

City of Rocky Mount

SE Main Street Drainage Improvement Project – Funding Analysis

WKD Project No. 20200396.00.RA Phase 02

February 2021

Prepared for:

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I. Project Overview

The SE Main Street Drainage Improvement project is in downtown Rocky Mount, NC, and is bounded by South West Main Street and Atlantic Avenue. The existing drainage system consists of varying sized pipe arches located under multiple buildings in downtown Rocky Mount. The objective of the overall project is to bring the system to the City's standard LOS of 50-years for industrial drainage systems. Currently, the existing system is providing a 2-year LOS. In addition, the project will incorporate green infrastructure design elements to reduce localized flooding in the City's downtown area; realign sections of stormwater pipe to remove them from under existing buildings; and, to integrate nature-based solutions within planned parking and green space areas. The current estimated total project cost is \$10,804,900.

II. Funding Analysis

Based on the project elements, three (3) specific sources have been identified as providing the best opportunity for securing the amount of funding needed for the SE Main Street Drainage Improvement project.

Building Resilient Communities and Infrastructure Program (BRIC) - FEMA

The initial funding source for this project is the FEMA – BRIC Program. This is a new program launched by FEMA to fund pre-disaster mitigation/resilience projects. Below are the details specific to this source and the overall SE Main Street project:

- **Project Elements Eligible** – All elements of this project are conditionally eligible. In addition, BRIC can now fund a project in phases to allow more time for design, environmental assessment and permitting elements to be completed. In addition, pre-award costs related to these elements can also be rolled into the funding request if not phased (i.e. you do not have to wait for award in order to start design-related efforts).

- **Application Deadline** – At the time of publishing this report, the 2021 application dates have not been posted on the FEMA BRIC website. However, the 2021 application period is expected to be similar to the 2020 application period, which opened on September 30, 2020 and closed at 3pm (EST) on January 29, 2021. Applications will be accepted through the new FEMA GO portal and prospective applicants need to establish an account, which can be done at any point. The State of North Carolina will release its schedule around during the Fall of 2021, since they must approve all applications that will be submitted. Letters of Intent (LOIs) were due by October 9, 2020 with full applications due on or before December 18, 2020, and it is expected that a similar schedule will be followed during the 2021 application cycle.
- **Anticipated Award Date** – FEMA expects to provide pre-award project selections by **June 2022**.
- **Match Requirements** – The federal share for this program is capped at 75%. The State of North Carolina normally provides the local share of 25% for FEMA post-disaster hazard mitigation grants; however, for this program the local share will NOT be provided by the state. Leveraging funding over the 25% garners more points in this program; therefore, it would be advantageous for the City to contribute additional local funds if possible or secure funding from other non-federal partners.
- **Maximum Award** – **\$50 million** (federal share cap) per sub-applicant. All projects must also comply with FEMA’s benefit-cost analysis (BCA) ratio of 1 or more to validate its cost-effectiveness. The source(s) of the non-federal share will need to be identified at the time of application.

- **Period of Performance** – BRIC projects are expected to be completed within **36 months** of award date. Depending on final schedule determination, Rocky Mount could: apply now for the full project; complete a phased project application; or apply for these funds in 2022 application cycle since pre-award costs for project development are eligible.
- **Partners** – One of the BRIC qualitative scoring criterion (15 out of 100 points) is focused on leveraging partners. This does not have to be funding partners but can be other local civic or environmental groups that support the project. Initial discussions have been held with the Golden LEAF Foundation as a potential funding partner. Support from additional local organizations should be discussed.
- **Post-Project Requirements** – Although none are specifically required, another one of the BRIC qualitative scoring criterion (15 out of 100 points) is focused on implementation measures. This encompasses both the overall feasibility of completing the project as well as how success can be measured once it is completed.
- **Other Requirements for Eligibility** – All projects must meet National Environmental Policy Act (NEPA) and Historic Preservation requirements. In addition, the community applying for funding must have a FEMA-approved Hazard Mitigation Plan at the time of application and award as well as be located in a state that has had at least one federally-declared disaster within the last seven (7) years. (*NOTE: All states currently meet this last criterion.*)
- **Potential Amount of Funding** – Based on estimated total project cost of \$10,804,900:
 - ✓ **BRIC:** up to \$8,200,916
 - ✓ **State/Local/Partners:** at least \$2,603,984

- **Initial Project BRIC Scoring – 107-142 points out of 200 possible**
 - ✓ **Technical Criteria** (all or no points awarded) – **70-85 points out of 100 possible** (*see attached BRIC Technical Criteria*)
 - ✓ **Qualitative Criteria** (points awarded on a scale based on evaluation by Review Panel) – **37-57 points out of possible 100** (*see attached BRIC Qualitative Criteria – NOTE: this is a conservative scoring since it will be done by a review panel and more points are possible based on defined project elements*)

Public Works and Economic Adjustment Assistance Program (PWEAA) - EDA

Rocky Mount has had some initial discussions with the NC EDA representative about this project. The PWEAA program focuses on infrastructure projects that assist communities with economic development-related activities. Below are the details specific to this source and the overall SE Main Street project:

- **Project Elements Eligible** – All elements of this project are conditionally eligible. However, unlike BRIC, the PWEAA program normally does not fund pre-award costs and consideration must be given the 2 CFR 200 procurement requirements and how EDA interprets these. Specifically, EDA generally does not allow any consultant that has worked on project development to be eligible to complete the design if EDA funds will cover that project element or if those elements will be considered as part of the local match. For pre-award costs to even be considered, there must be coordination with the NC EDA representative and the services must be procured in a manner that meets the state and federal requirements. These project elements would still be done “at risk” and may not be reimbursed.

- **Application Deadline** – Applications are accepted through Grants.gov on a **rolling basis** with new funding being in place each October or whenever the federal budget is passed. Applications are accepted until all PWEAA funding has been expended.
- **Anticipated Award Date** – EDA targets review and funding decisions within **60 days** of receipt of a complete application package.
- **Match Requirements** – In general, the federal share for this program is capped at 50% of the total project cost. The local share must come from other non-federal sources. There are some exclusions for this, such as the State Revolving Fund programs and the CDBG-Disaster Recovery program. For this reason, it is unlikely that EDA funds could be used in conjunction with BRIC funding; however, we recommend having those discussions with the NC EDA representative since BRIC is a new program. Documentation of the match must be provided at the time of application.
- **Maximum Award** – **\$600,000 – \$3 million**. EDA normally awards between 80-150 PWEAA projects on an annual basis.
- **Period of Performance** – The PWEAA program looks at the size, scope and complexity of a project to determine the period of performance; however, most public works projects are expected to be completed within **36 months** of award date. All construction projects are expected to be completed no later than **60 months** from award date.
- **Partners** – EDA expects that there will be local partners for their PWEAA projects based on the cost-sharing requirements. Because this is a program focused on economic development, it is anticipated that there will be private business/industry support that is tied to job creation/retention.

- **Post-Project Requirements** – Based on the project, EDA will require reports on specific measures, such as jobs created and/or retained, new businesses located in the area, etc.
- **Other Requirements for Eligibility** – All projects must meet National Environmental Policy Act (NEPA) and Historic Preservation requirements. An environmental narrative is required to be submitted at the time of application.
- **Potential Amount of Funding** – Based on discussions with the NC EDA representative, **no more than \$2 million** would be expected for this project and ties to businesses/industries that would retain/create jobs as result of the project will greatly improve the competitiveness of the application.

Open Grants Program – NC Golden LEAF Foundation

Another funding source and potential local partner for this project is the Golden LEAF Foundation, which is headquartered in Rocky Mount. Initial discussions have been held with Golden LEAF representatives and the details specific to this source and the overall SE Main Street project are provided below:

- **Project Elements Eligible** – In general all aspects of this project would be eligible for funding with the exception of grant/funding management and land/easement acquisition. When combining funding resources, it is generally advantageous to allocate the smaller funding source to a specific budget line item rather than divide across multiple line items. This improves the ease of reporting and demonstrating how/where funds are spent when submitting reimbursement requests.

- **Application Deadline** – Golden LEAF accepts Letters of Inquiry (LOIs) on a **rolling basis** and they are considered by their Board of Directors at each meeting (held at least quarterly). This is a 2-step application process. If the Board accepts the LOI for a project, a full application will be requested.
- **Anticipated Award Date** – Based on when a full application is submitted and the Board meeting schedule (*occur on at least a quarterly basis*) but, generally, funding is awarded within **3-6 months** of full application submittal.
- **Match Requirements** – No specific match requirement; however, source(s) of the additional funds needed to complete the project must be identified at the time of application.
- **Maximum Award** – **\$200,000**
- **Period of Performance** – Based on project schedule submitted with the application; however, Golden LEAF expects that their funds will be used as expeditiously as possible.
- **Partners** – Golden LEAF prefers not be the only funding source participating in a project and also evaluates other local civic or environmental groups that support the project.
- **Post-Project Requirements** – Golden LEAF requires that a project have measurable economic-related outcomes and requires reporting on those outcomes for a period of a least 2 years following project completion.
- **Other Requirements for Eligibility** – Projects must target at least one of Golden LEAF's priority focus areas: Economic Investment and Job Creation, Workforce Preparedness and

Education, Agriculture, and Community Vitality – all related to improving economic conditions of a community. Stormwater projects are not normally considered to be high priority infrastructure projects, but Golden LEAF has funded several recently.

- **Potential Amount of Funding – \$200,000**

III. Funding Recommendations

Based on the funding analysis for the SE Main Street Closed System Drainage Improvement project, it is recommended to pursue BRIC funding for the entire project. Timing of the application can be discussed based on the overall project schedule as well as on discussions with the NC State Hazard Mitigation Officer, Jason Pleasant. These discussions will center on the overall competitiveness of the project as well as the state’s determination on providing the non-federal share for any approved BRIC funding.




An initial scoring evaluation for the BRIC program has been completed and is included with this analysis. Based on this, the recommended next steps are as follows:

1. Rocky Mount to register on the FEMA GO portal.
2. Set up meeting with Jason Pleasant (NCDPS) to discuss the project and the state’s review/participation.
3. Review/discuss scoring criteria relative to the project elements and develop narrative discussion to ensure the application can secure as many points as possible. (*The BRIC application template is provided as an attachment to this analysis*)
4. Complete the FEMA BCA assessment to ensure overall cost-effectiveness.
5. Identify additional local partners that can provide letters of support for the project.

Once the project schedule, budget and narrative discussions have been finalized for the BRIC application, a Letter of Inquiry for the Golden LEAF Foundation can easily be completed and submitted. This will give an indication on their willingness to be a funding partner in the project.

Funding Analysis
 City of Rocky Mount - SE Main Street Drainage Improvement Project
 September 2020

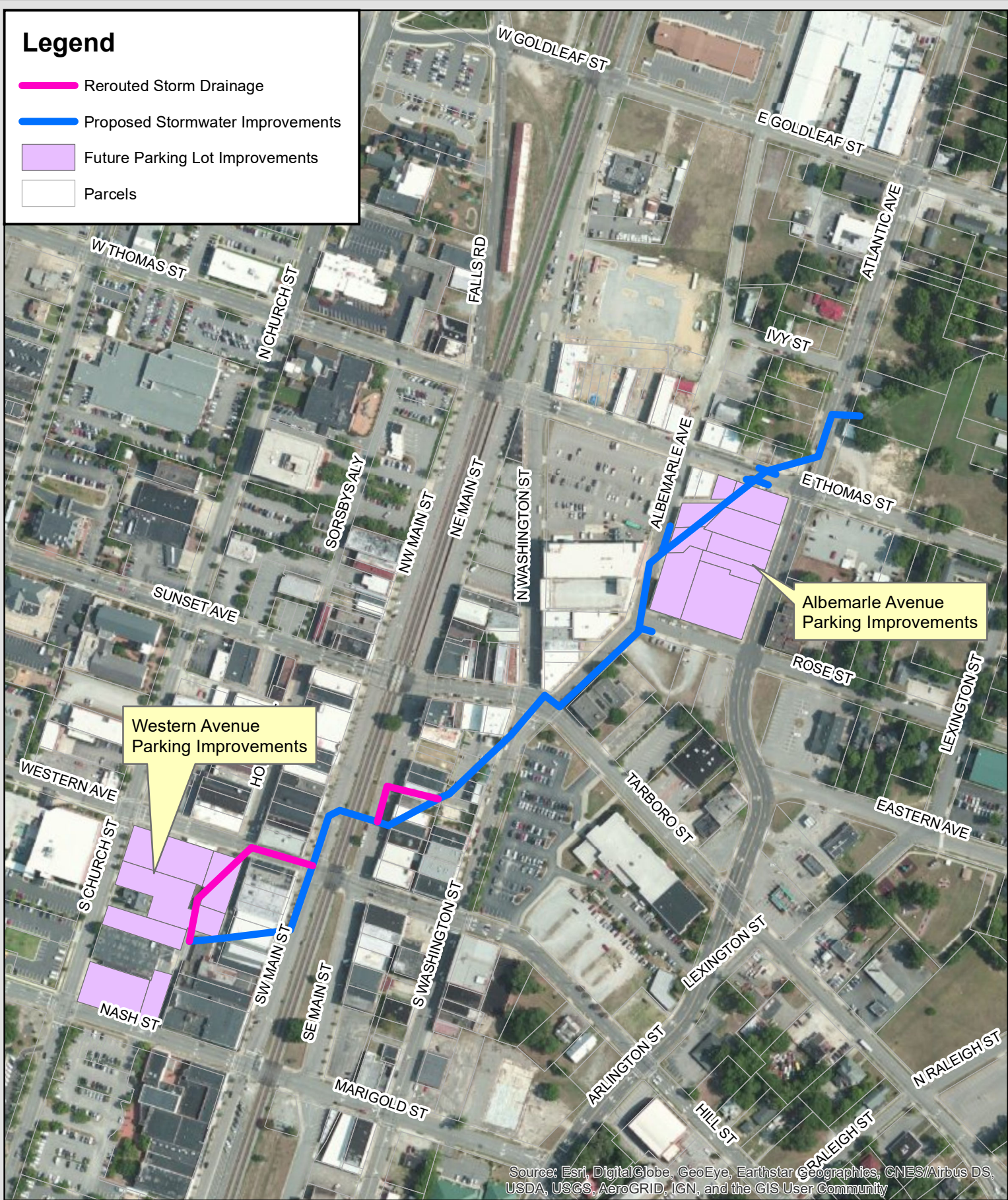


Source	Project Eligibility	Application Deadline	Award Date	Match Requirements	Maximum Award	Period of Performance	Partners	Post-Project Requirements	Other Requirements
 BRIC - FEMA	*All elements conditionally eligible *Can include pre-award costs	1/29/2022 (Estimated)	June-21	25% match from non-federal sources	\$50 million (<i>grant</i>)	36 months	Needed for competitive application	Needed for competitive application	*NEPA/Historic Preservation Compliance *FEMA-approved Hazard Mitigation Plan *Located in a state with at least 1 federally-declared disaster within last 7 years
 PWEAA - EDA	*All elements conditionally eligible *Cannot include pre-award costs	Rolling Application Period	60 days from full application	Maximum 50% match from non-federal sources	\$600,000-\$3 million (<i>grant</i>)	36-60 months	Needed for competitive application	Reports on economic factors (job creation/retention, etc.)	*NEPA/Historic Preservation Compliance
 Open Grants - Golden LEAF	*Most elements conditionally eligible *Cannot cover grant/funding administration or land/easement acquisition (but can be part of match)	Rolling Application Period	3-6 months from full application	No specific match requirements	\$200,000 (<i>grant</i>)	Based on approved project schedule	Needed for competitive application	Reports on economic factors (job creation/retention, etc.)	*Projects must align with Golden LEAF's priority focus areas

Overall Project Figure and Estimate Budget

Legend

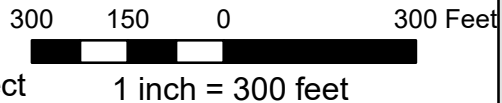
- Rerouted Storm Drainage
- Proposed Stormwater Improvements
- Future Parking Lot Improvements
- Parcels



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Figure 1: Overall Project
 City of Rocky Mount
 SE Main St. Drainage Improvement Project



Albemarle Avenue & Western Avenue Parking Lot Study Information



FY 2021-2025

Capital Improvement Program Project Scope

Department: Public Works **Division:**

Project Title:

Albemarle Ave Parking Lot Construction

Type of Project: (check all that apply)

- Facility Construction/Renovation
- Infrastructure
- Transportation
- New Equipment
- Equipment Replacement



Description:

Construct surface parking lot at Albemarle Ave and Thomas St in conjunction with planned storm drain replacement project.

Objectives and Benefits:

Improve appearance and public safety. Provide approximately 170 new public parking spaces to support existing business and redevelopment.

Needs Criteria: (Check all that apply and explain below)

<input type="checkbox"/> Legal Mandate	<input type="checkbox"/> W & S Master Plan	<input type="checkbox"/> Maintains Service	<input checked="" type="checkbox"/> Improves Health/Safety
<input type="checkbox"/> Preserves Facility	<input checked="" type="checkbox"/> Stormwater Master Plan	<input checked="" type="checkbox"/> Enhances Service	<input checked="" type="checkbox"/> Improves Environment
<input type="checkbox"/> Provides Cost Savings	<input checked="" type="checkbox"/> Pavement Plan	<input type="checkbox"/> Adds New Service	
	<input type="checkbox"/> Parks Master Plan		

Needs/Issues/Problems: What specific need, issue, or problem does this request address?

Existing site has been under lease and used as public parking since the 1950s. Site is exceptionally poor condition. Undefined parking and travel ways create a safety and liability concern. Site is the only public parking in the vicinity to support redevelopment of this portion of NW Main St

Alternatives: What alternative measures have been taken to address this need/issue/problem?

Western Avenue Parking Study



Outdoor seating area for brewery in re-developed autobody shop



Pedestrian alley with limited vehicular access

ROCKY MOUNT STREETScape CONCEPTS / JUNE 8, 2017



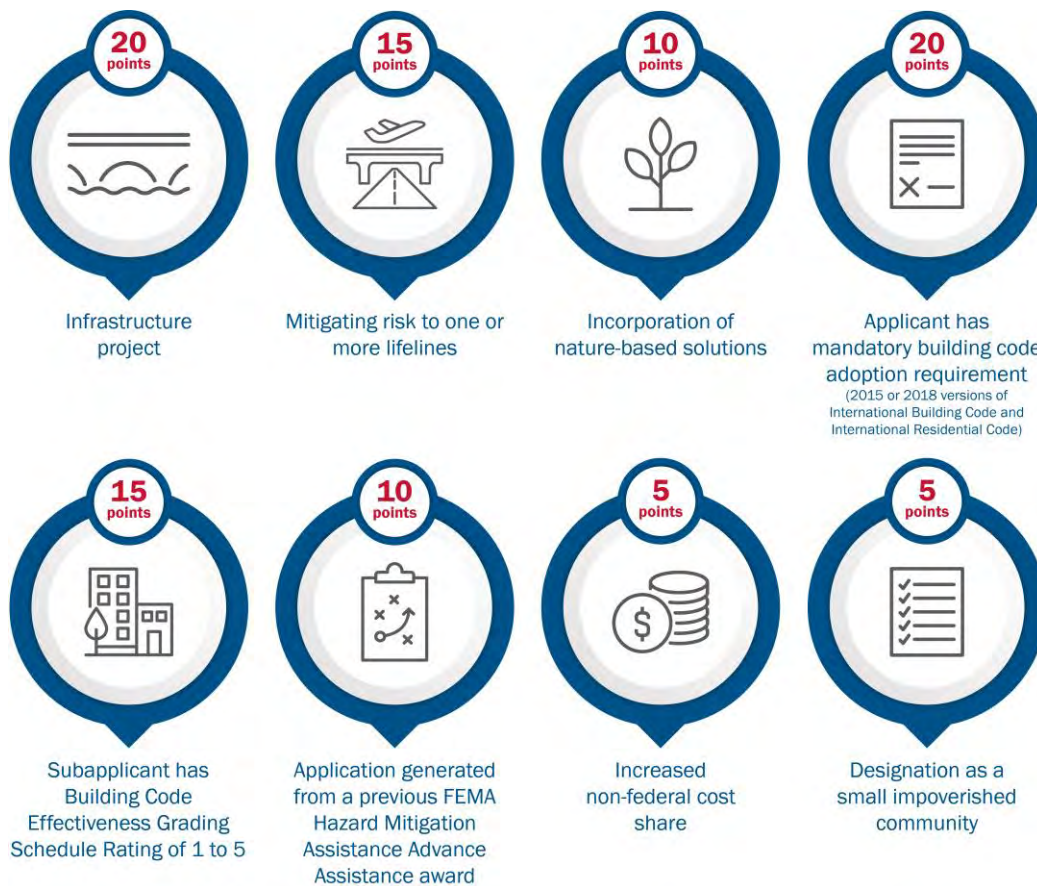
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Initial BRIC Scoring Evaluation

FEMA PROGRAM SUPPORT MATERIAL

BRIC Technical Criteria

This program support material provides detailed information about the eight technical evaluation criteria that will be used in the Building Resilient Infrastructure and Communities (BRIC) national competition. The conditions that must be met to receive the point allotment for each criterion are described below. Additionally, application instructions are included for each respective criterion to guide information submission in FEMA Grants Outcomes (FEMA GO).



BRIC National Competition Technical Criteria and Point Values

Background

As described in Section E.1.a (Application Review Information – Application Evaluation Criteria, Programmatic Criteria) of the BRIC Notice of Funding Opportunity (NOFO), FEMA will use technical evaluation criteria to score subapplications submitted to the national competition. As referenced in the NOFO:



FEMA

“If needed based on the number of subapplications submitted to the BRIC program, FEMA will use the technical evaluation criteria scoring as a program priority screening tool for the qualitative evaluation review. FEMA will send subapplications valued up to twice the amount of available funding to the BRIC qualitative evaluation panel. FEMA will ensure that at least one eligible subapplication from each Applicant will be sent to the qualitative evaluation panel for review.

The technical evaluation criteria offer incentives for elements valued by FEMA. In order to ensure transparency and efficiency in competition project selection, technical evaluation criteria are binary point awards; projects either receive the full points allotted or zero points for each criterion.”

FEMA developed several of the technical evaluation criteria based upon factors it is required to consider by statute in addition to comments received through summer of 2019 stakeholder engagement efforts. For example, comments indicated that stakeholders strongly support prioritizing projects that integrate nature-based solutions, incentivizing building code improvements, and promoting previous Hazard Mitigation Assistance (HMA) Advance Assistance efforts.

For more information on BRIC and stakeholder engagement efforts, please visit <https://www.fema.gov/bric>. Application instructions are included below for each respective criterion to guide information submission in FEMA GO. More information on navigating the new FEMA GO system and the full application process can be found at <https://www.fema.gov/grants/guidance-tools/fema-go>.

Technical Criterion 1: Infrastructure Project (20 points) 20 points

To receive the point allotment for this criterion, the subapplication must explain how the project mitigates natural hazard risk to critical physical structures, facilities, and systems that provide support to a community, its population, and its economy. The following statements are provided as examples that a community might submit in a subapplication to describe how their project is an infrastructure project:

- Through the proposed nature-based solution that will reduce risk from high-intensity rainfall events, we will be providing enhanced protection to our wastewater treatment plant, which supplies fresh water to our community of 30,000 people.
- Retrofitting our food bank to have stronger structural integrity and the ability to operate off-grid will ensure a critical service in our community can remain operational following an earthquake.

Applicants/subapplicants should include this information in the Scope of Work Section of FEMA GO.

Technical Criterion 2: Mitigating Risk to One or More Lifelines (15 points) 15 points

To receive the point allotment for this criterion, the subapplication must indicate that the project will mitigate risk to at least one of the seven Community Lifelines to enable the continuous operation of critical government and business functions essential to human health and safety or economic security.

Community Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. More information on Community Lifelines can be found at <https://www.fema.gov/lifelines> and in the [Community Lifelines Implementation Toolkit](#). The seven Community Lifelines are shown in the graphic below.



FEMA Community Lifelines

The main lifelines that would most likely be covered by the project are checked below; however, there may be others based on the overall project, downtown building tenants, etc.

To better understand how mitigation projects can incorporate Community Lifelines concepts, please refer to the Mitigation Action Portfolio (MAP) at <https://www.fema.gov/bric>. The following MAP projects offer examples for each of the seven Community Lifelines:

- Safety and Security: Spring Creek (South Dakota) Drainage Improvement Project X
- Food, Water, Shelter: Renovation of Alexander Theater (St. Croix)
- Health and Medical: Mercy Hospital (Missouri) Rebuild
- Energy (Power & Fuel): Blue Lake Rancheria Tribe (California) Microgrid
- Communications: ConnectArlington (Virginia) Communication Infrastructure Upgrades
- Transportation: La Guardia Airport (New York) Flood Control X
- Hazardous Materials: Washington DOT Landslide Mitigation Action Plan and Rail Corridor Improvements

Applicants/subapplicants should include this information in the Scope of Work Section of FEMA GO.

Technical Criterion 3: Incorporation of Nature-Based Solutions (10 points) 10 points

To receive the point allotment for this criterion, the subapplication must indicate and describe how the project incorporates one or more nature-based solutions, which are sustainable environmental management practices that restore, mimic, and/or enhance nature and natural systems or processes and support natural hazard risk mitigation as well as economic, environmental, and social resilience efforts. Nature-based solutions use approaches that include, but are not limited to, restoration of grasslands, rivers, floodplains, wetlands, dunes, and reefs; living shorelines; soil stabilization; aquifer storage and recovery; and bioretention systems.

Applicants/subapplicants should include this information in the Scope of Work Section and Cost Effectiveness Section of FEMA GO. This assumes that we can incorporate green infrastructure/nature-based design elements.

Technical Criterion 4: Applicant has Mandatory Building Code Adoption Requirement (20 points) 20 points

For Applicants and subapplicants to receive the point allotment for this criterion, the Applicant must have adopted codes based on either the 2015 or 2018 versions of both the **International Building Code (IBC)** and the **International Residential Code (IRC)** model codes published by the International Code Council (ICC). The following adoption status combinations are the only ones that qualify for the point allotment:

- 2015 version of both the IBC and IRC
- 2018 version of both the IBC and IRC

- 2015 version of the IBC and 2018 version of the IRC
- 2018 version of the IBC and 2015 version of the IRC

If an Indian tribal government (federally recognized) has not adopted the code as listed above, the tribe must demonstrate alternative compliance with IBC and IRC (2015 or 2018) or be covered under another jurisdiction's (state or territory) code adoption status in order to receive the point allotment.

Applicants/subapplicants should include this information in the Evaluation Section of FEMA GO. Additionally, Applicants/subapplicants should attach documentation verifying adoption status. Information about Applicant adoption status may be found in the following examples of reference documents, which also represent acceptable adoption status verification documents that can be included as an attachment to the application:

- State, territory, or tribal legislation or code that demonstrates adoption status
- Insurance Services Office's (ISO's) *National Building Code Assessment Report – Building Code Effectiveness Grading Schedule* (2019 Edition)
- ICC's *Our Most Up to Date Adoption Chart: State Adoptions* located under the "Code Adoption Resources" tab of the ICC Advocacy page (<https://www.iccsafe.org/advocacy/>)

Technical Criterion 5: Subapplicant has Building Code Effectiveness Grading Schedule (BCEGS) Rating of 1 to 5 (15 points) **TBD**

The BCEGS is an independent assessment of a community's building code adoption and enforcement activities, resulting in a score of 1 (best) to 10. For more information on BCEGS, please visit the ISO-Mitigation website at <https://www.isomitigation.com/bcegs/>.

To receive the point allotment for this criterion, a subapplicant at the local level (including those located in territories) must have a BCEGS rating between 1 and 5 (considered by FEMA as a disaster-resistant code) when the application is submitted. To receive the point allotment for this criterion, a state or territory acting as a subapplicant must:

- Have a class ranking between 1 and 5 on both the Commercial and Residential BCEGS State Averages as indicated on the respective State Page in ISO's *National Building Code Assessment Report – Building Code Effectiveness Grading Schedule* (2019 Edition); or
- Submit a BCEGS score provided by ISO (for territories and the District of Columbia)

Subapplicants at the state or territory level may submit documentation verified by ISO that provides more updated information on their BCEGS rating, if applicable. BCEGS scores for tribal Applicants/subapplicants are required but can be dependent on the relationship between the local municipality and the tribal entity that determines how building code requirements are managed.

The best source for relevant information at the community level is the local building inspector or code enforcement office.

Bureau States

Bureau states have their own insurance rating organization that is not part of ISO. To receive the point allotment for this criterion, a subapplicant at the state or territory level for the five Bureau states not included in ISO's *National*

Building Code Assessment Report – Building Code Effectiveness Grading Schedule (2019 Edition) must provide a state-verified BCEGS score at the state level. For subapplicants at the local level within Bureau states, BCEGS scores should be provided by the state. BCEGS Bureau state contact information is as follows:

Hawaii Insurance Bureau, Inc.
715 South King Street, Suite 320
Honolulu, HI 96813-4118
808-531-2771

Idaho Surveying and Rating Bureau, Inc.
5440 Franklin Road, Suite 101
P.O. Box 6430
Boise, ID 83707
208-343-5483

Property Insurance Association of Louisiana
433 Metairie Road, Suite 400
Metairie, LA 70005
504-831-6930

Mississippi State Rating Bureau
2685 Insurance Center Drive
Jackson, MS 39216-5231
or
P.O. Box 5231
Jackson, MS 39296-5231
601-981-2915

Washington Surveying and Rating Bureau
200 1st Avenue W, Suite 500
Seattle, WA 98119-4219
206-217-9772

If a subapplicant does not have a BCEGS score, a survey to obtain one can be requested. **BCEGS surveys are provided at no cost, do not negatively impact credit ratings, and can take 2 to 4 months to complete. Communities intending to apply for BRIC funding are encouraged to initiate the process as soon as possible.** To request a BCEGS survey, please refer to the submission instructions referenced on the ISO-Mitigation website at <https://www.isomitigation.com/bcegs/>. Questions about the BCEGS survey can be directed to BCEGS_Info@verisk.com.

Applicants/subapplicants should include this information in the Evaluation Section of FEMA GO.

Technical Criterion 6: Application Generated from a Previous FEMA HMA Advance Assistance Award (10 points) 0 points

To receive the point allotment for this criterion, a subapplicant must indicate the project was generated from a previous FEMA HMA Advance Assistance award and the award is directly related to the current proposal. HMA Advance Assistance provides Applicants and subapplicants resources to develop mitigation strategies and obtain data to prioritize, select, and develop complete applications in a timely manner.¹

This type of grant may have been awarded through the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), or Pre-Disaster Mitigation (PDM) grant program at any time since HMA's Advance Assistance award inception.

Applicants/subapplicants should include this information in the Evaluation Section of FEMA GO.

Technical Criterion 7: Increased Non-Federal Cost Share (5 points) 5 points

To receive the point allotment for this criterion, a subapplicant must indicate the non-federal cost share exceeds 25 percent.

Applicants/subapplicants should include this information in the Budget Section of FEMA GO.

Technical Criterion 8: Designation as a Small Impoverished Community (5 points) 0 points

To receive the point allotment for this criterion, local government subapplicants must document their status as a small impoverished community (a community of 3,000 or fewer individuals identified by the applicant that is economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data²). A state, territory, or Indian tribal government (federally recognized) serving as a subapplicant must document the small impoverished status of the community in which the project is planned to receive the point allotment for this criterion.

Population information can be found through the U.S. Census website. For the most current information on the national income, see <http://www.bea.gov>.

Applicants/subapplicants should include this information in the Budget Section in FEMA GO and attach required support documentation.

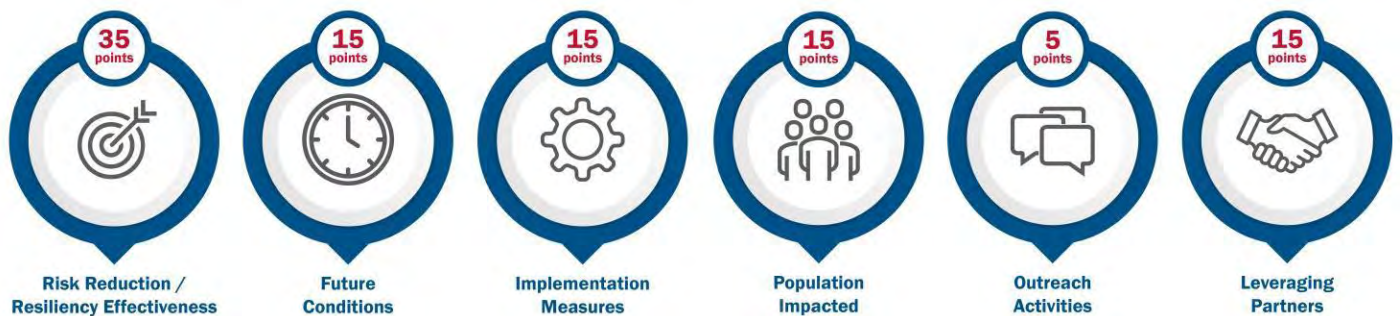
¹ This definition is derived from the Advance Assistance description on page 22 of the Hazard Mitigation Assistance Guidance (HMA Guidance; 2015), which is available at <https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15>.

² This definition is derived from the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by the Disaster Recovery Reform Act of 2018.

FEMA PROGRAM SUPPORT MATERIAL

BRIC Qualitative Criteria

This program support material provides detailed information about the six qualitative evaluation criteria that will be used in the Building Resilient Infrastructure and Communities (BRIC) national competition. Information to both guide Applicants and subapplicants in the development of their subapplications and to assist panelists in the qualitative review of projects is described below. Additionally, application instructions are included for each respective criterion to guide information submission in FEMA Grants Outcomes (FEMA GO).



BRIC National Competition Qualitative Criteria and Point Values

Background

As described in Section E.1.a (Application Review Information – Application Evaluation Criteria, Programmatic Criteria) of the BRIC Notice of Funding Opportunity (NOFO), FEMA will convene a National Review Panel to score subapplications submitted to the national competition based on a qualitative review. The BRIC national competition National Review Panel will include FEMA Regional Office and Headquarters staff, as well as representatives from state, local, tribal, and territorial (SLTT) governments and other federal agencies. As referenced in the NOFO:

“If needed based on the number of subapplications submitted to the BRIC program, FEMA will use the technical evaluation criteria scoring as a program priority screening tool for the qualitative evaluation review. FEMA will send subapplications valued up to twice the amount of available funding to the BRIC qualitative evaluation panel. FEMA will ensure that at least one eligible subapplication from each Applicant will be sent to the qualitative evaluation panel for review.”

In order to increase transparency in decision-making while building capability and partnerships, FEMA will convene a National Review Panel (NRP) to score subapplications based on qualitative evaluation criteria. The qualitative criteria are narrative submissions to allow subapplicants the flexibility to fully explain the strengths of the proposed project. Qualitative evaluation criteria have graded scales of point scoring.”



FEMA

FEMA developed the qualitative evaluation criteria based upon comments received through summer of 2019 stakeholder engagement efforts. For example, comments indicated support for holistic project evaluation beyond economic metrics alone as well as for incentivizing partnerships and high-quality community engagement.

For more information on BRIC and stakeholder engagement efforts, please visit <https://www.fema.gov/bric>.

Evaluation Process and Scoring

The panelists will leverage their mitigation experience and expertise during the review to assess the degree to which subapplications meet the six BRIC qualitative evaluation criteria (based on the scoring in Table 1). The subapplication's final qualitative score will be calculated by averaging the qualitative scores from each panelist. The six criteria include the following: (1) Risk Reduction/Resiliency Effectiveness, (2) Future Conditions, (3) Implementation Measures, (4) Population Impacted, (5) Outreach Activities, and (6) Leveraging Partners.

Table 1: To what degree does the subapplication meet the criterion?

Scoring Option	Description
Not at all	The subapplication does not address the criterion at all, or minimal references to the criterion are made that include no substantive information.
Minimally	The subapplication addresses the criterion, but information in the subapplication may be confusing, unclear, and/or incorrect. The degree to which the subapplication demonstrates the criterion has been met is weak.
Partially	The subapplication addresses the criterion, but the subapplication may lack clarity and/or strong support, have some minor inconsistencies, or not address all components of the criterion. The degree to which the subapplication demonstrates the criterion has been met is mediocre.
Mostly	Although the subapplication may include a few minor inconsistencies or areas that need more clarity, there is strong support for most components of the criterion. The degree to which the subapplication demonstrates the criterion has been met is acceptable.
Entirely	The subapplication is clear, concise, and complete; provides examples; and is supported by data. It addresses all components of the criterion and may have a particularly compelling narrative. The degree to which the subapplication demonstrates the criterion has been met is excellent.
Exceeds	In addition to addressing all components of the criterion and being clear, concise, complete, and supported by data, the subapplication articulates the transformative impact of the project in catalyzing broader efforts (such as legislative action) as they relate to the criterion. The degree to which the subapplication demonstrates the criterion has been met is beyond excellent.

The National Review Panel will apply the scoring options listed in Table 1 to all six qualitative criteria. However, point values associated with each scoring option vary among criteria, depending on the total possible points for each criterion. The graded scoring and point scales for each criterion are included below.

Application instructions are included below for each respective criterion to guide information submission in FEMA GO. More information on navigating the new FEMA GO system and the full application process can be found at <https://www.fema.gov/grants/guidance-tools/fema-go>.

Prompts are outlined for each qualitative criterion to serve as a helpful starting point for Applicants and subapplicants. These prompts are designed to clarify terms and provide guiding questions for Applicants and subapplicants to consider as they write the subapplication. This information will be provided to panelists to foster a common frame of reference. Please note that answering every question, while informative, will not necessarily guarantee an “Exceeds” score. Finally, prompts included here are by no means mutually exclusive or exhaustive; any additional information to support the merit of the subapplication is welcome. This information supplements the information regarding qualitative evaluation criteria that can be found in Section E.1.a (Application Review Information – Application Evaluation Criteria, Programmatic Criteria) of the BRIC NOFO.

Qualitative Criterion 1: Risk Reduction/Resiliency Effectiveness (35 possible points) 14-21 points

The subapplication details how the project will effectively reduce risk and increase resiliency (including the benefits quantified in the BCA), realize ancillary benefits, and leverage innovation.

Not at all	Minimally	Partially	Mostly	Entirely	Exceeds
0	7	14	21	28	35

Applicants and subapplicants should include Risk Reduction/Resiliency Effectiveness information in the Scope of Work Section of FEMA GO.

Prompts for Risk Reduction/Resiliency Effectiveness Criterion

- Resiliency refers to the ability to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruption.¹ How will the proposed project improve resiliency? For example, a project designed to retrofit a library to serve as a tornado shelter could include tornado (and other hazards) preparedness, resiliency, and mitigation information. This could enhance the community’s resiliency by educating the public about the natural hazard risks they face, as well as build a culture of preparedness.
- How will the proposed project reduce risk(s) and to what level? For example, a proposed project could be designed to provide 100-year-level flood protection to a neighborhood with 250 people, 135 homes, 15 publicly owned structures that support several Community Lifelines, and a variety of cultural, historic, and environmental resources. Additionally, subapplicants may have high Building Code Effectiveness Grading Schedule (BCEGS) scores that show a commitment to reducing risk through strong building code adoption and enforcement activities.
- Ancillary benefits refer to benefits other than the project’s primary risk reduction objective which may be identified in the Hazard Mitigation Plan, Scope of Work, and Benefit-Cost Analysis. These are benefits related

¹ This definition is used by the [National Institute of Standards and Technology](#).

to water/air quality, habitat creation, energy efficiency, economic opportunity, reduced social vulnerability, cultural resources, public health, mental health, etc. What ancillary benefits will the project provide and how? Does the project consider multiple hazards (e.g., wind/storm surge, wildfire/mudslides) to address risks beyond the proposal's primary risk reduction objective?

- Innovation in one community can look very different from innovation in another community. How does the project leverage or demonstrate innovation for your community? What new ideas or approaches is the project incorporating? For example, a proposed project in a rural community that has seen an increase in development and impervious surface might include nature-based solutions that have not previously been used.

Qualitative Criterion 2: Future Conditions (15 possible points) 6-9 points

The subapplication describes how the project will anticipate future conditions (population/demographic/climate changes, sea level rise,² etc.) and cites data sources, assumptions, and models.

Not at all	Minimally	Partially	Mostly	Entirely	Exceeds
0	3	6	9	12	15

Applicants and subapplicants should include Future Conditions information in the Evaluation Section of FEMA GO.

Prompts for Future Conditions Criterion

- What anticipated future conditions are relevant for the project? Examples of future conditions include, but are not limited to, the following: expected population growth or shrinkage, land use and development shifts, aging population, shifts in income or employment, changes in housing needs, sea level rise, more intense rainfall events, increasing storm frequency, etc.
- How is the project responsive to any identified anticipated changes? Does the project integrate the consideration of future conditions into design, planning, and operations workflows?
- How was the project informed by, or connected to, plans and planning efforts and their assessment of future conditions? Relevant plans may include Hazard Mitigation Plans, Comprehensive Plans, Climate Adaptation Plans, Long-Range Transportation Plans, Small Area Plans, etc.
- What data sources and assumptions are used to guide the project? For example, when citing a sea level rise projection, what time period and what scenario of sea level rise are assumed?

² Applicants and subapplicants may use any valid source that is based on recognized sea level rise estimation methods for sea level rise. Several federal government sources are available for relative sea level rise data along coastal areas. Some of these sources include, but are not limited to, the National Oceanic and Atmospheric Administration Center for Operational Oceanographic Products and Services' Mean Annual SLR Trend Data (<https://tidesandcurrents.noaa.gov/sltrends/sltrends.html>) and the U.S. Army Corps of Engineers Sea-Level Change Curve Calculator (Version 2019.21) (http://corpsmapu.usace.army.mil/rccinfo/slc/slcc_calc.html).

Qualitative Criterion 3: Implementation Measures (15 possible points) 6-9 points

The subapplication adequately describes how the costs and schedule will be managed, how the project will be successfully implemented, and how innovative techniques to facilitate implementation will be incorporated. The project's Scope of Work identifies sufficient technical and managerial staff and resources to successfully implement this project.

Not at all	Minimally	Partially	Mostly	Entirely	Exceeds
0	3	6	9	12	15

Applicants and subapplicants should include Implementation Measures information in the Scope of Work Section of FEMA GO.

Prompts for Implementation Measures Criterion

- Does the application inspire confidence that the project can be completed successfully as designed, given the stated implementation measures?
- What potential implementation challenges and obstacles are identified (e.g., technical, political, financial, public support) and what innovative implementation solutions are proposed? Innovative implementation techniques in one community can look very different from those in another community.
- Are the proposed project costs and schedule realistic? How do project cost estimates and the schedule identify and properly address potential challenges and obstacles?
- What pre- and post-implementation monitoring strategies are proposed for the project? What specific evaluation elements are proposed to measure progress and ensure the project is executed as designed?
- What technical and managerial staff and resources are available to successfully implement the project? How will anticipated staff and resource gaps be filled?
- Are examples of successfully completed projects included to demonstrate effective implementation measures?

Qualitative Criterion 4: Population Impacted (15 possible points) 3-6 points

The project subapplication demonstrates community-wide benefits and identifies the proportion of the population that will be impacted. The application also describes how impacts (positive or negative) to socially vulnerable populations informed project selection and design.

Not at all	Minimally	Partially	Mostly	Entirely	Exceeds
0	3	6	9	12	15

Applicants and subapplicants should include the Population Impacted information in the Scope of Work Section of FEMA GO.

Prompts for Population Impacted Criterion

- Community size, scale, and definition can look very different in different local contexts. What does “community-wide” mean in the context of the proposed project?
- What percent of the population will directly benefit from the project (i.e., experience direct community-wide benefits)? How is this estimate calculated?
- What is the extent of the project’s expected direct and indirect impacts? How will the project reduce cascading impacts to Community Lifelines, residents, businesses, public services, infrastructure, and natural systems?
- Who are the most vulnerable members of the community where the project is proposed? How will the project negatively impact vulnerable members of the community? How will the project positively impact vulnerable members of the community? Impacts can be directly related to the risk reduction activity or indirectly related, such as with ancillary impacts (i.e., social, environmental, economic impacts).

Qualitative Criterion 5: Outreach Activities (5 possible points) 2-3 points

The subapplication describes outreach activities appropriate to the project that advance mitigation. The application also outlines the types of community planning processes leveraged during project conception and design and identifies the level of public support obtained during the engagement process.

Not at all	Minimally	Partially	Mostly	Entirely	Exceeds
0	1	2	3	4	5

Applicants and subapplicants should also include information about their Outreach Activities in the Scope of Work Section of FEMA GO.

Prompts for Outreach Activities Criterion

- To what extent did stakeholders and/or stakeholder groups contribute to this project?
- What planning processes were leveraged during the development of the project proposal to advance mitigation? How did the project planning process ensure that the most vulnerable members of the community were involved in the planning and decision-making processes?

BRIC QUALITATIVE CRITERIA

- What information (e.g., resiliency goals and outcomes, partnership opportunities, project implementation progress) will be shared with the public? What public outreach and engagement strategies will be used to disseminate project information to and gather feedback from stakeholders and members of the community?
- What support or conflicts emerged through the project planning process? How will conflicts be resolved as the project is implemented?
- What are the linkages between your hazard mitigation plan and local land use requirements and how does the linkage make your community more resilient?

Qualitative Criterion 6: Leveraging Partners (15 possible points) 6-9 points

The project subapplication incorporates state, tribal, private, and local community partnerships that will enhance its outcome and describes the extent of those partnerships such as having an increased non-federal cost share, multi-jurisdictional projects, etc.

Not at all	Minimally	Partially	Mostly	Entirely	Exceeds
0	3	6	9	12	15

Applicants and subapplicants should include information about Leveraging Partners in the Evaluation Section of FEMA GO.

Prompts for Leveraging Partners Criterion

- Partnerships can take many different forms. For example, partners may contribute financially, support and promote the proposed project, help generate community-wide awareness of the risks the proposal is designed to address, etc. What partners were involved in the project design? How did partners contribute to the application? What partners will contribute to the implementation of the project?
- To what extent were non-governmental organizations, universities, private organizations, or other government entities consulted for advice or assistance? How has collaboration with surrounding jurisdictions supported project development?
- To what extent have other federal programs or funding sources been leveraged for the project? To what extent have partners provided funding that increases the non-federal cost share?
- How have partnerships been used to increase community resiliency? What potential exists for partnerships to continue beyond implementation of the project?

BRIC Application Template

Project Subapplication

*required field

Start a subapplication	
* Organization you are applying for	
* Organization you are applying to	
* Subapplication title	
* Subapplication type	
* Document control number (optional)	

Subapplicant information

Subapplicant information	
Name of federal agency	FEMA
Type of submission	<input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected application
* Type of Subapplicant	<input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribal Government <input type="checkbox"/> Special Governmental District <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other
* Is Subapplication subject to review by Executive Order 12372 Process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, program is not covered by E.O. 12372 <input type="checkbox"/> No, program has not been selected by state for review
If Yes, this preapplication/application was made available to the Executive Order 12372 Process for review on: (MM-DD-YYYY)	

Subapplicant information	
* Is the Subapplicant delinquent on any Federal debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide an explanation:</i>	

Contact information

Add a Subrecipient Authorized Representative (SAR)	
Title	
Prefix (optional)	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
* First Name	
Middle Initial	
* Last Name	
* Agency/Organization	
Primary phone	
Extension (optional)	
* Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Secondary phone	
Extension	
* Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Optional phone	
Fax number	

Add a Subrecipient Authorized Representative (SAR)

* Email	
* Address line 1	
Address line 2	
* City	
* State/territory	
* ZIP code	
ZIP extension	
* Phone	
Fax	

Add a Point(s) of Contact

Title	
Prefix (optional)	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
* First Name	
Middle Initial	
* Last Name	
* Agency/Organization	
Primary phone	
Extension (optional)	
* Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Secondary phone	
Extension	
* Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile

Add a Point(s) of Contact	
Optional phone	
Fax number	
* Email	
* Address line 1	
Address line 2	
* City	
* State/territory	
* ZIP code	
ZIP extension	

Community

Please find the community(ies) that will benefit from this mitigation activity by clicking the Find Communities button. If needed, modify the Congressional District number for each community. If the Congressional district number for your community does not display correct, please contact your State NFIP coordinator.

Add Communities (complete this table for each benefitting community)	
State	
Community name (optional)	
County name (optional)	
Please provide any additional comments (optional)	
Attachments	

Mitigation Plan

Please provide your plan information.

Mitigation plan information	
* Is the entity that will benefit from the proposed activity covered by a current FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide plan information:	
* Plan name	
* Plan type	<input type="checkbox"/> State Multi-hazard Mitigation Plan <input type="checkbox"/> Tribal Multi-hazard Mitigation Plan <input type="checkbox"/> Local Multi-hazard Mitigation Plan <input type="checkbox"/> Tribal (Local) Multi-hazard Mitigation Plan <input type="checkbox"/> Local Multijurisdictional Multi-hazard Mitigation Plan <input type="checkbox"/> Tribal (Local) Multijurisdictional Multi-hazard Mitigation Plan
Is this plan standard or enhanced? (for Applicants only)	<input type="checkbox"/> Standard <input type="checkbox"/> Enhanced
* Plan approval date (MM-DD-YYYY)	
Proposed activity description (optional)	
Please provide any additional comments (optional).	
Attachments:	

Scope of Work

The project Scope of Work (SOW) identifies the eligible activity, describes what will be accomplished and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period. FEMA has different requirements for project, planning, and management cost SOWs.

Scope of work	
* Subapplication title (include type of activity and location) :	
Activities	
*Primary activity type	<input type="checkbox"/> Acquisition <input type="checkbox"/> Elevation <input type="checkbox"/> Relocation <input type="checkbox"/> Mitigation reconstruction <input type="checkbox"/> Retrofit <input type="checkbox"/> Floodproofing <input type="checkbox"/> Saferoom/shelter <input type="checkbox"/> Stabilization and restoration <input type="checkbox"/> Utility and infrastructure protection <input type="checkbox"/> Flood control <input type="checkbox"/> Codes and standards <input type="checkbox"/> Warning systems <input type="checkbox"/> Wildlife management <input type="checkbox"/> Education and awareness <input type="checkbox"/> Feasibility, engineering, and design studies <input type="checkbox"/> Management costs <input type="checkbox"/> Generator <input type="checkbox"/> Relocation <input type="checkbox"/> Planning related activities <input type="checkbox"/> Partnerships <input type="checkbox"/> Other
Secondary activity type (optional)	(see list above)
Tertiary activity type (optional)	(see list above)

Scope of work	
Community lifelines	
*Primary community lifeline	<input type="checkbox"/> Safety and security <input type="checkbox"/> Food, water, and shelter <input type="checkbox"/> Health and medical <input type="checkbox"/> Energy <input type="checkbox"/> Communications <input type="checkbox"/> Transportation <input type="checkbox"/> Hazardous material
Primary sub-community lifeline (optional)	<input type="checkbox"/> Law enforcement <input type="checkbox"/> Fire service <input type="checkbox"/> Search and rescue <input type="checkbox"/> Government service <input type="checkbox"/> Community safety
Secondary community lifeline	(see primary community lifeline list above)
Secondary sub-community lifeline	<input type="checkbox"/> Highway/roadway/motor vehicle <input type="checkbox"/> Mass transit <input type="checkbox"/> Railway <input type="checkbox"/> Aviation <input type="checkbox"/> Maritime
Tertiary community lifeline (optional)	(see primary community lifeline list above)
Tertiary sub-community lifeline	<input type="checkbox"/> Food <input type="checkbox"/> Water <input type="checkbox"/> Shelter <input type="checkbox"/> Agriculture

Scope of work	
Hazard sources	
Primary hazard source	<input type="checkbox"/> Biological incident <input type="checkbox"/> Chemical incident <input type="checkbox"/> Civil disturbance <input type="checkbox"/> Cyber incident <input type="checkbox"/> Dam/Levee break <input type="checkbox"/> Disease <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Explosion <input type="checkbox"/> Extreme temperature <input type="checkbox"/> Fire <input type="checkbox"/> Flooding <input type="checkbox"/> Hostile action <input type="checkbox"/> Infrastructure failure <input type="checkbox"/> Landslide/Debris flow <input type="checkbox"/> Nuclear explosion <input type="checkbox"/> Radiological incident <input type="checkbox"/> Severe Storm <input type="checkbox"/> Solar event <input type="checkbox"/> Space object <input type="checkbox"/> Tornado <input type="checkbox"/> Tropical cyclone (Hurricane/Typhoon) <input type="checkbox"/> Tsunami <input type="checkbox"/> Uncategorized <input type="checkbox"/> Volcano <input type="checkbox"/> Winter storm
Secondary hazard source (optional)	(see list above)
If Uncategorized, please specify:	
* Is this a phased project? <i>If you select 'Yes' to phased project question. You must select Phase 1 or Phase 2 on Budget lines.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Are you doing construction in this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Percentage of population affected	%

Scope of work	
* Detail/description of stated percentage	
* Provide a clear and detailed description of your proposed activity	
* How will this mitigation activity be implemented?	
* Describe how the project is technically feasible and will be effective in reducing the risk by reducing or eliminating damage to property and/or loss of life in the project area. Please include engineering design parameters and references to the following: preliminary schematic or engineering drawings/design; applicable building codes; engineering practices and/or best practices; level of protection (e.g., life safety, 100-yr flood protection with freeboard, 100-yr wind design, etc.):	
* Who will manage and complete the mitigation activity?	
* Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)?	
*Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)?	
* When will the mitigation activity take place?	
* Explain why this project is the best alternative. What alternatives were considered to address the risk and why was the proposed activity considered the best alternative?	

Scope of work	
* Please identify the entity that will perform any long-term maintenance and provide maintenance, schedule and cost information. The subapplicant or owner of the area to be mitigated is responsible for maintenance (including costs of long-term care) after the project is completed.	
Additional comments (optional)	
Attachments:	

Schedule

Specify the work schedule for the mitigation activities. Add tasks to the schedule. Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

Add a Task (complete this table for each task)	
* Task name	
* Task description	
* Start month (number)	
* Task duration (in months)	

Schedule	
* Estimate the total duration of your proposed activities (in months).	
Start date (MM/DD/YYYY)	
End date (MM/DD/YYYY)	

Budget

Budget cost estimate should directly link to your scope of work and work schedule. You must add at least one item greater than 0 for your cost estimate. As necessary, please adjust your federal/non-federal cost share, and add the non-federal funding source(s) you are planning to use on this project.

Add budget cost types and item(s)	
Cost type:	<input type="checkbox"/> Cost estimate
Add an item (complete table for each cost item)	
Name of cost item	
Quantity	
Unit of measure	<input type="checkbox"/> Acre <input type="checkbox"/> Cubic foot <input type="checkbox"/> Cubic yard <input type="checkbox"/> Day <input type="checkbox"/> Each <input type="checkbox"/> Foot <input type="checkbox"/> Hour <input type="checkbox"/> Inch <input type="checkbox"/> Linear foot <input type="checkbox"/> Mile <input type="checkbox"/> Million board feet <input type="checkbox"/> Square foot <input type="checkbox"/> Square yard <input type="checkbox"/> Square foot per inch <input type="checkbox"/> Ton
Unit price	\$
Unit total	
Cost category	<input type="checkbox"/> Administrative and legal expenses <input type="checkbox"/> Architectural and engineering fees <input type="checkbox"/> Construction <input type="checkbox"/> Contingencies <input type="checkbox"/> Demolition and removal <input type="checkbox"/> Equipment rental <input type="checkbox"/> Equipment purchase <input type="checkbox"/> Land, structures, rights-of-way, appraisals, etc. <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Other architectural and engineering fees <input type="checkbox"/> Project inspection fees <input type="checkbox"/> Relocation expenses and payments <input type="checkbox"/> Site work

Add budget cost types and item(s)	
Pre-award	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project phase	<input type="checkbox"/> Phase 1 <input type="checkbox"/> Phase 2 <input type="checkbox"/> Not applicable
* Total budget cost	\$
Program income (optional)	\$

Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Building Resilient Infrastructure and Communities (BRIC) and small impoverished communities may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

Proposed federal vs. non-federal funding shares	
Is this a small impoverished community? (See Appendix for definition) This determines your federal/non-federal share ratio.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes</i>	<ul style="list-style-type: none"> ▪ Federal Share Percentage 90% ▪ Non-Federal Share Percentage 10%
Based on total budget cost	\$
Proposed federal share	\$
Proposed non-federal share	
<i>If No</i>	<ul style="list-style-type: none"> ▪ Federal Share Percentage 75% ▪ Non-Federal Share Percentage 25%
Based on total budget cost	\$
Proposed federal share	\$

Proposed federal vs. non-federal funding shares	
Add funding source (complete this table for each funding source)	
Funding source	
Name of source agency	
Funding amount	\$
Percent non-federal share by source	%
Funding type	<input type="checkbox"/> Administration <input type="checkbox"/> Cash <input type="checkbox"/> Consulting fees <input type="checkbox"/> Engineering fees <input type="checkbox"/> Equipment operation <input type="checkbox"/> Rental <input type="checkbox"/> Labor <input type="checkbox"/> Other <input type="checkbox"/> Program income <input type="checkbox"/> Supplies
Date of availability (MM/DD/YYYY)	
Fund commitment letter date (MM/DD/YYYY)	
Grand Total (\$)	
Total percent non-federal share	
Please provide any addition comments (optional)	
Attachments:	

Cost-Effectiveness	
* How was cost-effectiveness determined for this project?	<input type="checkbox"/> BCA completed in FEMA's BCA toolkit (Must attach the export file, zip file, pdf file, and other supporting documentation) <input type="checkbox"/> Pre-calculated benefits <input type="checkbox"/> Substantial damage in special flood hazard area <input type="checkbox"/> Other BCA methodology approved by FEMA in writing <input type="checkbox"/> Not applicable
* What are the total project benefits?	\$
* What is the total project cost?	\$
* What is the benefit cost ratio (BCR) for the entire project?	
*Was sea level rise incorporated into the flood elevations in the BCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Were environmental benefits incorporated into the flood elevations in the BCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Were social benefits added to the project benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Does the mitigation measure incorporate nature-based solutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide any additional comments.	
Attachments: * Attach the Benefit Cost Analysis (BCA), if completed for this project	

Environmental/Historic Preservation (EHP) Review Information

An environmental/historic preservation review is required for all activities for which FEMA funds are being requested. FEMA will complete this review with the assistance of both the state or tribal government and the local applicant. It is important that you provide accurate information. If you are having problems completing this section, please contact your application point of contact.

A. National Historic Preservation Act - Historic Buildings and Structures

* 1. Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age?

- Yes
- No
- Not known

If Yes, you must confirm that you have provided the following:

- The property address and original date of construction for each property affected (unless this information is already noted in the Properties section)
- A minimum of two color photographs showing at least three sides of each structure (Please label the photos accordingly)
- A diagram or USGS 1:24,000 scale quadrangle map displaying the relationship of the property(s) to the project area

A. National Historic Preservation Act - Historic Buildings and Structures

If Yes, to help FEMA evaluate the impact of the project, please indicate any other information you are providing.

- Information gathered about potential historic properties in the project area, including any evidence indicating the age of the building or structure and presence of buildings or structures that are listed or eligible for listing on the National Register of Historic Places or within or near a National Register listed or eligible historic district. Sources for this information may include the State Historic Preservation Officer, and/or the Tribal Historic Preservation Officer (SHPO/THPO), your local planning office, historic preservation organization, or historical society.
- Consideration of how the project design will minimize adverse effects on known or potential historic buildings or structures, and any alternatives considered or implemented to avoid or minimize effects on historic buildings or structures. Please address and note associated costs in your project budget.
- For acquisition/demolition projects affecting historic buildings or structures, any data regarding the consideration and feasibility of elevation, relocation, or flood proofing as alternatives to demolition.
- Attached materials or additional comments.

If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)

Attachments:

B. National Historic Preservation Act - Archeological Resources	
* 1. Does your project involve disturbance of ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes, please confirm that you have provided the information below by selecting each checkbox. (If you have not provided these documents in any other section of the application, please attach the required documents below.)	<input type="checkbox"/> A description of the ground disturbance by giving the dimensions (area, volume, depth, etc.) and location. <input type="checkbox"/> The past use of the area to be disturbed, noting the extent of previously disturbed ground. <input type="checkbox"/> A USGS 1:24,000 scale or other site map showing the location and extent of ground disturbance.
If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)	<input type="checkbox"/> Any information about potential historic properties, including archeological sites, in the project area. Sources of this information may include SHPO/THPO, and/or the Tribe's cultural resources contact if no THPO is designated. Include, if possible, a map showing the relation of any identified historic properties to the project area. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)	
Attachments:	

C. Endangered Species Act and Fish and Wildlife Coordination Act	
* 1. Are Federally listed threatened or endangered species or their critical habitat present in the area affected by the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known

C. Endangered Species Act and Fish and Wildlife Coordination Act	
<p>If Yes, please confirm that you have provided the information below by selecting each checkbox.</p> <p>(If you have not provided these documents in any other section of the application, please attach the required documents below.)</p>	<p><input type="checkbox"/> Information you obtained to identify species in or near the project area. Provide the source and date of the information cited.</p>
<p>If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)</p>	<p><input type="checkbox"/> Any request for information and associated response from the USFWS, the National Marine Fisheries Service (NMFS) (for affected ocean-going fish), or your State Wildlife Agency, regarding potential listed species present and potential of the project to impact those species.</p> <p><input type="checkbox"/> Attached materials or additional comments.</p>
<p>If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)</p>	
<p>* 2. Does your project remove or affect vegetation?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not known</p>
<p>If Yes, please confirm that you have provided the information below by selecting each checkbox.</p> <p>(If you have not provided these documents in any other section of the application, please attach the required documents below.)</p>	<p><input type="checkbox"/> Description of the amount (area) and type of vegetation to be removed or affected.</p> <p><input type="checkbox"/> A site map showing the project area and the extent of vegetation affected.</p> <p><input type="checkbox"/> Photographs or digital images that show both the vegetation affected and the vegetation in context of its surroundings.</p>
<p>If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)</p>	<p><input type="checkbox"/> Attached materials or additional comments.</p>
<p>If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)</p>	

C. Endangered Species Act and Fish and Wildlife Coordination Act	
<p>* 3. Is your project in, near (within 200 feet), or likely to affect any type of waterway or body of water?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not known</p>
<p>If Yes, and project is not within an existing building, you must confirm that you have provided the following:</p> <p>(If you have not provided these documents in any other section of the application, please attach the required documents below.)</p>	<p><input type="checkbox"/> A USGS 1:24,000 scale quadrangle map showing the project activities in relation to all nearby water bodies (within 200 feet).</p> <p><input type="checkbox"/> Any information about the type of water body nearby including: its dimensions, the proximity of the project activity to the water body, and the expected and possible changes to the water body, if any. Identify all water bodies regardless whether you think there may be an effect</p> <p><input type="checkbox"/> A photograph or digital image of the site showing both the body of water and the project area.</p>
<p>If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)</p>	<p><input type="checkbox"/> Evidence of any discussions with the US Fish and Wildlife Service (USFWS), and/or your State Wildlife Agency concerning any potential impacts if there is the potential for the project to affect any water body.</p> <p><input type="checkbox"/> Attached materials or additional comments.</p>
<p>If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)</p>	
<p>Attachments:</p>	

D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)	
<p>* 1. Will the project involve dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as "waters of the U.S" as identified by the US Army Corps of Engineers or on the National Wetland Inventory?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known</p>
<p>If Yes, please confirm that you have provided the information below by selecting each checkbox. (If you have not provided these documents in any other section of the application, please attach the required documents below.)</p>	<p><input type="checkbox"/> Documentation of the project location on a USGS 1:24,000 scale topographic map or image and a copy of a National Wetlands Inventory map or other available wetlands mapping information.</p>
<p>If Yes, to help FEMA evaluate the impact of the project, please indicate below any other information you are providing. (optional)</p>	<p><input type="checkbox"/> Request for information and response letter from the US Army Corps of Engineers and/or State resource agencies regarding the potential for wetlands, and applicability of permitting requirements.</p> <p><input type="checkbox"/> Evidence of alternatives considered to eliminate or minimize impacts to wetlands.</p> <p><input type="checkbox"/> Attached materials or additional comments.</p>
<p>If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)</p>	
<p>Attachments:</p>	

E. Executive Order 11988 (Floodplain Management)	
<p>* 1. Does a Flood Insurance Rate Map (FIRM), Flood Hazard Boundary Map (FHBM), hydrologic study, or some other source indicate that the project is located in or will affect a 100 year floodplain, a 500 year floodplain if a critical facility, an identified regulatory floodway, or an area prone to flooding?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known</p>
<p>If Yes, please indicate and/or provide any documentation to identify the means or the alternatives considered to eliminate or minimize impacts to floodplains (See the 8 step process found in 44 CFR Part 9.6.) to help FEMA evaluate the impact of the project.</p>	
<p>If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)</p>	
<p>* 2. Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known</p>
<p>If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project.</p>	<p><input type="checkbox"/> Hydrologic/hydraulic information from a qualified engineer to demonstrate how drainage and flood flow patterns will be changed and to identify down and upstream effects.</p> <p><input type="checkbox"/> Request for information and response letter from the State water resource agency, if applicable, with jurisdiction over modification of waterways.</p> <p><input type="checkbox"/> Attached materials or additional comments.</p>
<p>If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)</p>	
<p>Attachments:</p>	

F. Coastal Zone Management Act	
* 1. Is the project located in the State's designated coastal zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project.	<input type="checkbox"/> Information resulting from contact with the appropriate State agency that implements the coastal zone management program regarding the likelihood of the project's consistency with the State's coastal zone plan and any potential requirements affecting the cost or design of the proposed activity. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)	
Attachments:	

G. Farmland Protection Policy Act	
* 1. Will the project convert more than 5 acres of "prime or unique" farmland outside city limits to a non-agricultural use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)	
Attachments:	

H. Resource Conservation and Recovery Act (RCRA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Hazardous and Toxic Materials)	
* 1. Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known

H. Resource Conservation and Recovery Act (RCRA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Hazardous and Toxic Materials)	
If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project.	<input type="checkbox"/> Comments and any relevant documentation. <input type="checkbox"/> Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)	
* 2. Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project.	<input type="checkbox"/> Comments and any relevant documentation. <input type="checkbox"/> Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)	
* 3. Does any project construction or operation activities involve the use of hazardous or toxic materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known

H. Resource Conservation and Recovery Act (RCRA) and Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Hazardous and Toxic Materials)	
If Yes, please indicate any other information you are providing to help FEMA evaluate the impact of the project.	<input type="checkbox"/> Comments and any relevant documentation. <input type="checkbox"/> Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of, or addressing the effects of hazardous or toxic materials related to project implementation. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review. (optional)	
* 4. Do you know if any of the current or past land-uses of the property affected by the proposed project or of the adjacent properties are associated with hazardous or toxic materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project.	<input type="checkbox"/> Comments and any relevant documentation. <input type="checkbox"/> Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review.	
Attachments:	

I. Executive Order 12898, Environmental Justice for Low Income and Minority Populations	
* 1. Are there low income or minority populations in the project's area of effect or adjacent to the project area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes, you must confirm that you have provided the following:	<input type="checkbox"/> Description of any disproportionate and adverse effects to these populations.
To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:	<input type="checkbox"/> Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget. <input type="checkbox"/> Attached materials or additional comments.
If Yes or Not Known, please provide an explanation and any information about this project that could assist FEMA in its review.	
Attachments:	

J. Other Environmental/Historic Preservation Laws or Issues	
* 1. Are there other environmental/historic preservation requirements associated with this project that you are aware of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate a description of the requirements, issues, or public involvement effort.	
* 2. Are there controversial issues associated with this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
If Yes, please indicate a description of the requirements, issues, or public involvement effort.	

J. Other Environmental/Historic Preservation Laws or Issues	
If Yes or Not Known, please indicate why in the text box below and any information about this project that could assist FEMA in its review.	
* 3. Have you conducted any public meeting or solicited public input or comments on your specific proposed mitigation project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate a description of the requirements, issues, or public involvement effort.	
Attachments:	

K. Summary and Cost of Potential Impacts	
* 1. Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, you must confirm that you have provided the following: (If you have not provided these documents in any other section of the application, please attach the required documents below.)	<input type="checkbox"/> Evaluated these potential effects and provided the materials required in Parts A through J that identify the nature and extent of potential impacts to environmental resources and/or historic properties. <input type="checkbox"/> Consulted with appropriate parties to identify any measures needed to avoid or minimize these impacts. <input type="checkbox"/> Considered alternatives that could minimize both the impacts and the cost of the project. <input type="checkbox"/> Made certain that the costs of any measures to treat adverse effects are realistically reflected in the project budget estimate.
If Yes, please enter your comments. (optional) (Please indicate why and any information about this project that could assist FEMA in its review.)	
Attachments:	

Evaluation

Evaluation	
* Is the applicant participating in the Community Rating System (CRS) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what is their CRS rating ?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
* Is the applicant a Cooperating Technical Partner (CTP) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Was this created from a previous FEMA HMA Advance assistance/Project scoping award?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the project identifier.	
* Has the recipient adopted building codes consistent with the International Codes ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, enter year of building code.	
If Yes, please provide the building code.	
* Have the applicant's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what is their BCEGS rating?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
* Describe involvement of partners to enhance the mitigation activity outcome.	
* Discuss how anticipated future conditions are addressed by this project.	
Additional comments (optional)	
Attachments	

Location

Project Location	
* Provide a detailed description of the proposed project's location.	
* Latitude (e.g. -80.430101, should be between -90 to +90, but not 0)	
* Longitude (e.g. 100.430101, should be between -180 to +180, but not 0)	
Attachments	

Project Benefiting Area	
* Provide a detailed description of the proposed project's benefiting area	
Attachments	

Project Impact Area	
* Provide a detailed description of the proposed project's impact area	
Attachments	

Project Site Inventory	
* Does this project subapplication propose to mitigate a property/structure(s)? (Examples: residential home, commercial building, bridge, fire station, levee, pumping station, wastewater treatment plant, telephone pole, electric line, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, do you know the location of the structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Project Site Inventory

If Yes, enter the details of the property into the [HMA Location Template](https://www.fema.gov/media-library-data/1591110757471-ecd329024debffd2dd5e2367938e90b2/FEMAHMALocationTemplate.xlsx) spreadsheet, located at <https://www.fema.gov/media-library-data/1591110757471-ecd329024debffd2dd5e2367938e90b2/FEMAHMALocationTemplate.xlsx>

Assurances and Certifications

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form.

Lobbying

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Applicant will NOT use federal appropriated funds for lobbying purposes.

Applicant will use non-appropriated funds for lobbying purposes. If so, complete Standard Form LLL "Disclosure of Lobbying Activities" below.

Standard Form-LLL “Disclosure of Lobbying Activities”	
This form must be attached to certification if non-appropriated funds are to be used to influence activities.	
* 1. Type of federal action:	<input type="checkbox"/> Contract <input type="checkbox"/> Cooperative agreement <input type="checkbox"/> Grant <input type="checkbox"/> Loan <input type="checkbox"/> Loan guarantee <input type="checkbox"/> Loan insurance
* 2. Status of federal action:	<input type="checkbox"/> Bid/offer/application <input type="checkbox"/> Initial award <input type="checkbox"/> Post award
* 3. Report Type:	<input type="checkbox"/> Initial filing <input type="checkbox"/> Material change
* 4. Name and address of reporting entity:	<input type="checkbox"/> Prime <input type="checkbox"/> SubAwardee
If SubAwardee, enter tier, if known: (optional)	
* Name	
* Street 1	
Street 2 (optional)	
* City	
* State	
Zip (optional)	
Zip extension (optional)	
Congressional district, if know: (optional)	

Standard Form-LLL "Disclosure of Lobbying Activities"	
* 5. If SubAwardee, enter name and address of prime below.	
* Name	
* Street 1	
Street 2 (optional)	
* City	
* State	
Zip (optional)	
Zip extension (optional)	
Congressional district, if know: (optional)	
* 6. Federal department/agency:	
* 7. Federal program name/description:	
CFDA number, if applicable: (optional)	
* 8. Federal action number, if known: (optional)	
* 9. Award amount, if known: (optional)	\$
* 10. Name and address of lobbying registrant:	
Prefix (optional)	<input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Rev.

Standard Form-LLL “Disclosure of Lobbying Activities”	
* First name	
* Middle name	
* Last name	
Suffix (optional)	<input type="checkbox"/> Jr. <input type="checkbox"/> MD <input type="checkbox"/> PHD <input type="checkbox"/> Sr.
* Street 1	
Street 2 (optional)	
* City	
* State	
Zip (optional)	
Zip extension (optional)	
* 10b. Individual performing services: (including address if different from No. 10a)	
Prefix (optional)	<input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Rev.
* First name	
* Middle name	
* Last name	

Standard Form-LLL “Disclosure of Lobbying Activities”	
Suffix (optional)	<input type="checkbox"/> Jr. <input type="checkbox"/> MD <input type="checkbox"/> PHD <input type="checkbox"/> Sr.
* Street 1	
Street 2 (optional)	
* City	
* State	
Zip (optional)	
Zip extension (optional)	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	

3. Drug-Free Workplace (Grantee other than individuals)	
As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620.	
A. The applicant certifies that it will continue to provide a drug-free workplace by;	

3. Drug-Free Workplace (Grantee other than individuals)

<p>(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;</p>	
<p>(b) Establishing an on-going drug free awareness program to inform employees about</p> <ol style="list-style-type: none">(1) The dangers of drug abuse in the workplace;(2) The grantee's policy of maintaining a drug-free workplace;(3) Any available drug counseling, rehabilitation, and employee assistance programs; and(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	
<p>(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);</p>	
<p>(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-</p> <ol style="list-style-type: none">(1) Abide by the term of the statement; and(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions.	

3. Drug-Free Workplace (Grantee other than individuals)	
<p>(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.</p>	
<p>(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-</p> <ul style="list-style-type: none"> (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or (2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; <p>(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).</p>	
<p>B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:</p>	
<p>Place of performance (street address, city, county, state, ZIP code) (optional)</p>	
<p>There are workplaces on file that are not identified.</p>	<p><input type="checkbox"/> Yes</p>