part 11.B.1
 - Technical Assistance: [HMA Guidance](#) Part 11.D.1
 - Partnerships Costs: HMA Guidance Part 11. D.3.2
 - Eligible Management Costs: NOFO Section 2.I (page 18)
 - A maximum of 5% of the total subapplication budget can be submitted for subapplicant management costs.
- New FY 2024 NOFO update: If actual costs exceed projected costs, FEMA will not cover additional costs.

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- Attach an excel budget breakdown spreadsheet with every cost associated with the proposed mitigation project. Avoid using lump sums and include itemized expenses.
 - Cost share:
 - Standard 75% cost share
 - Cost share should be input in FEMA Go both at the project costs and the management costs. Cost share should be the same for both sections.
 - Spreadsheet should also indicate administrative/management cost breakdown separate from the property budget. Verify the management costs do not exceed 5% of the total Subapplication budget. Management costs should not be calculated “by property” like the other costs, they should be a separate cost category (see shell Elevation Budget for an example). Please review NOFO Section NOFO Section 2.1 (page 18) for eligible management costs.
 - Please utilize the [Example C&CB Project Budget](#) for reference.
- Attach a budget technical memo: discuss how each budget item and projected cost was developed. Items included in the budget narrative must be reflected in the budget spreadsheet(s), and vice versa.
 - Budget Narrative should include a breakdown of the position, hourly rate of pay, estimated hours, tasks, and activities associated with each position for the management cost budget line item or a description of what the management cost line item will be covering.
 - If Fringe costs are provided, a copy of the negotiated indirect cost rate agreement must be provided, and 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.
- Input each budget line item and total cost into the Budget Cost Types and Items section. The descriptions (each line item) must match the tasks broken out in the budget breakdown and the cost categories must match the SF-424C. Separate out Construction costs from Management costs in Cost Type drop down. Management costs have pre-set descriptions for each cost type line item. Management costs must be discussed in the budget technical memo and budget classification should match the SF-424C.
 - If Pre-Award costs are budgeted (they must be identified in as an individual line item in the budget): Pre-award procurement documentation; 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.).
- Provide a Funds Commitment Letter (even if there is no local match requirement). Must be signed by the SAR.
- Attach the required assurances: **The Standard Forms (SF) are also available at** <https://www.grants.gov/forms/forms-repository/sf-424-family>
 - SF-424, Application for Federal Assistance
 - Certification Regarding Lobbying from Grants.Gov.

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- SF-424A: Budget Information (Non-Construction): Cost Classifications in the SF form should match the cost categories selected for each line item entered in the FEMA Go Budget.
- FF 20-16C – Assurances and Certifications section (The FEMA Form FF 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements); and
- SF-LLL, Disclosure of Lobbying Activities, if the community participates in or contributes funds toward lobbying activities

Section Recommendations:

- For projects to be considered for state funding, budget should include costs to submit the Draft and Final Report to TWDB.
- Please utilize the [Example C&CB Project Budget](#)

Evaluation



Section Requirements:

- Please submit a completed [2024 FMA Prioritization Criteria Scoring Sheet](#) to rank the subapplication. The subapplication should include narrative justification aligned to FEMA's scoring criteria, including risk reduction potential, cost effectiveness (where applicable), community need, and implementation readiness. Provide any additional supporting documentation for your ranking in this section.

Funding Caps

The \$600 million available may be used to fund the traditional Flood Mitigation Assistance grant program priorities as well as the community flood mitigation priorities. FEMA will select up to **\$60,000,000** Capability and Capacity Building Activities to develop future Localized Flood Risk Reduction Projects and/or Individual Flood Mitigation Projects that will subsequently reduce flood claims against the NFIP.

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The funding caps (federal share) for the Flood Mitigation Assistance program are as follows, however, please refer to the FY24 NOFO for final and controlling funding limits, as FEMA may update caps or apply additional conditions:

- \$900,000 per Project Scoping subapplications
- \$100,000 per applicant for flood hazard mitigation planning with maximums of
 - \$50,000 for state flood hazard mitigation planning and \$25,000 for local flood hazard mitigation planning
- \$300,000 for additional Capability and Capacity Building activities