



**FEMA**

**HAZARD MITIGATION GRANT PROGRAM  
EXPANDED MITIGATION STRATEGIES  
PLANNING GRANT PILOT  
GUIDANCE**

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FEMA

# HAZARD MITIGATION GRANT PROGRAM (HMGP) EXPANDED MITIGATION STRATEGIES PLANNING GRANT PILOT GUIDANCE

## EXECUTIVE SUMMARY

The HMGP Expanded Mitigation Strategies Planning Grant Pilot will provide funds for eligible HMGP Applicants to identify and plan feasible mitigation projects, and incorporate those projects into their Local Mitigation Plans (LMPs). The mitigation planning process assists eligible Applicants in setting short and long-range mitigation goals and objectives. Mitigation planning is a collaborative process whereby hazards affecting the community are identified, hazard vulnerability is assessed and analyzed, and consensus is reached on how to minimize or eliminate the effects of these hazards. Because LMPs are the foundation of a strong mitigation strategy, the Pilot will bridge the gap between mitigation planning strategies and the implementation of actual mitigation projects as part of the overall disaster recovery effort.

### USE OF PILOT FUNDS

**Funding Source:** Eligible activities under this Pilot can be funded using HMGP planning funds made available in the following States for the disasters specified: Florida (DR-1602 and DR-1609), Louisiana (DR-1603 and DR-1607), Mississippi (DR-1604), Alabama (DR-1605), and Texas (DR-1606). Up to 7% of the States' HMGP grant may be used to develop State, tribal and/or local mitigation plans to meet the planning criteria outlined in 44 C.F.R. Part 201.

**Eligible Activities:**

- Conducting feasibility analyses (i.e., project planning/scoping);
- Preliminary engineering investigations, studies, designs and construction cost estimates for potential mitigation projects and activities;
- Environmental scoping, including identification of historic resources;
- Gathering data and performing benefit cost-analyses for potential mitigation projects and activities;
- Plan Adjustments, or Updates to the risk assessment and mitigation strategy sections of the LMP, in association with project scoping activities;
- Local coordination of the LMP mitigation strategy activities at the community level;
- Other related activities.

**Cost-share:** HMGP funds are provided on a 75% Federal cost-share basis. The State and/or eligible Applicants are responsible for the remaining 25% non-Federal cost share.

**Three project-type combinations:**

1. Adjustments to Plan under Development and Project Scoping;
2. Plan Update and Project Scoping; or
3. Mitigation Scoping and Plan Amendment.

### KEY FEATURES

**Ineligible Project Activities:**

- Flood studies or flood mapping;
- Activities directly related to long-term recovery planning;
- Mapping activities that are not part of a risk assessment;
- Costs related to the submission of mitigation project grant applications, including costs for grant writers, and any activities related to grant application preparation; and
- Any activity for which another Federal agency has primary authority.

**Planning Requirement:** Eligibility for an Expanded Mitigation Strategies Planning grant is dependent on the Applicant having completed at least the Hazard Identification phase of the LMP process.

**Cooperative Agreement Requirement:**

FEMA will require the use of a Cooperative Agreement between FEMA, the State and the Applicant instead of the usual subgrant agreement. This requires closer than usual coordination at specifically designated Key Coordination Points.

## **SECTION 1. EXPANDED MITIGATION STRATEGIES PLANNING GRANT PILOT APPLICATION GUIDANCE**

### **1.1. GENERAL INTRODUCTION (DEFINITION AND PURPOSE)**

The ability of communities in the Gulf Coast to recover from Hurricanes Katrina, Rita and Wilma in a manner that will reduce future vulnerability to natural hazards is directly linked to having access to sound technical advice and professional input across a wide spectrum of disciplines. Professionals such as planners, civil and hydraulic engineers, hydrologists, and other technical experts can provide invaluable assistance to citizens and community leaders who must make difficult decisions regarding the rebuilding of their communities. Planning, technical recommendations, and engineering and design studies are all important components of effective mitigation project planning and scoping that will lead to more disaster-resistant communities. Sound professional assistance provides critical support and technical information that enables communities to make informed decisions that will ensure implementation of effective mitigation initiatives following disaster events.

The Hazard Mitigation Grant Program (HMGP) Expanded Mitigation Strategies Planning Grant Pilot (the Pilot) will provide funds for eligible HMGP expanded planning activities utilizing funds made available in the following States for the disasters specified: Florida (DR-1602 and DR-1609), Louisiana (DR-1603 and DR-1607), Mississippi (DR-1604), Alabama (DR-1605), and Texas (DR-1606). Up to 7% of each State's HMGP grant may be used to develop State, Tribal and/or local mitigation plans to meet the planning criteria outlined in 44 C.F.R. Part 201. Use of the Pilot may benefit applicants who have experienced an extreme hazard occurrence that presents new hazard information and unique mitigation opportunities during the recovery process. For example, new hazard information could include a change of a community's ordinances based on the issuance of Federal Emergency Management Agency (FEMA)-generated Advisory Base Flood Elevations (ABFEs).

Generally, the HMGP planning funds help to fulfill the purpose of mitigation planning. Mitigation planning is a collaborative process whereby hazards affecting the community are identified, hazard vulnerability is assessed and analyzed, and consensus is reached on how to minimize or eliminate the effects of these hazards. The process assists States, Tribes and local communities in setting short and long-range mitigation goals and objectives.

Most mitigation plans identify mitigation strategies to be pursued along varying timelines. However, cost constraints and other considerations often prevent communities from taking plans beyond mitigation strategies to the identification of specific real-time mitigation projects that have been prioritized, analyzed and designed—ready to be implemented when HMGP funding is available. The intent of the Pilot is to bridge the gap between strategies and implementation of actual mitigation projects as part of the overall disaster recovery effort. The Pilot will assist in identifying and evaluating specific mitigation alternatives that may be eligible for HMGP funding specific to the

identified disaster declaration, including determinations of cost-effectiveness and technical feasibility.

There are three possible Pilot project-type combinations of activities that are eligible for funding under the Pilot:

1. Adjustments to Plan under Development and Project Scoping;
2. Plan Update and Project Scoping; or
3. Mitigation Scoping and Plan Amendment.

For the purposes of this Pilot, an Adjustment to a Plan under Development is the modification of information contained in an LMP that is currently under development. A Plan Update is the modification of a FEMA-approved LMP. A Plan Amendment is a minor change to incorporate scoped mitigation projects into the LMP.

Eligible activities under the Pilot include:

- Conducting feasibility analyses (i.e., project planning/scoping);
- Preliminary engineering investigations, studies, designs and construction cost estimates for potential mitigation projects and activities;
- Environmental scoping, including identification of historic resources;
- Gathering data and performing benefit cost-analyses for potential mitigation projects and activities;
- Plan Adjustments, or Updates to the risk assessment and mitigation strategy sections of the LMP, in association with project scoping activities;
- Local coordination of the LMP mitigation strategy activities at the community level; and
- Other related activities.

The Pilot funds are awarded to the Applicant (Subgrantee) by the State (Grantee) using a Cooperative Agreement (CA) instead of the usual subgrant agreement. The CA requires specific, close coordination between the Grantee, Subgrantee, and FEMA throughout the process of identifying projects, gathering data and conducting analyses, and performing the appropriate reviews. As an outcome of the CA the Subgrantee shall have a FEMA approved LMP that reflects all current relevant hazard data, including the FEMA issued ABFEs, and that incorporates the mitigation projects scoped under the CA.

## **1.2. AUTHORIZATION AND APPROPRIATION**

As a result of Hurricanes Katrina, Rita, and Wilma the President declared major disasters for the States of Alabama, Florida, Louisiana, Mississippi, and Texas, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (the Stafford Act). Section 404 of the Stafford Act authorizes the HMGP, which provides funds to State, Tribal, and local governments, and certain private not-for-profit organizations to implement long-term hazard mitigation measures. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

The HMGP may provide a State with not more than 7.5 percent of the total estimated Federal grant assistance (excluding any associated administrative costs) provided under §§ 403, 406, 407, 408, 410, 411, 416, and 701 of the Stafford Act. These Federal grants may be used to fund up to 75 percent of an approved mitigation measure. States or Applicants agree to provide non-Federal funds to pay for the remaining 25 percent of eligible project costs. In accordance with 44 C.F.R. § 206.434 (d), up to 7 percent of available HMGP funds may be used to develop mitigation plans. Section 322 of the Stafford Act establishes mitigation planning requirements as the foundation of a successful mitigation program.

### **1.3. GRANT ELIGIBILITY**

#### **1.3.1. ELIGIBLE APPLICANTS**

State and local governments, private non-profit organizations or institutions, and Native American tribes are eligible to apply to the State for HMGP funding.

To be eligible for the Pilot, an Applicant must:

- Be located in a declared disaster area eligible for hazard mitigation assistance as a result of Hurricanes Katrina Rita or Wilma in the States of Alabama, Florida, Louisiana, Mississippi, or Texas; and
- Be in the process of preparing a LMP, where the work has progressed beyond the identification of hazards (i.e., the process has begun to develop the hazard profile, risk assessment and/or mitigation strategy sections of the plan); or already have a FEMA-approved LMP.

#### **1.3.2. INELIGIBLE APPLICANTS FOR PLAN ADJUSTMENT AND PLAN UPDATE**

Applicants that have not started work on their LMPs or have not proceeded beyond their hazard identification have no substantial adjustments to incorporate into the work done to date and are not eligible for Pilot funds to revise or update their plan. Any Applicants that have not received Federal funds to prepare an LMP may apply for planning funds through normal planning subgrant application processes. Upon the completion of hazard identification, an applicant is eligible to apply for Pilot funding for project scoping.

#### **1.3.3. COOPERATIVE AGREEMENT REQUIREMENT**

Through the FEMA/State Agreement, the State agrees to follow State and Federal law and procedures when awarding and administering subgrants. In compliance with 44 C.F.R. § 13.37 (a) (1), *Subgrants*, the Grantee shall ensure that every subgrant includes any clauses required by Federal implementing regulations. Because this is a pilot offering of a new HMGP planning project type, FEMA will require that the Grantee use the language provided in the attached Model CA for subgrant implementation. This ensures compliance with the implementing provisions of 44 C.F.R. § 206.434 (d), *Eligible activities*.

The CA will require interactive coordination between all three parties at specifically designated Key Coordination Points, identified in Section 5.2. These points occur

during the process of identifying projects, gathering data and conducting analyses, and performing the appropriate reviews. In many cases the Subgrantee will not be allowed to proceed until receiving feedback from the Grantee and FEMA.

The CA is a binding condition of this Pilot, and failure to utilize the language of the CA and to follow the specified provisions may result in withdrawal of the HMGP funds and the recoupment of funds consistent with 44 C.F.R. Part 13 requirements. FEMA recommends that Applicants thoroughly familiarize themselves with the requirements of the CA prior to applying for Pilot funding. The CA can be found in Appendix A.

#### **1.3.4. OTHER REQUIREMENTS**

Grantees and Subgrantees will be required to comply with all applicable HMGP requirements as identified in relevant program guidance, including the HMGP Desk Reference and other program information available online at <http://www.fema.gov/fima/hmgp/>. In addition, Subgrantees shall be required to incorporate into their LMPs (by adjustment or update) all ABFE information as appropriate, in accordance with FEMA policy announced by memorandum titled *Issuance and Use of Advisory Base Flood Elevations in the Implementation of FEMA Assistance*, issued on February 6, 2006.

#### **1.4. APPLICATION PROCESS**

Eligible Applicants that are interested in applying for the Pilot must contact their State Emergency Management Agency to obtain information regarding the HMGP process. A list of FEMA partner State agencies and offices can be found on the FEMA website at <http://www.fema.gov/fema/statedr.shtml>. FEMA encourages Pilot Subgrantees to work with their State regarding application deadlines for the HMGP and for other program deadlines.

## **SECTION 2. EXPANDED MITIGATION STRATEGIES PLANNING GRANT PILOT APPLICATION GUIDANCE**

### **2.1. ELIGIBLE PILOT ACTIVITIES**

The Pilot is targeted to Applicants that have a need to scope mitigation projects and that have reached a specified point in the process of preparing an LMP, or that have a FEMA-approved LMP. Those Applicants may require additional funds to alter portions of the LMP in order to reflect new data, to reflect changes in the built environment, to reflect any increased level of risk made evident by recent hazard occurrences, and to integrate post-disaster mitigation opportunities with community planning and recovery activities.

Pilot planning subgrants are intended to assist Applicants in assembling detailed project planning data to define the scope and costs of mitigation projects identified in the LMP. The projects will be developed to a level that ensures they are technically feasible and cost effective to achieve the mitigation purpose, and are suitable for implementation, including potential application for HMGP funding.

As previously specified, there are three possible project-type combinations eligible for funding under the Pilot:

1. Adjustments to Plan under Development and Project Scoping;
2. Plan Update and Project Scoping; or
3. Mitigation Scoping and Plan Amendment.

For plan adjustments and updates the LMPs must be approved by FEMA within the performance period of the subgrants as established in the CA. For mitigation project scoping and plan amendments, all projects must be incorporated into the LMP and re-adopted. For all combinations, the LMP must reflect all relevant hazard data, including the FEMA ABFEs if applicable, and must be adopted by the jurisdiction within the performance period established in the subgrant. FEMA encourages Pilot Subgrantees to work with their State regarding application deadlines for the HMGP and for other program deadlines.

The requirements for each project-type combination are found below in sections 2.1.1, 2.1.2, and 2.1.3.

#### **2.1.1. PLAN ADJUSTMENT AND PROJECT SCOPING**

An Applicant that is still in the process of preparing an LMP may apply for funding to make adjustments to their plan if there has been a change of State and/or local regulations or ordinances, or if the Applicant has experienced an extreme hazard occurrence that results in new hazard information (including the issuance of FEMA-generated ABFEs) and unique mitigation opportunities which change the previously completed risk assessment, mitigation goals, strategy, and mitigation priorities.

As a requirement for the Plan Adjustment and Project Scoping application, the Applicant shall complete the information below in addition to the information required in section 2.1.3:

- Complete the State HMGP application, which will include a description of the Pilot planning subgrant Scope of Work (SOW), which shall identify the portions of the LMP that will be revised, and which shall include reference to any recent major disaster events and/or change in regulations or ordinances that the Applicant believes will necessitate changes to the plan;
- Complete the *Expanded Mitigation Strategies Cost Estimate Template for Plan Adjustment* included in Appendix B;
- Complete the *Expanded Mitigation Strategies Cost Estimate Template* for each applicable project type included in Appendix B;
- Provide a schedule for completion of all proposed LMP adjustments, corresponding to the work elements identified in the cost estimate; and
- Identify the portions of the in-progress document that need to be revised and provide cost estimates for those adjustments.

For plans previously funded by a Federal planning grant, the Applicant shall provide information on the *Expanded Mitigation Strategies Cost Estimate Template for Plan Adjustment* that documents:

1. Grant type;
2. Grant number;
3. Total amount of grant award;
4. Period of performance/activity completion timeframe;
5. Breakdown of the amount of the original grant, showing amount of funds budgeted for each section of the plan (*Organizing Resources and Description of the Planning Process, Risk Assessment, Implementation Strategy, Plan Maintenance, Public Meetings* and other related costs); and
6. Amount of grant funds expended for each section of the plan.

For Plan Adjustment, the outcome of a Pilot planning subgrant award shall be a FEMA-approved LMP that complies with the requirements of 44 C.F.R. Part 201 and that incorporates specifically identified and planned/scoped mitigation projects. Information on LMP requirements, and how to meet them, can be found on the FEMA website at <http://www.fema.gov/fima/planning.shtm#planning>. The website includes four How-To Guides which provide specific guidance on the preparation of LMPs (see <http://www.fema.gov/fima/resources.shtm>).

Any Applicant that has completed its identification and prioritization of mitigation actions and projects prior to FEMA approval of the LMP may receive Pilot funds for project planning/scoping activities.

### **2.1.2. PLAN UPDATE AND PROJECT SCOPING**

An Applicant with an approved LMP may apply for funding to update the plan if there has been a change of State and/or local regulation or ordinance or if the

Applicant has experienced an extreme hazard occurrence that provides additional hazard information (including the issuance of FEMA-generated ABFEs) and unique mitigation opportunities which change the previously completed risk assessment, mitigation goals, strategy, and mitigation priorities.

As a requirement for the Plan Update including Project Scoping Application, the Applicant shall complete the information below in addition to the information required in section 2.1.3:

- Complete the State HMGP application, which will include a description of the Pilot planning subgrant SOW. The SOW shall identify the portions of the LMP that will be updated and shall include reference to any recent major disaster events and/or change in regulations or ordinance that the Applicant believes will necessitate changes to the plan;
- Complete the *Expanded Mitigation Strategies Cost Estimate Template for Plan Update* included in Appendix B;
- Complete the *Expanded Mitigation Strategies Cost Estimate Template* for the applicable project type included in Appendix B;
- Provide a schedule for completion of all proposed LMP updates, corresponding to the work elements identified in the cost estimate; and
- Identify the portions of the completed LMP that need to be updated and provide cost estimates for the update activities.

For Plan Update the outcome of a Pilot planning subgrant award shall be a re-adopted and FEMA-approved LMP that complies with the requirements of 44 C.F.R. Part 201 and that incorporates specifically identified and planned/scoped mitigation projects.

A Subgrantee receiving funds for a Plan Update may receive Pilot funds for project planning/scoping activities prior to completion of the update

### **2.1.3. PLAN AMENDMENT AND PROJECT SCOPING**

These subgrants are intended to provide funding to develop detailed project scoping data to support feasible HMGP project grant applications for projects identified in the LMP. Project scoping must conform to the LMP mitigation strategy goals or identified projects, programs, or other activities.

The following Project Scoping activities are allowable:

- Preliminary engineering investigations, studies, designs and construction cost estimates for potential HMGP projects and activities;
- Environmental scoping, including identification of historic resources;
- Gathering data and performing benefit-cost analyses (BCA) for potential HMGP projects and activities; and
- Other related activities

Requirements for Project Scoping Application:

- The Applicant shall complete the State HMGP application which will include a description of the Pilot planning subgrant SOW;
- The SOW shall completely describe the project scoping activities. The *Expanded Mitigation Strategies Cost Estimate Templates* for typical projects include many of the anticipated scoping elements. Applicants shall use the templates as the basis for developing the SOW;
- The SOW shall provide a schedule for completion of all proposed scoping elements;
- Applicants shall amend their LMP to incorporate the feasible mitigation projects identified in the SOW, as described above; and
- Plan Amendment may be evidenced by signed approval from the local officials who are designated to authorize amendments or changes to the LMP, and does not require FEMA approval.

Section 3 describes templates for plan update, adjustment, and other project planning cost estimates, and the examples of those templates are found in Appendix B. See Section 2.3 for a detailed explanation regarding the use of the Cost Templates.

## **2.2. INELIGIBLE PILOT ACTIVITIES**

In addition to the specific ineligible planning activities listed below, any planning effort that duplicates benefits received from FEMA for the same purpose (i.e., an existing planning grant that has not closed prior to the application deadline) or that is within the primary authority of another Federal program will be considered ineligible.

The following planning activities are NOT eligible for Pilot planning subgrant funding:

- Flood studies or flood mapping;
- Activities directly related to long-term recovery planning that are not required by 44 C.F.R. Part 201, Mitigation Planning;
- Mapping activities that are not part of a risk assessment;
- Costs related to actual grant submission, including costs for grant writers, and any activities related to grant application preparation; and
- Any activity for which another Federal Agency has primary authority.

This list is not all inclusive. FEMA may determine other ineligible activities and related costs upon review of Pilot planning subgrant applications.

## **2.3. PILOT GRANT SCOPE OF WORK AND COST ESTIMATE**

The SOW shall demonstrate the objectives, methodology, feasibility, outcomes, timeline, milestones, resources, deliverables, benefits of, and reasons for the proposed Pilot planning subgrant activity. The Cost Estimate shall describe all anticipated and potential costs associated with the proposed Pilot activities and shall represent the Applicant's best estimate of the total cost of the proposed activities.

The applicant shall identify those activities and costs associated with the projects to be scoped that they are aware of, as well as those activities and costs associated with proposed plan adjustments or a plan update. Subsequent to completion of the adjustments or plan update, if the subgrantee identifies other specific mitigation projects, the Subgrantee will be required to request a modification to the approved Pilot SOW for scoping activities in order to receive additional funding. This process is addressed in accordance with Key Coordination Point #2.

The Pilot application SOW must describe any activities related to LMP adjustment or update as identified in Section 2.1.1 or 2.1.2. The SOW must first identify whether the proposed planning activity will result in an initial LMP, or the update of an existing approved LMP. The Pilot application SOW must describe project types the Applicant is interested in pursuing and, based on the eligible activities under project scoping, identify the typical project costs that will be associated with each project type.

For example, if an Applicant intends to pursue acquisition project types, the Applicant should refer to the *Expanded Mitigation Strategies Cost Estimate Project Planning Template 3.2.1, Acquisition* to identify project scoping elements. The template shows that scoping elements include obtaining building first floor and ground elevation surveys. Based on the number of structures/homeowners the Applicant expects may be interested in acquisition, an estimate of the cost of obtaining that data for those structures should be developed. A detailed breakdown of estimated cost shall be recorded as line items under “Engineering Studies” in the Acquisition template.

The templates required to record the project scoping estimate can be found in Appendix B. That section contains typical templates for a number of HMGP-eligible project types. An Applicant may wish to scope a project type for which no template has been specifically developed. In that case, the Applicant should prepare the SOW and Cost Estimate using another similar template as a baseline for the types of scoping elements and activities required. Applicants that desire to scope project types not listed must be aware of Key Coordination Point #2, identified in Section 5.2, which requires prior Grantee and FEMA approval of each project type proposed for planning/scoping activities, including those identified after Pilot subgrant award.

The Cost Estimate shall also identify anticipated cash and in-kind donations for the non-Federal cost share. In particular, the labor cost line item must estimate anticipated donated in-kind labor from various community agencies and/or other participating jurisdictions that will count toward the non-Federal cost share in order to be considered.

In addition, the Applicant shall refer to Section 4.2 for information on FEMA environmental, historic preservation, and cultural resource protection information and requirements. That section contains website links the Applicant shall review while preparing the SOW and Cost Estimate. The website describes many of the environmental and historic preservation review activities essential to the planning and scoping of mitigation projects.

## **2.4. EXPANDED MITIGATION STRATEGIES GRANT WORK SCHEDULE**

The Work Schedule should indicate the anticipated timeline for each step of the process and should allow sufficient time for Grantee and FEMA review and completion of Key Coordination Point activities for any required adjustments, subsequent reviews, formal plan adoption, and FEMA approval, as appropriate.

## **2.5. GRANTS MANAGEMENT**

As identified in the CA, Applicants will be required to comply with the *Uniform Administrative Requirements for Grants and Cooperative Agreements* as found in 44 C.F.R. Part 13. These include standards for:

- Financial management systems;
- Payment;
- Allowable costs;
- Period of availability of funds;
- Matching or cost sharing;
- Program income;
- Audit;
- Changes to grant;
- Real property, equipment, supplies, copyrights, and procurement;
- Monitoring and reporting program performance;
- Retention and access requirements for records; and
- Enforcement and closeout.

For information related to these requirements, Applicants should refer to the HMGP Desk Reference, or contact the Grantee or FEMA Regional Grants Management Specialist. The following sub-sections provide further detail regarding Grants Management.

### **2.5.1. COST SHARE REQUIREMENTS**

FEMA will contribute up to 75 percent of the total amount approved under the grant award to implement approved activities. A non-Federal source must contribute the remaining percentage of the total eligible project costs. Use of the non-Federal share and any project contributing towards the program cost-share will meet all program requirements, to include eligibility criteria and compliance with all applicable Federal environmental laws. All cash and in-kind contributions or any combination thereof, may be accepted as part of the non-Federal cost share. In-kind contributions must comprise eligible project costs. The following documentation is required for third-party cash and in-kind services:

- Record of donor;
- Dates of donation;
- Rates for staffing, equipment or usage, supplies, etc.;
- Amounts of donation; and
- Deposit slips for cash contributions.

Applicants shall show the allocation of local and federal cost share for each scoping element on the cost estimate.

### **2.5.2. PERFORMANCE PERIOD/ACTIVITY COMPLETION TIMEFRAME**

In accordance with HMGP requirements, the period of performance for subgrants to eligible Applicants is known as the Activity Completion Timeframe. This is the time during which the Subgrantee is expected to complete all subgrant activities as identified in the SOW, incur all eligible costs identified in the Cost Estimate and expend the awarded subgrant funds. The Activity Completion Timeframe for all Pilot subgrant awards shall begin on the date that the subgrant is awarded and end on the last day of the date specified, unless the Subgrantee requests an extension of the timeframe. Information on extensions may be found below, in Section 2.5.3. The Activity Completion Timeframe for subgrants awarded through the Expanded Mitigation Strategies Planning Grant Pilot shall not exceed a 12-month period.

### **2.5.3. EXTENSIONS**

Under the CA Articles, a request to extend the Activity Completion Timeframe must be submitted in writing and must be in compliance with CA Articles III and IX. All requests for extensions to the Activity Completion Timeframe must be submitted to the Grantee no later than 60 calendar days prior to the expiration of the Activity Completion Timeframe. The Grantee may extend the timeframe in accordance with HMGP policy. Requests for Activity Completion Timeframe extensions must include a justification document that addresses the following six requirements:

- Submit the request at least 60 calendar days prior to the expiration date of the Activity Completion Timeframe.
- Identify the status of the activity and give a brief description of the reason for the delay.
- Identify the remaining funds, both Federal share and local share, available for the extended period and outline how the funds will be used. Identify all sources of additional funding if the remaining FEMA funds and other cost share funds will not support the extension request.
- Identify the objectives necessary to complete the activity and the revised anticipated completion date for each objective, and list the position/person responsible for oversight of completion of the activity.
- Identify the projected completion date for all subgrant objectives.
- Provide certification that the activity will be completed within the extended timeframe, and that no modification to the original SOW approved by the Grantee and FEMA has occurred or will occur.

If a second request becomes necessary, the Grantee must submit an additional formal written request to FEMA. As with the first request, the second extension request must be made no later than 60 days prior to the expiration of the initially extended Activity Completion Timeframe and must include a justification for the extension that addresses the six items above.

#### **2.5.4. COST OVERRUNS/UNDERRUNS**

A cost overrun is an unanticipated increase in the cost of performing the specified objectives of the approved SOW for a project. A cost underrun is an unanticipated decrease in the cost of performing the specified objectives of the approved SOW for a project.

Under the CA Articles, any cost overrun requires the Subgrantee to seek prior approval from the Grantee prior to incurring any costs that exceed the maximum subgrant award—the amount of FEMA-approved funding. Any cost underrun that could result in a transfer of funds between approved cost categories must comply with the provisions of Article XI of the CA. If costs are not approved in advance, the Grantee and Subgrantee are responsible, as appropriate, for all costs in excess of the approved budget.

#### **2.5.5. REPORTING REQUIREMENTS**

For this Pilot, the Grantee and Subgrantee shall report their progress in writing to FEMA in accordance with the Key Coordination Points found in Section 5 and in the CA.

In addition to the Key Coordination Points, the Subgrantee shall submit quarterly grants management progress reports to the Grantee beginning within 30 days from the end of the first Federal quarter following the initial subgrant award. The information submitted on these reports should include the following items:

- Describe the significant activities and developments that have occurred showing performance during the quarter, including a comparison of actual accomplishments to the objectives established in the application.
- Indicate whether completion of work is anticipated within the performance period. If not, describe any problems, delays, or adverse conditions that have impaired, and that are anticipated to impair, the ability to meet the stated objectives in the application.
- Indicate whether any cost overrun or underrun, change of scope requests, or requests to extend the Activity Completion Timeframe are anticipated.

## **SECTION 3. EXPANDED MITIGATION STRATEGIES PLANNING GRANT SCOPE OF WORK AND COST ESTIMATE TOOLS**

Appendix B provides sample cost estimate templates and this section provides guidance on how to use the templates. Applicants should also refer to Section 2.3 for SOW and Cost Estimate descriptions. The templates consist of three parts: a Cover Page, a Cost Estimate, and a Checklist for a series of typical project types. The items listed on the cost estimates identify scoping elements required for that project type. The scoping elements shown on the cost estimates are not all inclusive and Applicants shall add other elements as required to address all expected work. The templates are available in electronic file format through the State Emergency Management Agency.

### **3.1. LMP ADJUSTMENT OR UPDATE**

Applicants applying for Pilot funds to revise a plan under development or to update an approved LMP must use one of the two templates included to identify LMP Adjustment or Update activities. The Cost Estimate forms shall be used to itemize all scoping element costs. Because the template is generic, Applicants need only provide costs for the scoping elements that apply to their situation (insert no costs for those elements that do not apply).

The following templates are provided in Appendix B for Plan Adjustment and Plan Update applications.

#### **3.1.1. PLAN ADJUSTMENT AND PROJECT SCOPING**

#### **3.1.2. PLAN UPDATE AND PROJECT SCOPING**

### **3.2. MITIGATION PROJECT SCOPING**

Sample Project Planning Cost templates are provided in Appendix B for the following project types:

#### **3.2.1. ACQUISITION**

#### **3.2.2. ELEVATION**

#### **3.2.3. RELOCATION**

#### **3.2.4. WIND RETROFIT**

#### **3.2.5. POST-DISASTER CODE ENFORCEMENT**

#### **3.2.6. DRAINAGE**

#### **3.2.7. TORNADO SAFE ROOM**

Applicants may submit other eligible HMGP project type activities that are not indicated above using independently prepared cost templates that follow the same format and provide a similar level of detail.

### **3.3. GENERAL INSTRUCTIONS FOR TEMPLATES**

Some Applicants will have very explicit definitions of what they intend to accomplish with the Pilot, while others need the Pilot to help translate their general mitigation strategies into more explicit actions. The project templates are intended to offer both explicit and general assistance for various planning activities. The Cover Page and Cost Estimate are included in a single electronic spreadsheet file, which is linked to minimize duplicate entries by the Applicant.

On the Cover Page, insert a descriptive name for the project. If a specific physical asset is the subject of the project, it may be identified (e.g., Elevation of City Hall at 11 Main Street), or if the project has more general application, provide a simple description (e.g., study to identify potential neighborhood elevation projects in XYZ neighborhood). For “location,” identify the Town, City, and County or Parish of the project. In the Pilot application SOW, describe what the subgrant will be used to do and how it will be accomplished. In order to link the project planning to the LMP, provide a brief explanation of how this activity or project will conform to the mitigation strategy in the “Relation to Mitigation Plan” block. The “Cost Estimate Summary” table is automatically filled in by the form when the Applicant fills out the appropriate sections of the Cost Estimate.

Fill out the Cost Estimate sheet. The name of the project and its location are automatically transferred from the Cover Page. The Applicant will fill in the units of measure and quantity for labor, expenses, and equipment as appropriate. The Cost Estimate templates show typical expected data for the type of project being planned. Because the data on these templates are illustrative, there may be additional items required by specific projects or programs. The Applicant shall add additional items as needed using similar detail to the rest of the template. If the Applicant revises the template, all the formulae should be checked for accuracy prior to submission. Allocation of local and Federal share of the costs must be assigned by the Applicant to illustrate the nature of the local share. A summary of the costs is automatically transferred to the Cover Page by the template.

A Checklist for each project planning Cost Estimate template is also provided to amplify the nature of information and work represented by line items on the Cost Estimate. Applicants are encouraged to use the template as an aid in completing the Cost Estimate. Submission of the Checklist is not necessary.

A sample of a completed “Example Project” Cover Page is shown below. This example is not representative of any specific project type and therefore is used only to illustrate the kind of detail expected by applicants in their Cover Page and Cost Estimate

**Expanded Mitigation Strategies Cost Estimate**  
**Project Planning Template**

1. **Project Type:** Example Project Type

2. **Project Name:** Example Project Title

3. **Location:**      **Town/City**                      **County/Parish**                      **State**  
                                  Sample City                                      Sample County                                      Sample State

4. **Scope of Work:**  
*(Include here a description of goals, methodology, feasibility, outcomes, timeline, milestones, resources, deliverables, and benefits, as well as reasons for the activity/project.)*

5. **Relation to Hazard Mitigation Plan:**  
*(Describe how this project relates to the Local Hazard Mitigation Plan strategy. Cite specific references to this project if it is identified in the plan or how this project will support the defined mitigation goals and strategy to reduce identified risk.)*

6. **Cost Estimate Summary: (See attached cost estimates for detail)**

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Engineering Studies	\$ 27,008	\$ 24,766	\$ 2,242
Environmental Review Coordination	\$ 5,600	\$ 5,600	\$ -
Benefit-Cost Analysis (BCA)	\$ 717	\$ 717	\$ -
Other Related Costs	\$ 9,976	\$ 1,232	\$ 8,744
<b>Total</b>	<b>\$ 43,301</b>	<b>\$ 32,315</b>	<b>\$ 10,986</b>
	<b>percent of total</b>	<b>75%</b>	<b>25%</b>

*The figures in the table above are automatically generated from the cost estimate spreadsheet for the project on the next page.*

Italic material is illustrative of entries that may be submitted. The Cost Estimate templates may be provided to Applicants in an electronic spreadsheet file. Additional lines can be added to the template where more than one cost item applies to the identified elements of work (e.g., if a cost item requires both labor and direct expenses, a separate line can be provided to document the labor and another for the direct expense). Applicants are expected to provide adequate detail to substantiate all cost elements. Use of lump sum figures will be insufficient for subgrant approval.

Templates for the typical project types, the cover pages, and Checklists are attached as Appendix B.

Expanded Mitigation Strategy COST ESTIMATE Example Example Project		Project: Example Project Title Town/City Sample City					
Description of cost element	category of labor, equipment, or other direct expense	QUANTITY		COST		COST ALLOCATION	
		No. of	Unit of	Unit	Cost	Federal	Local
		Units	Measure	Price		Share	Share
<b>1</b>	<b>Engineering Studies</b>						
	Conduct a site survey to document existing property	<i>3 man field crew</i>	<i>20</i>	<i>hours</i>	<i>\$ 75.00</i>	\$ 1,500	\$ 1,500
		<i>crew leader</i>	<i>20</i>	<i>hours</i>	<i>\$ 35.00</i>	\$ 700	\$ 700
		<i>GPS station</i>	<i>1</i>	<i>per day</i>	<i>\$ 500.00</i>	\$ 500	\$ 500
		<i>mileage</i>	<i>350</i>	<i>miles</i>	<i>\$ 0.45</i>	\$ 156	\$ 156
	Example Field Investigation (building data / utilities)	<i>City Staff Engineer</i>	<i>24</i>	<i>hours</i>	<i>\$ 55.00</i>	\$ 1,320	\$ 1,320
		<i>City Draftsman</i>	<i>8</i>	<i>hours</i>	<i>\$ 24.00</i>	\$ 192	\$ 192
	Example Hydrologic and Hydraulic Analyses	<i>Hyd Engineer</i>	<i>40</i>	<i>hours</i>	<i>\$ 65.00</i>	\$ 2,600	\$ 2,600
	Example engineering study	<i>Sr Engineer</i>	<i>20</i>	<i>hours</i>	<i>\$ 79.00</i>	\$ 1,580	\$ 1,580
		<i>EIT</i>	<i>60</i>	<i>hours</i>	<i>\$ 22.00</i>	\$ 1,320	\$ 1,320
	Preliminary example design solution	<i>Sr Engineer</i>	<i>20</i>	<i>hours</i>	<i>\$ 79.00</i>	\$ 1,580	\$ 1,580
		<i>EIT</i>	<i>60</i>	<i>hours</i>	<i>\$ 22.00</i>	\$ 1,320	\$ 1,320
	Preliminary example structural analysis	<i>Sr Struct Eng.</i>	<i>60</i>	<i>hours</i>	<i>\$ 85.00</i>	\$ 5,100	\$ 5,100
		<i>EIT</i>	<i>60</i>	<i>hours</i>	<i>\$ 22.00</i>	\$ 1,320	\$ 1,320
	Example Inspection	<i>City Engineer</i>	<i>4</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 180	\$ 180
		<i>City equipment</i>	<i>1</i>	<i>per day</i>	<i>\$ 50.00</i>	\$ 50	\$ 50
	Example Code Review - Permits/Compliance	<i>Engineer</i>	<i>22</i>	<i>hours</i>	<i>\$ 65.00</i>	\$ 1,430	\$ 1,430
	Example Project Cost Estimate	<i>Sr Cost Estimator</i>	<i>40</i>	<i>hours</i>	<i>\$ 85.00</i>	\$ 3,400	\$ 3,400
		<i>Word Processor</i>	<i>8</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 360	\$ 360
	Example Engineering Consultant Quality Assurance	<i>Project Manager</i>	<i>20</i>	<i>hours</i>	<i>\$ 120.00</i>	\$ 2,400	\$ 2,400
					<b>Subtotal</b>	<b>\$ 27,008</b>	<b>\$ 24,766</b>
							<b>\$ 2,242</b>
<b>2</b>	<b>Environmental Review Coordination and Data Collection</b>						
	Historic Resources Review	<i>Staff Historian</i>	<i>24</i>	<i>hours</i>	<i>\$ 55.00</i>	\$ 1,320	\$ 1,320
	Example Environmental Data Collection	<i>Sr Env Scientist</i>	<i>40</i>	<i>hours</i>	<i>\$ 65.00</i>	\$ 2,600	\$ 2,600
		<i>Staff Env</i>	<i>60</i>	<i>hours</i>	<i>\$ 22.00</i>	\$ 1,320	\$ 1,320
		<i>Word Processor</i>	<i>8</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 360	\$ 360
					\$ -	\$ -	\$ -
					<b>Subtotal</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>
							<b>\$ -</b>
<b>3</b>	<b>Benefit-Cost Analysis (BCA)</b>						
	Estimate Building Replacement Value (BRV)	<i>Engineer</i>	<i>2</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 90	\$ 90
	Determine Contents Value (if it exceeds FEMA standard value)	<i>Engineer</i>	<i>1</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 45	\$ 45
	Determine Displacement Costs (if it exceeds FEMA standard value)	<i>Engineer</i>	<i>1</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 45	\$ 45
	Document Value of Loss Services	<i>Engineer</i>	<i>2</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 90	\$ 90
	Document Loss of Business Income	<i>Engineer</i>	<i>1</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 45	\$ 45
	Benefit-Cost Analysis (BCA) Runs	<i>BC Tech</i>	<i>6</i>	<i>hours</i>	<i>\$ 67.00</i>	\$ 402	\$ 402
					\$ -	\$ -	\$ -
					<b>Subtotal</b>	<b>\$ 717</b>	<b>\$ 717</b>
							<b>\$ -</b>
<b>4</b>	<b>Other Related Costs</b>						
	<i>Special equipment</i>	<i>example equip rental</i>	<i>2</i>	<i>days</i>	<i>\$ 125.00</i>	\$ 250	\$ 250
	<i>Project Management Costs</i>	<i>City Engineer</i>	<i>20</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 900	\$ 900
	<i>Two Public Meetings</i>	<i>City Engineer</i>	<i>8</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 360	\$ 360
		<i>Facilitator</i>	<i>8</i>	<i>hours</i>	<i>\$ 55.00</i>	\$ 440	\$ 440
		<i>Volunteers</i>	<i>36</i>	<i>hours</i>	<i>\$ 24.00</i>	\$ 864	\$ 864
	<i>Negotiation with Owner</i>	<i>City Engineer</i>	<i>12</i>	<i>hours</i>	<i>\$ 45.00</i>	\$ 540	\$ 540
	<i>GIS</i>	<i>Technician</i>	<i>6</i>	<i>hours</i>	<i>\$ 67.00</i>	\$ 402	\$ 402
		<i>QA Reviewer</i>	<i>4</i>	<i>hours</i>	<i>\$ 55.00</i>	\$ 220	\$ 220
	<i>Reproduction</i>	<i>booklets</i>	<i>500</i>	<i>ea</i>	<i>\$ 12.00</i>	\$ 6,000	\$ 6,000
					\$ -	\$ -	\$ -
					<b>Subtotal</b>	<b>\$ 9,976</b>	<b>\$ 1,232</b>
							<b>\$ 8,744</b>
	<b>GRAND TOTAL</b>					<b>\$ 43,301</b>	<b>\$ 32,315</b>
							<b>\$ 10,986</b>

**NOTES:**

Red italic figures above are for illustrative purposes only to show how the form may be used.  
 Insert additional lines to provide detail for labor or expenses associated with the element of work in the "Description" column.  
 Adjust any formulae that have been affected by additional line insertions.

## **SECTION 4. ENVIRONMENTAL/HISTORIC PRESERVATION COMPLIANCE**

### **4.1. CONDITIONS FOR THE AWARD OF PILOT FUNDS**

The Applicant shall coordinate with FEMA and the Grantee regarding all environmental and historic resource information needs related to project planning and scoping, in accordance with Key Coordination Point #4, found in section 5.2, below, and in the CA. Information gathering and scoping activities will vary based on project types analyzed, and all required coordination, data, and other information shall be submitted in accordance with the Pilot-approved SOW/subgrant requirements. The Pilot presents a unique opportunity to address environmental considerations early in the planning process by considering project alternatives that will minimize impact to the environmental, cultural, and historic resources.

Specific mitigation activities or projects identified in the LMP are not automatically approved for FEMA funding under any of FEMA's mitigation programs. All requests for funding must be evaluated individually according to the specific eligibility and other requirements of the program under which the application is submitted. Due to the potential for changing conditions, or for other reasons, any project proposal submitted to FEMA for funding consideration may require further environmental or historic coordination and review.

### **4.2. ENVIRONMENTAL/HISTORIC PRESERVATION INFORMATION**

As identified above, coordination with FEMA will identify environmental and historic resource information needs related to project planning and scoping. However, the Applicants should familiarize themselves with environmental, historic preservation, and cultural resource information as well as FEMA requirements generally. This information is available on the FEMA website, at <http://www.fema.gov/ehp/slt.shtm> and at <http://www.fema.gov/fima/howto6.shtm> for Mitigation Planning How-To Guide #6, *Integrating Historic Property and Cultural Resource Considerations into Hazard Mitigation Planning*.

In developing the SOW and Cost Estimate for the Pilot project planning subgrant, the Applicant shall review the information found at the FEMA e-learning tool site for the Pre-Disaster Mitigation Program. The tool contains guidance documents that identify environmental and historic resource information that should be addressed in mitigation project applications. This information can be used to understand and identify information needs for project types, and to estimate costs related to information and data gathering. The e-learning tool can be found on the FEMA website at <http://www.fema.gov/ehp/pdm.shtm>.

## SECTION 5. FEMA REVIEW

### 5.1. FEASIBLE MITIGATION PROJECTS

Feasible Mitigation projects must be incorporated into the LMP by Adjustment, Update or by an Amendment to the plan (Amendments do not require FEMA approval). Specific mitigation activities or projects identified in the LMP are not automatically approved for FEMA funding under any of the FEMA mitigation programs. All requests for funding must be evaluated individually according to the specific eligibility and other requirements of the program under which the application is submitted. The Applicant may submit applications to the State and to FEMA for further eligibility review not related to this Pilot activity.

### 5.2. COORDINATION

The following table identifies the required Key Coordination Points mentioned in section 1.3.3. These points are required in order to monitor progress of Pilot subgrant activities. The Subgrantee may also request feedback or advice from the Grantee or FEMA at any point in the process. The Grantee and Subgrantee need to agree to the flow of information between each party and what will constitute “written communication” (i.e., e-mail vs. formal letter). The activity completion timeframe is directly linked to and closely governed by the Key Coordination Points below.

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
<i>Plan Adjustment and Plan Update</i>	<b>Subgrantee</b>	<b>Grantee (State)</b>	<b>FEMA</b>
<p>Point #1: Status Reporting</p> <p><i>Point applicable to Subgrantees approved for “Plan Adjustment and Project Scoping” and “Plan Update and Project Scoping” Activities.</i></p>	<p>a) Subgrantee shall report in writing to Grantee and FEMA any revised risk assessment conclusions. <b>Await feedback.</b></p> <p>b) Subgrantee shall report in writing to Grantee and FEMA new mitigation strategies resulting from a) above. <b>Await feedback.</b></p>	<p>Grantee shall verify information identified by Subgrantee and report findings in writing to FEMA.</p>	<p>FEMA shall</p> <p>a) Identify any issues related to new risk assessment data and provide written comments to Subgrantee and Grantee.</p> <p>b) Identify any issues related to new mitigation strategies and provide written comments to Subgrantee and Grantee.</p>

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
<i>Mitigation Project Feasibility Analysis</i>	<b>Subgrantee</b>	<b>Grantee (State)</b>	<b>FEMA</b>
<p>Point #2: Project Identification</p> <p><i>Point applicable to Subgrantees approved for “Plan Adjustment and Project Scoping” and “Plan Update and Project Scoping” Activities. Subgrantees approved for Plan Amendment must comply with this Point only if seeking revisions to their approved Pilot SOW.</i></p>	<p>Subgrantee shall identify in writing specific mitigation projects supported by new mitigation strategies and shall coordinate with Grantee and FEMA. <b>Await feedback.</b> Subgrantees requesting a change to the approved Pilot SOW shall submit a written description of the requested changes. <b>Await feedback.</b></p>	<p>Grantee shall review project listing for linkage to State Mitigation Plan and provide written analysis to FEMA.</p>	<p>FEMA shall provide written analysis of project eligibility and outline necessary application data-gathering recommendations to Subgrantee and Grantee. Application data recommendations shall include, but not be limited to, recommendations regarding environmental coordination and BCA data. FEMA shall inform Subgrantee and Grantee in writing that they may proceed with Pilot activities.</p>
<i>Technical Scoping Requirements</i>	<b>Subgrantee</b>	<b>Grantee (State)</b>	<b>FEMA</b>
<p>Point #3: Project Conceptual Design</p>	<p>Subgrantee shall submit to Grantee and FEMA conceptual design materials demonstrating feasible mitigation activity and indicating any proposed engineering solutions and construction cost estimates. <b>Await</b></p>	<p>Grantee shall review conceptual design and related information. May request additional information or clarification as needed, in coordination with FEMA. Grantee shall report findings</p>	<p>FEMA shall review conceptual design and related information. May request additional information or clarification as needed, in coordination with Grantee. Upon receipt of additional</p>

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
	<b>feedback.</b>	in writing to FEMA.	information, or upon final review and coordination with Grantee, FEMA shall inform Subgrantee and Grantee in writing that they may proceed with Pilot activities.
Point #4: Environmental and Other Project Scoping	For each project being analyzed, Subgrantee shall provide: a) a statement identifying the scope of work for each analyzed project (from Point #3 above) b) list of agencies contacted for environmental review c) all agency responses d) additional information gathered based on feedback from the Grantee and FEMA and recommendations provided under Point #2. Information shall be provided to Grantee and FEMA. <b>Await feedback.</b>	Grantee shall verify in writing all required information has been provided and shall forward those materials to FEMA accompanied by relevant comments.	FEMA shall review information submitted and provide guidance to Subgrantee and Grantee on next steps and outstanding issues. FEMA shall inform Subgrantee and Grantee in writing that they may proceed with Pilot activities.
Point #5: BCA Assessment	Subgrantee shall develop BCA using information gathered based on feedback under Point #2. BCA results and data assumptions shall be submitted in writing to Grantee and FEMA. <b>Await feedback.</b>	Grantee shall review BCA and report findings to FEMA. Grantee may request additional information from Subgrantee.	FEMA shall review BCA for technical completeness and feasibility. FEMA shall report findings to Subgrantee and Grantee and provide additional recommendations as appropriate.

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
Point #6: Final Feasibility Analysis	Based on recommendations by FEMA and Grantee, Subgrantee shall gather additional data and perform reassessments as appropriate. Subgrantee shall provide final project information and any reassessments to FEMA and Grantee.	Grantee shall review additional information and reassessments and provide analysis report and recommendation to FEMA regarding feasibility of identified projects.	FEMA shall review additional information and reassessments submitted by Subgrantee, as well as analysis report submitted by Grantee, and provide feedback regarding project feasibility to both parties. Validation of feasible mitigation project(s) does not provide assurance of FEMA project grant approval should Subgrantee and Grantee submit a project application at a later date.
<i>Upon completion of all Key Coordination Points, Subgrantee and Grantee shall proceed with closeout of the Pilot Cooperative Agreement.</i>			

**APPENDIX A**  
**COOPERATIVE AGREEMENT**  
**MODEL LANGUAGE**

**(MODEL) COOPERATIVE AGREEMENT**

**PROGRAM NAME: HAZARD MITIGATION GRANT PROGRAM (HMGP)**

**CFDA PROGRAM #: 97.039**

*Expanded Mitigation Strategies Planning Grant Pilot*

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**AGREEMENT ARTICLES**

**GRANTEE: State of \_\_\_\_\_**

**SUBGRANTEE: \_\_\_\_\_**

**AGREEMENT NO.:**

**AMENDMENT NO.:**

**ARTICLE I – AUTHORIZATION**

- A. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121- 5206.
- B. Presidential declaration of a Major Disaster for the States of Alabama, Florida, Louisiana, Mississippi, and Texas as a result of Hurricanes Katrina, Rita, and Wilma, including authorization of Hazard Mitigation assistance through the Hazard Mitigation Grant Program (HMGP).
- C. 44 C.F.R. Part 201, Hazard Mitigation Planning
- D. 44 C.F.R. Part 206, Subpart N—Hazard Mitigation Grant Program
- E. 44 C.F.R. § 206.437—State Administrative Plan.

**ARTICLE II – PILOT NARRATIVE DESCRIPTION**

The HMGP Expanded Mitigation Strategies Planning Grant Pilot will provide funds to identify and plan feasible mitigation projects. Funding will be derived from that 7 percent of the Hurricanes Katrina, Rita, and Wilma HMGP fund that is available for the development of Mitigation plans. The Pilot planning funds may be available when there has been a change of regulatory standard, including the publication of Federal Emergency Management Agency (FEMA)-generated Advisory Base Flood Elevations, or if a jurisdiction has experienced an extreme hazard occurrence that presents additional hazard information and unique mitigation opportunities. The funds will assist Applicants in identifying cost effective specific mitigation projects, focusing on those particular types of projects that may be eligible for HMGP funding and in incorporating any ordinance changes based on the issuance of Federal Emergency Management Agency (FEMA)-generated Advisory Base Flood Elevations (ABFEs).

The Subgrantee shall furnish the necessary personnel, materials, services, equipment, and facilities to perform the work as described in the attached Scope of Work (SOW), and that was furnished with the HMGP Application dated \_\_\_\_\_, including revisions dated thru \_\_\_\_\_.

**ARTICLE III – PERIOD OF PERFORMANCE**

- A. **Activity Completion Timeframe:** The Period of Performance for any HMGP *subgrant* is known as the Activity Completion Timeframe. The timeframe for this Cooperative Agreement (CA) shall be a maximum of twelve (12) months, beginning \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MONTH/DAY/YEAR) and running thru \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MONTH/DAY/YEAR), and corresponding to the attached SOW (unless extensions are authorized).
- B. **Period of Performance:** The Subgrantee should be aware that the Grantee must comply with Period of Performance requirements for the HMGP *grant* (not *subgrant*) as specified in HMGP program guidance. This could affect the ability to extend the CA Activity Completion Timeframe for subgrants.
- C. **Costs:** If continuation of the award has been authorized the Subgrantee shall only incur costs or obligate funds within the approved Period of Performance. All additional funding under this CA is subject to the availability of funds and the needs of the State and Federal governments.

**ARTICLE IV – AMOUNT OF AWARD**

- A. **Approved Budget:** The approved budget for this award is:

<b>Object Class</b>	<b>Administrative</b>	<b>Training</b>	<b>Planning</b>	<b>Technical Activities</b>	<b>Total</b>
Personnel					
Travel					
Equipment					
Supplies					
Contractual					
Other					
TOTAL DIRECT COSTS					
TOTAL BUDGET					
FEDERAL SHARE					
MATCHING SHARE					

- B. Cost Share and Award Amount:** The Subgrantee cost-share or match required for this CA, as stipulated by the Stafford Act, is 25% of the total approved budget costs. FEMA will pay up to but not to exceed 75% of the costs identified in the approved budget listed under Article IV.A., above. The maximum funding amount is \$\_\_\_\_\_ Federal share (excluding the Grantee and Subgrantee administrative allowance). The Grantee and Subgrantee are responsible for providing the 25% non-Federal match requirement. The Subgrantee must seek prior approval from the Grantee and FEMA prior to incurring any costs that exceed the maximum amount of FEMA approved funding. If not approved in advance, the Subgrantee is responsible, as appropriate, for all costs in excess of the approved budget. The Subgrantee agrees that the local cost share funding will be available within the specified time
- C. Requirements:** This award is subject to FEMA’s Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, as found at 44 C.F.R. Part 13. The award is also subject to the regulations governing the Hazard Mitigation Grant Program and Mitigation Planning, as found at 44 C.F.R. Parts 206 and 201 respectively.
- D. Extraordinary Circumstances Exception—Limitation on Budget:** *[HMGP applicants must have an approved Local Mitigation Plan in order to receive HMGP project funds (this does not apply to funds provided for planning). An exception to this requirement has been provided by FEMA regulations. Article IV.D. is applicable only to those Subgrantees that have 1) received the regulatory exception for HMGP project funds they are receiving while developing a Local Mitigation Plan for FEMA review and approval, and 2) who are also receiving an HMGP Expanded Mitigation Strategies Planning Grant Pilot subgrant.]* In accordance with the Mitigation Planning Extraordinary Circumstances exception at 44 C.F.R. § 201.6 (a) (3) and implemented by FEMA’s Extraordinary Circumstances Exception policy memorandum dated October 27, 2005, the Subgrantee hereby agrees that it shall submit and complete a Local Mitigation Plan (LMP) within twelve (12) months of an associated HMGP project subgrant award. The Subgrantee acknowledges and agrees that if an LMP is not completed and submitted to FEMA for approval within the specified time period, any funding that was provided for HMGP project subgrants associated with the same or subsequent disaster funding shall be terminated immediately, all unused funds shall be immediately returned to the Grantee, and the Subgrantee shall have no recourse to receive the remainder of the subgrant award(s) regardless of the status of any project(s) funded through the subgrant award(s).

## ARTICLE V – RESPONSIBILITIES

### A. Purpose:

1. The purpose of this CA is to provide funding to the Subgrantee through the Grantee on a pilot basis for the purpose of identifying feasible HMGP

mitigation project opportunities through the LMP, that have been coordinated with the community’s overall recovery efforts.

2. This agreement provides a pilot mechanism for the distribution of HMGP planning funding available as a result of the President’s declaration of major disasters for the States of Alabama, Florida, Louisiana, Mississippi, and Texas due to Hurricanes Katrina, Rita, and Wilma, and pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (the Stafford Act), for the specific purposes identified in the Subgrantee’s attached HMGP application Scope of Work. The application is dated (INSERT DATE):

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3. This CA allows the Subgrantee to obtain professional services as needed to complete a LMP and incorporate operational components (feasible mitigation project proposals) into the Mitigation Strategy section of the LMP. Where an eligible HMGP applicant already has an approved LMP, this CA is intended to develop operational components (feasible mitigation project proposals) for incorporation into the Mitigation Strategy of the existing LMP.
4. In all cases identified in 3, above, this agreement is intended to provide the requisite resources to identify feasible mitigation activities. Determining that a mitigation activity is feasible requires obtaining adequate professional services for technical, environmental, and historic reviews. These are particularly important factors contributing to the effectiveness of community mitigation activities for which a community may wish to pursue HMGP funding. These resources may also be used to coordinate mitigation project planning and activities with long term recovery efforts.
5. In all cases, this agreement shall not provide funds or resources for project management activities. Feasible mitigation project proposals may include these resource needs, types and amounts in, for example, an HMGP project application the Subgrantee may wish to submit for consideration. This agreement shall not provide funds or resources for actual application preparation or submission, or for grants management and oversight.

**B. Responsibilities:**

1. The Subgrantee shall comply with all HMGP programmatic requirements.
2. The Subgrantee shall coordinate with FEMA and the Grantee in accordance with the following matrix of Key Coordination Points, below:

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
<i>Plan Adjustment and Plan Update</i>	<b>Subgrantee</b>	<b>Grantee (State)</b>	<b>FEMA</b>
Point #1: Status Reporting  <i>Point applicable</i>	a) Subgrantee shall report in writing to Grantee and FEMA any revised risk assessment	Grantee shall verify information identified by Subgrantee and	FEMA shall a) Identify any issues related to new risk assessment data

<b>Key Coordination Point</b>	<b>Coordination Activity</b>		
<p><i>to Subgrantees approved for “Plan Adjustment and Project Scoping” and “Plan Update and Project Scoping” Activities.</i></p>	<p>conclusions. <b>Await feedback.</b>  b) Subgrantee shall report in writing to Grantee and FEMA new mitigation strategies resulting from a) above. <b>Await feedback.</b></p>	<p>report findings in writing to FEMA.</p>	<p>and provide written comments to Subgrantee and Grantee.  b) Identify any issues related to new mitigation strategies and provide written comments to Subgrantee and Grantee.</p>
<p><i>Mitigation Project Feasibility Analysis</i></p>	<p><b>Subgrantee</b></p>	<p><b>Grantee (State)</b></p>	<p><b>FEMA</b></p>
<p>Point #2:  Project Identification</p> <p><i>Point applicable to Subgrantees approved for “Plan Adjustment and Project Scoping” and “Plan Update and Project Scoping” Activities. Subgrantees approved for Plan Amendment must comply with this Point only if seeking revisions to their approved Pilot SOW.</i></p>	<p>Subgrantee shall identify in writing specific mitigation projects supported by new mitigation strategies and shall coordinate with Grantee and FEMA. <b>Await feedback.</b>  Subgrantees requesting a change to the approved Pilot SOW shall submit a written description of the requested changes. <b>Await feedback.</b></p>	<p>Grantee shall review project listing for linkage to State Mitigation Plan and provide written analysis to FEMA.</p>	<p>FEMA shall provide written analysis of project eligibility and outline necessary application data-gathering recommendations to Subgrantee and Grantee. Application data recommendations shall include, but not be limited to, recommendations regarding environmental coordination and BCA data. FEMA shall inform Subgrantee and Grantee in writing that they may proceed with Pilot activities.</p>

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
<i>Technical Scoping Requirements</i>	<b>Subgrantee</b>	<b>Grantee (State)</b>	<b>FEMA</b>
Point #3: Project Conceptual Design	Subgrantee shall submit to Grantee and FEMA conceptual design materials demonstrating feasible mitigation activity and indicating any proposed engineering solutions and construction cost estimates. <b>Await feedback.</b>	Grantee shall review conceptual design and related information. May request additional information or clarification as needed, in coordination with FEMA. Grantee shall report findings in writing to FEMA.	FEMA shall review conceptual design and related information. May request additional information or clarification as needed, in coordination with Grantee. Upon receipt of additional information, or upon final review and coordination with Grantee, FEMA shall inform Subgrantee and Grantee in writing that they may proceed with Pilot activities.
Point #4: Environmental and Other Project Scoping	For each project being analyzed, Subgrantee shall provide: e) a statement identifying the scope of work for each analyzed project (from Point #3 above) f) list of agencies contacted for environmental review g) all agency responses h) additional information gathered based on feedback from the Grantee and FEMA and recommendations provided under Point #2. Information shall	Grantee shall verify in writing all required information has been provided and shall forward those materials to FEMA accompanied by relevant comments.	FEMA shall review information submitted and provide guidance to Subgrantee and Grantee on next steps and outstanding issues. FEMA shall inform Subgrantee and Grantee in writing that they may proceed with Pilot activities.

<i>Key Coordination Point</i>	<i>Coordination Activity</i>		
	be provided to Grantee and FEMA. <b>Await feedback.</b>		
Point #5: BCA Assessment	Subgrantee shall develop BCA using information gathered based on feedback under Point #2. BCA results and data assumptions shall be submitted in writing to Grantee and FEMA. <b>Await feedback.</b>	Grantee shall review BCA and report findings to FEMA. Grantee may request additional information from Subgrantee.	FEMA shall review BCA for technical completeness and feasibility. FEMA shall report findings to Subgrantee and Grantee and provide additional recommendations as appropriate.
Point #6: Final Feasibility Analysis	Based on recommendations by FEMA and Grantee, Subgrantee shall gather additional data and perform reassessments as appropriate. Subgrantee shall provide final project information and any reassessments to FEMA and Grantee.	Grantee shall review additional information and reassessments and provide analysis report and recommendation to FEMA regarding feasibility of identified projects.	FEMA shall review additional information and reassessments submitted by Subgrantee, as well as analysis report submitted by Grantee, and provide feedback regarding project feasibility to both parties. Validation of feasible mitigation project(s) does not provide assurance of FEMA project grant approval should Subgrantee and Grantee submit a project application at a later date.
<i>Upon completion of all Key Coordination Points, Subgrantee and Grantee shall proceed with closeout of the Pilot Cooperative Agreement.</i>			

3. The Subgrantee shall submit detailed written Quarterly Progress Reports to the Grantee, as well as any additional reports requested by the Grantee. The Subgrantee shall submit any other types of reports as may be specified by

FEMA and the Grantee during the Activity Completion Timeframe for this CA.

4. The Subgrantee shall comply with the Hazard Mitigation Planning requirements identified at 44 C.F.R. Part 201 generally, and with the requirements for Local Mitigation Plans specified at 44 C.F.R. § 201.6.
5. The Subgrantee shall comply with the HMGP Local Mitigation Plan requirement Extraordinary Circumstances Exception, if granted (*see Article IV.D.*).

## **ARTICLE VI – REQUEST FOR REIMBURSEMENT**

- A. Payments will be requested by the Subgrantee via the Grantee’s identified procedures and systems. The payments for approved projects will be on an eligible cost reimbursement basis and subject to receipt and approval of invoices.
- B. In accordance with Treasury regulations at 31 C.F.R. Part 205, the Grantee and Subgrantee must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing, between the transfer of the funds and their expenditures. The timing and amount of cash advances should be as close as administratively possible, to the actual cash disbursement by the Grantee.

## **ARTICLE VII – REPORTING**

There are several reporting requirements for this CA and they are listed in the attached Scope of Work as well as in all relevant HMGP program guidance. The Subgrantee agrees that they shall familiarize themselves with these requirements and comply as appropriate.

## **ARTICLE VIII – GRANT MANAGEMENT OFFICIALS**

Officials for this CA are as follows:

**A. Subgrantee/Applicant Agent:** The Subgrantee/Applicant Agent for this CA, designated by the Subgrantee, is responsible for performance of the activities approved in the award. The Subgrantee/Applicant Agent contact information is:

Name:

Organization:

Address:

Tel:

Fax:

Cell:

Email:

**B. Grantee Project Officer:** The State Governor’s Authorized Representative (GAR) shall designate a Project Officer (PO) as the official who will be responsible for the technical monitoring of the stages of work and technical performance of the activities described in the program narrative statement and shall provide the requisite communication and coordination as identified in the attached Scope of Work. The Grantee PO as designated by the GAR is:

Name:  
Title:  
Organization:  
Address:

Phone:  
Fax:  
Email:

**C. FEMA Project Officer:** The Project Officer (PO) shall be an official who will be responsible for the technical monitoring of the stages of work and technical performance of the activities described in the program narrative statement, and shall provide the requisite communication and coordination as identified in the attached Scope of Work. The Project Officer is:

Name:  
Organization:  
Address:

Phone:  
Fax:  
Email:

## **ARTICLE IX – AWARD AMENDMENTS**

All budget and program plan revisions shall be in compliance with OMB Circular A-102, Grants and Cooperative Agreement to States and Local Governments, or A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and OMB Circular A-21 Cost Principles for Educational Institutions, or A-87, Cost Principles for State and Local Governments, or A-122, Cost Principles for Non-Profit Organizations. In addition to these requirements, the Subgrantee shall submit and receive prior approval in writing before implementing the following subgrant-related activities:

### **Budget Revisions:**

The Subgrantee must obtain prior approval from the Grantee and FEMA for transfers of subgrant funds between direct cost categories and program categories in the approved budget, when such cumulative transfers among those direct cost categories and program categories exceed ten percent of the total budget.

The Subgrantee shall not transfer subgrant funds to other entities, except those identified in the approved application.

## **ARTICLE X – PRE-AWARD COSTS**

Pre-award costs may be approved for up to ninety (90) calendar days prior to the effective date of this Agreement, subject to the following conditions:

- A. The Subgrantee shall have submitted a written request for pre-award costs and must have received written approval from the GAR and the FEMA PO prior to the costs being incurred.
- B. The costs must be incurred with the understanding that they are incurred at the Subgrantee's risk and may not be reimbursed if not approved in advance or if they are not in compliance with applicable requirements.
- C. The costs must be necessary for the effective and economical conduct of the project.
- D. The costs must be eligible costs and must be in compliance with the appropriate OMB Cost Principles.
- E. The costs must be supported with source documentation.

## **ARTICLE XI – BUDGET**

The Subgrantee shall follow prior approval requirements identified in FEMA's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, as found at 44 C.F.R. § 13.30 (c) (1) for all Pilot activities (which are non-construction activities). Transfers of funds between total direct cost categories and Program Categories in the approved budget shall receive the prior approval of the GAR and FEMA when such cumulative transfers among those direct cost categories and Program Categories are expected to exceed ten percent of the current total approved budget, or when such transfer, regardless of amount, may result in a major change of scope. Prior written approval shall be obtained from the GAR and FEMA for budget revisions that are not fund transfers. All changes, whether requiring prior approval or not, shall be noted in the Performance Reports and Closeout Documents.

## **ARTICLE XII – OTHER TERMS AND CONDITIONS**

The other terms and conditions of the agreement are as follows:

- A. **Refunds.** The Subgrantee shall transfer to the Grantee the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from performance of this agreement, along with accrued interest. The Subgrantee is notified that the Grantee shall take necessary action to effect

prompt collection of all monies due or which may become due in cooperation with FEMA in any claim or suit in connection with amounts due.

- B. **Overpayment and Earned Interest.** Within ninety (90) days from the expiration date of the Activity Completion Timeframe, overpayment of funds shall be remitted to the Grantee. An overpayment represents the difference between allowable actual expenditures and total payment received from the Grantee.
- C. **Program Income.** Program income is income earned as a result of Subgrantee subgrant-supported activities, or earned as a result of this CA during the Activity Completion Timeframe. The use of Program Income shall be determined by the Grantee, in consultation with and approval by FEMA in accordance with 44 C.F.R. § 13.25.
- D. **Site Visits.** FEMA and the Grantee, through authorized representatives, has the right, at all reasonable times to make site visits to review project accomplishments and management control systems to provide such technical assistance as may be required. If any site visit is made by the Grantee and/or FEMA on the premises of the Subgrantee or a contractor under an award, the Subgrantee shall provide and shall require its contractors to provide all reasonable facilities and assistance for the safety and convenience of the Grantee and/or FEMA representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the work.
- E. **Express Limitations. This CA is provided ONLY for the purposes and specifically described activities identified in the attached Scope of Work. The Subgrantee is expressly forbidden from funding any activities directly related to or involving actual construction as a component of the activities approved through this agreement. The activities described in the attached Scope of Work may include the identification and scoping of mitigation project proposals. However, THIS CA PROVIDES NO ASSURANCE, GUARANTEE, OR COMMITMENT OF ANY KIND that said mitigation project proposals will be approved to receive funding from FEMA.**
- F. **National Environmental Policy Act (NEPA).** The previously identified Key Coordination Points identify minimum requirements. The Subgrantee is encouraged to integrate National Environmental Policy Act (NEPA) compliance and related environmental and historic preservation requirements and legislation as implemented under 44 C.F.R. Part 10, with the mitigation planning and decision making process funded through this CA. The Subgrantee is encouraged to seek support from FEMA Environmental staff in complying with NEPA requirements.
- G. **Government Equipment.** All Equipment purchased by the Subgrantee with federal funds or provided by FEMA shall be for uses exclusively related to this CA, and must have been explicitly identified in the project application proposed project budget. Said equipment shall not be used for normal day-to-day operations of the Subgrantee. In accordance with 44 C.F.R. § 13.32 (f), if a Subgrantee is provided Federally-owned equipment:
  - 1. Title shall remain vested in the Federal Government, unless stated otherwise by the FEMA Program Office.

2. The Subgrantee shall manage the equipment in accordance with Federal agency rules and procedures, and submit an inventory listing when requested, and at least annually.
  3. When the equipment is no longer needed, the Subgrantee shall request disposition instructions from the Federal agency.
- H. **Procurement.** The Subgrantee will comply with all applicable provisions of Federal and State law and regulation in regard to procurement of goods and services. In accordance with 44 C.F.R. § 13.36 (a), when procuring property and services under a subgrant, Subgrantees shall comply with all applicable provisions of Federal and State law and regulation in regard to procurement of goods and services. Other than local government Subgrantees shall comply with 44 C.F.R. § 13.36 (b) through (i). In accordance with 44 C.F.R. § 13.36 (g), the Subgrantee shall make available, upon request of FEMA and/or the Grantee, technical specifications on proposed procurements where FEMA and/or the Grantee believe such review is needed to ensure that the item and/or service specified is the one being proposed for purchase. This review generally will take place prior to the time the specification is incorporated into a solicitation document.
- I. **Accounting.** The Subgrantee will establish and maintain a proper accounting system to record expenditure of disaster assistance funds in accordance with generally accepted accounting standards or as directed by the Governor's Authorized Representative.
- J. **Records Access.** The Subgrantee will give State and Federal agencies designated by the Governor's Authorized Representative, access to and the right to examine all records and documents related to use of disaster assistance funds.
- K. **Non-Discrimination.** The Subgrantee will comply with all Federal and State statutes and regulations relating to non-discrimination. The Subgrantee will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subgrantee actions pursuant to this Agreement.
- L. **Hatch Act.** The Subgrantee will comply with provisions of the Hatch Act limiting the political activities of public employees.
- M. **Debarred/Suspended.** The Subgrantee will not enter into any contract with any party that is debarred or suspended from participating in State or Federal assistance programs.

## ARTICLE XIII – AUDIT REQUIREMENTS

Subgrantees must follow the audit requirements identified in OMB Circular A-133. Non-Federal entities that expend \$500,000 or more Federal funds in a year shall have a single or program-specific audit conducted for that year in accordance with the provisions of A-133. The Subgrantee will provide the Grantee copies of audit reports that include funds provided under this agreement.

**ARTICLE XIV – GOVERNING PROVISIONS**

The Subgrantee shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to FEMA grants and cooperative agreements appears below:

- A. Administrative Requirements
  - 1. OMB Circular A-102, State and Local Governments (10/07/94, amended 08/29/97)
  - 2. OMB Circular A-110, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 09/30/99), and
  - 3. 44 C.F.R. Part 13
- B. Cost Principles
  - 1. OMB Circular A-87, State and Local Governments (05/04/95, amended 08/29/97)
  - 2. OMB Circular A-21, Educational Institutions (08/08/00)
  - 3. OMB Circular A-122, Non Profit Organizations (05/19/98)
- C. Audit Requirements
 

OMB Circular A-133, States, Local Governments, and Non-Profit Organizations (06/24/97, includes revisions published in the *Federal Register* 06/27/03)

**ARTICLE XV – APPROVAL**

This Cooperative Agreement is being awarded through the Hazard Mitigation Grant Program, subject to all program requirements, and restricted to the attached Scope of Work.

Accepted by \_\_\_\_\_ (Subgrantee) on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature of Applicant Agent:\_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Accepted by State of \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_, including revisions dated thru \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature of Governor’s Authorized Representative:\_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**ATTACHMENT A: COPY OF THE HMGP APPLICATION**

**APPENDIX B**

**COST ESTIMATE TEMPLATES (COVER PAGE, ESTIMATE, AND  
CHECKLISTS)**

**Expanded Mitigation Strategies Cost Estimate**  
**Template 3.1.1**

1. **Project Type:** Plan Adjustment (un-adopted plan)

2. **Project Name:** \_\_\_\_\_

3. **Location:**      **Town/City**                      **County/Parish**                      **State**  
 \_\_\_\_\_

4. **Scope of Services:**

(Include here a statement that addresses goals, methodology, feasibility, outcomes, timeline, milestones, resources deliverables and benefits as well as reason for the activity / project.)

5. Has the applicant received a prior federal grant to fund this plan?

If this plan has been previously funded under a federal grant, provide the information below:

**Type of Grant:**                      HMGP  
**Grant Number:**                      \_\_\_\_\_  
**Amount of Grant:**                      \$ -  
**Period of Performance:**                      \_\_\_\_\_

6. **Cost Estimate Summary: (See attached cost estimates for detail)**

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Plan Update			
Other Related Costs			
<b>Total</b>			
	percent of total		

Expanded Mitigation Strategy COST ESTIMATE 3.1.1 Plan Adjustment (un-adopted Plan)						Project: Town/City		Prior Grant	
								HMGP	
								\$	-
Description of cost element	category of labor, equipment, or other direct expense	QUANTITY		COST		COST ALLOCATION		Grant Amount	Amount Expended
		No. of Units	Unit of Measure	Unit Price	Cost	Federal Share	Local Share		
<b>1 Plan Update</b>									
<b>A. Revise Description of Planning Process</b>					\$ -				
A.1 Organize Resources					\$ -				
A.2 Document Process					\$ -				
<b>B. Revise Risk Assessment</b>					\$ -				
B.1 Revise Identification of Hazards					\$ -				
B.2 Revise Hazard Profile					\$ -				
B.3 Revise comprehensive range of mitigation actions/programs per hazard					\$ -				
B.4 Revise Overall Jurisdiction Vulnerability					\$ -				
B.4.a Revise analysis of Current Conditions, Buildings, Critical Facilities, Land Uses					\$ -				
B.4.b Revise analysis of Development Trends					\$ -				
B.4.c Revise summary impact of each hazard on the jurisdiction					\$ -				
B.4.d Revise summary vulnerability of jurisdiction to each hazard					\$ -				
B.4.e Revise estimate of potential dollar loss or current conditions					\$ -				
B.4.f Revise estimate of potential dollar loss for future conditions					\$ -				
<b>C. Revise Mitigation Strategy</b>					\$ -				
C.1 Revise goals to mitigate current vulnerabilities identified in the Risk Assessment					\$ -				
C.2 Revise goals to mitigate future vulnerabilities identified in the Risk Assessment					\$ -				
C.3 Revise analysis of possible mitigation actions/programs					\$ -				
C.4 Revise Cost-Benefit Review of selected actions/programs					\$ -				
C.5 Revise prioritization of actions					\$ -				
C.6 Revise Implementation plan for each action/program					\$ -				
C.7 Revise description of existing planning mechanisms that can integrate the mitigation strategy and means to incorporate the actions or strategy					\$ -				
<b>D. Revise Plan Maintenance</b>					\$ -				
D.1 Revise method and schedule for monitoring, evaluation and update of the plan.					\$ -				
<b>E. Public Meetings</b>					\$ -				
E.1 Additional meetings to be involved and comment during the drafting stage					\$ -				
E.2 Meetings prior to Adoption					\$ -				
				<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2 Other Related Costs</b>					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
				<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>					\$ -	\$ -	\$ -	\$ -	\$ -

**NOTES:**  
 In "Prior Grant" columns, show distribution of awarded and expended funds in cells provided  
 Insert additional lines to provide detail for labor or expenses associated with the element of work in the "Description of cost element" column.  
 Adjust any formulae that have been affected by additional line insertions.

## Plan Adjustment (unadopted/unapproved plan) Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgrp/hmgrp\\_refshtm](http://www.fema.gov/fima/hmgrp/hmgrp_refshtm).
3. Guidance for Hazard Mitigation Plans can be found in the FEMA How-To Guides (FEMA 386-1, 386-2, 386-3, 386-4, 386-6, and 386-7 available online via the FEMA website at: <http://www.fema.gov/fima/resources.shtm>.
4. If a local plan has been funded by a Federal grant, fill out the information on the form. If no prior Federal grant money has been received to fund the current plan, the Applicant need not fill out the information regarding prior grant and any funds related to such a grant.
5. Complete the Cover Sheet and Cost Estimate Template. Insert appropriate cost breakdown for labor by category of labor and for all direct costs. Check the calculation formulae if additional lines are inserted or if the template has been revised.

Local Hazard Mitigation Plan		
Adjustment to Unadopted/Unapproved Plan		
Complete	Required Information	Description
<b>Planning Cost Elements</b>		
<input type="checkbox"/>	Prior Grant Documentation (if applicable)	<p>Insert on the cover sheet the required grant information.</p> <p>On the cost estimate, allocate the prior planning grant to the major components of the planning process (Organizing Resources &amp; Documenting the Process, Risk Assessment, Mitigation Strategy, Plan Maintenance, and Public Meetings).</p> <p>Show how much of the original grant has been spent on each of the planning components.</p>
<input type="checkbox"/>	Organize Resources and Document Planning Process	<p>If adjustment of the plan requires revision to the original organization or documentation of the process, insert the kind and amount of effort required to revise previous work.</p> <p>Estimates shall be only for additional work needed to correct earlier work completed.</p>
<input type="checkbox"/>	Risk Assessment	<p>Revise the Risk Assessment for hazards that have new data, or if recent disaster experience indicates increased or different risks than were previously identified (e.g., ABFEs). Revise the Hazard Profiles, range of actions,</p>

<b>Local Hazard Mitigation Plan</b>		
<b>Adjustment to Unadopted/Unapproved Plan</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
		<p>overall and specific vulnerability, impacts, and loss estimates.</p> <p>Estimates shall be only for additional work needed to correct earlier work completed.</p>
<input type="checkbox"/>	Mitigation Strategy	<p>Revise the goals to reflect revised risk assessment. Revise any affected vulnerability assessments, analysis of possible actions/programs, review of costs and benefits of actions, prioritization of actions, implementation plan, and means to integrate the mitigation strategy into other planning mechanisms.</p> <p>Estimates shall be only for additional work needed to correct earlier work completed.</p>
<input type="checkbox"/>	Plan Maintenance	<p>Revise the Plan Maintenance process, schedule and other details to reflect changes to previously completed work.</p> <p>Estimates shall be only for additional work needed to correct earlier work completed.</p>
<input type="checkbox"/>	Meetings	<p>Include at least two public meetings during the process to allow public comment during the drafting stage and prior to adoption.</p> <p>Estimates shall be only for additional meetings required.</p>
<b>Other Related Costs</b>		
<input type="checkbox"/>	As appropriate	<p>Include costs for other work associated with the Plan Adjustment process, including local in-kind contributions.</p>

**Expanded Mitigation Strategies Cost Estimate**  
**Template 3.1.2**

1. **Project Type:** Local Hazard Mitigation Plan Update (adopted plan)

2. **Project Name:** \_\_\_\_\_

3. **Location:**      **Town/City**                      **County/Parish**                      **State**  
 \_\_\_\_\_

4. **Scope of Services:**

(Include here a statement that addresses goals, methodology, feasibility, outcomes, timeline, milestones, resources deliverables and benefits as well as reason for the activity / project.)

5. **Cost Estimate Summary: (See attached cost estimates for detail)**

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Plan Update			
Other Related Costs			
<b>Total</b>			
	percent of total		

Expanded Mitigation Strategy COST ESTIMATE 3.1.2 Plan Update (adopted Plan)		Project: Town/City					
Description of cost element	category of labor, equipment, or other direct expense	QUANTITY		COST		COST ALLOCATION	
		No. of Units	Units of Measure	Unit Price	Cost	Federal Share	Local Share
<b>1</b>	<b>Plan Update</b>						
	<b>A. Update Description of Planning Process</b>						
	A.1 Organize Resources				\$ -		
	A.2 Document Process				\$ -		
	<b>B. Update Risk Assessment</b>						
	B.1 Update Identification of Hazards				\$ -		
	B.2 Update Hazard Profile				\$ -		
	B.3 Update comprehensive range of mitigation actions/programs per hazard				\$ -		
	B.4 Update Overall Jurisdiction Vulnerability Assessment						
	B.4.a Update analysis of Current Conditions, Buildings, Critical Facilities, Land Uses				\$ -		
	B.4.b Update analysis of Development Trends				\$ -		
	B.4.c Update summary impact of each hazard on the jurisdiction				\$ -		
	B.4.d Update summary vulnerability of jurisdiction to each hazard				\$ -		
	B.4.e Update estimate of potential dollar loss or current conditions				\$ -		
	B.4.f Update estimate of potential dollar loss for future conditions				\$ -		
	<b>C. Update Mitigation Strategy</b>						
	C.1 Update goals to mitigate current vulnerabilities identified in the Risk Assessment				\$ -		
	C.2 Update goals to mitigate future vulnerabilities identified in the Risk Assessment				\$ -		
	C.3 Update analysis of possible mitigation actions/programs				\$ -		
	C.4 Update Cost-Benefit Review of selected actions/programs				\$ -		
	C.5 Update prioritization of actions				\$ -		
	C.6 Update Implementation plan for each action/program				\$ -		
	C.7 Update description of existing planning mechanisms that can integrate the mitigation strategy and means to incorporate the actions or strategy				\$ -		
	<b>D. Update Plan Maintenance</b>						
	D.1 Update method and schedule for monitoring, evaluation and update of the plan.				\$ -		
	<b>E. Public Meetings</b>						
	E.1 Meetings for public comment during the drafting stage				\$ -		
	E.2 Public meetings prior to Adoption				\$ -		
					<b>Subtotal</b>	\$ -	\$ - \$ -
<b>2</b>	<b>Other Related Costs</b>						
	Project Management costs				\$ -		
					\$ -		
					\$ -		
					<b>Subtotal</b>	\$ -	\$ - \$ -
	<b>GRAND TOTAL</b>					\$ -	\$ - \$ -

**NOTES:**  
 Insert additional lines to provide detail for labor or expenses associated with the element of work in the "Description" column.  
 Adjust any formulae that have been affected by additional line insertions.

## Plan Update Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgp/hmgp\\_refshtm](http://www.fema.gov/fima/hmgp/hmgp_refshtm).
3. Guidance for Local Plan Preparation may be found in the How-To Guides available at the FEMA website at: <http://www.fema.gov/fima/resources.shtm>.
4. Complete the Cover Sheet and Cost Estimate Template. Insert appropriate cost breakdown for labor by category of labor and for all direct costs. Check the calculation formulae if additional lines are inserted or if the template has been revised.

Complete	Required Information	Description
<b>Planning Cost Elements</b>		
<input type="checkbox"/>	Verify Approval and Adoption	Plan Update funding is limited to jurisdictions that have a previously adopted and FEMA-approved local mitigation plan.
<input type="checkbox"/>	Organize Resources and Document Planning Process	If the Plan Maintenance process described in the approved plan is explicit, implement the update process. If not explicit, identify the participants, plan the process, and schedule the work.
<input type="checkbox"/>	Risk Assessment	Update the Risk Assessment for hazards that have new data, or if recent disaster experience indicates increased or different risks than were previously identified (e.g., ABFEs). Update the Hazard Profiles, range of actions, overall/specific vulnerability, impacts, and loss estimates.
<input type="checkbox"/>	Mitigation Strategy	Update the goals to reflect updated risk assessment. Update any revised vulnerability assessments, analysis of possible actions/programs, review of costs and benefits of actions, prioritization of actions, implementation plan, and means to integrate the mitigation strategy into other planning mechanisms.
<input type="checkbox"/>	Plan Maintenance	Update the Plan Maintenance to reflect the lessons learned through this update process.
<input type="checkbox"/>	Meetings	Include at least two public meetings during the process to allow public comment during the drafting stage and prior to adoption.
<b>Other Related Costs</b>		
<input type="checkbox"/>	As appropriate	Include other Plan Update costs (e.g., in-kind contributions).

**Expanded Mitigation Strategies Cost Estimate**  
**Project Planning Template 3.2.1**

1. Project Type: Acquisition

2. Project Name: \_\_\_\_\_

3. Location:      Town/City                      County/Parish                      State

4. Scope of Services:  
 \_\_\_\_\_

5. Relation to Hazard Mitigation Plan:  
 \_\_\_\_\_

6. Cost Estimate Summary: (See attached cost estimates for detail)

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Engineering Studies			
Environmental Review Coordination			
Benefit-Cost Analysis (BCA)			
Other Related Costs			
<b>Total</b>			
	percent of total		



## Acquisition Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgp/hmgp\\_refshtm](http://www.fema.gov/fima/hmgp/hmgp_refshtm).
3. Guidance for acquisition projects can be found in the FEMA Property Acquisition Handbook, available online via the FEMA website at: <http://www.fema.gov/fima/handbook/index.shtm>.
4. Technical assistance for BCA questions can be obtained by calling toll-free to the FEMA BCA Helpline at **866-222-3580** or via e-mail at: **bchelpline@dhs.gov**. Responses are provided within 48 business hours. The *FEMA Mitigation BCA Toolkit CD* can be ordered through the Helpline.
5. Additional BCA guidance can be found in the Data Documentation Templates (DDTs) and the BCA Checklist, which can be found in the main BCA Tools folder on the *FEMA Mitigation BCA Toolkit*.

<b>Hazard: Flood Mitigation (Riverine, Coastal A-Zone, and Coastal V-Zone)</b>		
<b>Acquisition Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Engineering Cost Elements</b>		
<input type="checkbox"/>	Survey Building (First floor / ground)	The First Floor Elevation (FFE) should be documented with a completed FEMA Elevation Certificate or surveyed data for each building in the application. The Elevation Certificates or surveyor's information should be signed, sealed, and dated by an engineer or surveyor licensed to practice in the State where the mitigation project is to be built.
<input type="checkbox"/>	Field Investigation	Document the building type, number of stories, and total size (in square feet and equal to the number of stories multiplied by the square footage for each story) and utility constraints (See FEMA 259 for more detail). Photographs of the structure are recommended.
<input type="checkbox"/>	Appraisal	A full appraisal of the existing property is required for the Acquisition.

<input type="checkbox"/>	Hydrologic and Hydraulic (H/H) analysis	A copy of the FEMA Flood Insurance Study (FIS) and Flood Insurance Rate map (FIRM) used to determine the river, stream, or coastal flood elevation data for the project location. The project location must be clearly highlighted on the copy of the FIRM. If flood data from another agency is used, provide the agency name, the report title, the name of the watercourse studied, and the date of the report. (A photocopy of the report cover may be submitted to provide some of this information). If updated or revised flood data is required, estimate the cost for the H/H analysis.
<b>Environmental Cost Elements</b>		
<input type="checkbox"/>	Section 401/404 Coordination	Provide details on the anticipated Section 401/404 coordination in the Project SOW and send the coordination letters to the appropriate State and Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Endangered species	Provide details in the Project SOW and send the coordination letters to the State Department of Wildlife or equivalent agency and US Fish and Wildlife Service (USFWS) and Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Section 106 Historic Preservation	Provide details in the Project SOW and send the coordination letter to the State Historic Preservation Officer (SHPO) to initiate the required coordination.
<input type="checkbox"/>	Environmental Data Collection	This data collection is based on the State and Federal agency responses to the above the coordination letters. Collect requested data and estimate any additional project costs to comply NEPA.
<b>Benefit-Cost Elements</b>		
<input type="checkbox"/>	Building Replacement Value (BRV)	Document the cost for labor and materials to construct a building of similar size, type, and quality in the same location. Document the method and source for determining the building replacement value (BRV) unit cost (in dollars per square foot, or \$/SF) or provide the total BRV with the application.
<input type="checkbox"/>	Contents Value	Document all claims of contents values in excess of the FEMA standard value (30% of the BRV or \$20,000, whichever is greater) for before-mitigation damage. Include a summarized list and the documentation of content items and the estimated or insured value of each item.

<input type="checkbox"/>	Displacement Costs	Document all claims for displacement costs in excess of the FEMA standard values (\$1.00 per square foot per month, other monthly costs and one-time costs are \$500 each) for before-mitigation. Include a detailed displacement cost estimate.
<input type="checkbox"/>	Value of Loss of Service	Document the annual operating budget used to determine the daily cost of providing service for public facilities.
<input type="checkbox"/>	Loss of Business Income	For commercial facilities, document the loss of net business income when damage resulted in closure of the business.

**Expanded Mitigation Strategies Cost Estimate**  
**Project Planning Template 3.2.2**

1. Project Type: Elevation

2. Project Name: \_\_\_\_\_

3. Location:      Town/City                      County/Parish                      State

4. Scope of Services:  
 \_\_\_\_\_

5. Relation to Hazard Mitigation Plan:  
 \_\_\_\_\_

6. Cost Estimate Summary: (See attached cost estimates for detail)

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Engineering Studies			
Environmental Review Coordination			
Benefit-Cost Analysis (BCA)			
Other Related Costs			
<b>Total</b>			
	percent of total		

Expanded Mitigation Strategy COST ESTIMATE 3.2.2 Elevation Project Planning			Project: Town/City				
Description of cost element	category of labor, equipment, or other direct expense	QUANTITY		COST		COST ALLOCATION	
		No. of Units	Unit of Measure	Unit Price	Cost	Federal Share	Local Share
<b>1 Engineering Studies</b>							
Building First Floor & Ground Elevation Survey					\$ -		
Field Investigation (building data / utilities)					\$ -		
Hydrologic and Hydraulic Analyses					\$ -		
Coastal A- or V-Zone Analyses					\$ -		
Design Investigation (Loads-Live/Dead/Wind/Fluid /Load Path) / Preliminary Design					\$ -		
NFIP Performance Analysis (break away walls, elevated utilities, openings, flood resistant materials)					\$ -		
Pre-Construction Foundation/Structure Inspection					\$ -		
Code Review - Permits/Compliance					\$ -		
Mitigation Project Construction Cost Estimate					\$ -		
					\$ -		
				<b>Subtotal</b>	\$ -	\$ -	\$ -
<b>2 Environmental Review Coordination and Data Collection</b>							
Historic Resources Assessment					\$ -		
Environmental Data Collection / Analysis					\$ -		
					\$ -		
				<b>Subtotal</b>	\$ -	\$ -	\$ -
<b>3 Benefit-Cost Analysis (BCA)</b>							
Estimate Building Replacement Value (BRV)					\$ -		
Determine Contents Value (if it exceeds FEMA standard value)					\$ -		
Determine Displacement Costs (if it exceeds FEMA standard value)					\$ -		
Document Value of Loss Services					\$ -		
Document Loss of Business Income					\$ -		
Benefit-Cost Analysis (BCA) Runs					\$ -		
					\$ -		
				<b>Subtotal</b>	\$ -	\$ -	\$ -
<b>4 Other Related Costs</b>							
Temporary Relocation Costs					\$ -		
Legal Costs					\$ -		
Public Meetings					\$ -		
Negotiation with Owner					\$ -		
Project Management Costs					\$ -		
					\$ -		
				<b>Subtotal</b>	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>					\$ -	\$ -	\$ -

Items below are included only to illustrate other data and costs that may be needed if the jurisdiction later applies for a project grant	
<b>5 Elevation Construction Elements</b>	
Pre-Construction Foundation Inspection/Post Elevation Inspection	
Mobilization/Demobilization/Crews for Elevation	
Remove/Reconnect Utility Connections	
Remove Foundation/Insert Beams/Elevate and Support on Cribbing	
Remove/Reinstall ancillary items (Porches, Stairs, Decks, etc.)	
Soil Compaction/Imported Structural (Engineered) Fill/Backfill	
Elevation	
Piles Installation Cost	
New Foundation	
Install New Footings/Rebar	
Install New Elevated CMU Walls	
Grading/Landscaping	

**NOTES:**  
 Insert additional lines to provide detail for labor or expenses associated with the element of work in the "Description" column.  
 Adjust any formulae that have been affected by additional line insertions.

## Elevation Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at [http://www.fema.gov/fima/hmgp/hmgp\\_refshtm](http://www.fema.gov/fima/hmgp/hmgp_refshtm).
3. A sample Engineering Case Study for an elevation project can be found on the FEMA Pre-disaster Mitigation (PDM) website at: <http://www.fema.gov/fima/pdm.shtm#application>.
4. Technical assistance for BCA questions can be obtained by calling toll-free to the FEMA BCA Helpline at **866-222-3580** or via e-mail at: **bchelpine@dhs.gov**. Responses are provided within 48 business hours. The *FEMA Mitigation BCA Toolkit CD* can be ordered through the Helpline.
5. Additional BCA guidance can be found in the DDTs and the BCA Checklist, which can be found in the main BCA Tools folder on the *FEMA Mitigation BCA Toolkit*.

<b>Hazard: Flood Mitigation (Riverine, Coastal A-Zone, and Coastal V-Zone)</b>		
<b>Elevation Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Engineering Cost Elements</b>		
<input type="checkbox"/>	Survey Building (First floor/ground)	The First Floor Elevation (FFE) should be documented with a completed FEMA Elevation Certificates or surveyed data for each building in the application. The Elevation Certificates or surveyor's information should be signed, sealed, and dated by an engineer or surveyor licensed to practice in the State where the mitigation project is to be built.
<input type="checkbox"/>	Field Investigation	Document the building type, number of stories, and total size (in square feet and equal to the number of stories multiplied by the square footage for each story) and utility constraints (See FEMA 259 for more detail). Photographs of the structure are recommended.
<input type="checkbox"/>	Hydrologic and Hydraulic (H/H) analysis	Provide copies of the FEMA Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) used to determine the river, stream, or coastal flood elevation data for the project location. The project location must be clearly highlighted on the copy of the FIRM. If flood data from another agency are used, provide the agency name, the report title, the name of the watercourse studied, and date of the report. (A photocopy of the report cover may be submitted if it provides this information). If updated or revised flood data required, estimate cost for H/H analysis.

<b>Hazard: Flood Mitigation (Riverine, Coastal A-Zone, and Coastal V-Zone)</b>		
<b>Elevation Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<input type="checkbox"/>	Design Investigation	This includes the engineering design (typically 30% design) for an elevation project. The design typically includes design parameters for loads. These would include live and dead loads, wind loads, including continuous load path and H/H analysis for the hydrostatic loads on the foundation.
<input type="checkbox"/>	National Flood Insurance Program (NFIP) Performance	NFIP Performance could potentially include evaluation of the design of break-away walls, elevated utilities, flood openings in the foundations, and the use of flood resistant materials.
<input type="checkbox"/>	Pre-Construction Foundation/Structure Inspection	This inspection should verify the condition of the structure envelope and foundation (if existing foundation is being utilized). The intent is to determine if an elevation project is feasible for a specific structure. See FEMA 259 for a field inspection checklist.
<input type="checkbox"/>	Code Review	A code review is required to ensure conformance with local building codes and ordinances and the International Building Codes, and compliance with NFIP requirements.
<input type="checkbox"/>	Mitigation Project Cost Estimate	The Cost Estimate should include itemized costs for all construction components such as: mobilize/demobilize the elevation contractor; mobilize/demobilize the pile driving contractor; remove/reconnect utility lines; structurally elevate the home; complete new foundation/piles and soil compaction; remove/reinstall ancillary structures (stairs, decks, etc.); and grade/landscape.
<b>Environmental Cost Elements</b>		
<input type="checkbox"/>	Section 401/404 Coordination	Provide details on the anticipated Section 401/404 coordination in the Project SOW and send the coordination letters to the appropriate State and Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Endangered Species	Provide details in the Project SOW and send the coordination letters to the State Department of Wildlife or equivalent agency and USFWS and other relevant Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Section 106 Historic Preservation	Provide details in the Project SOW and send the coordination letter to the SHPO to initiate the required coordination.
<input type="checkbox"/>	Environmental Data Collection	This data collection is based on the State and Federal agency responses to the above coordination letters. Collect requested data and estimate any additional project costs to comply with NEPA.

<b>Hazard: Flood Mitigation (Riverine, Coastal A-Zone, and Coastal V-Zone)</b>		
<b>Elevation Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Benefit-Cost Elements</b>		
<input type="checkbox"/>	BRV	Document the cost for labor and materials to construct a building of similar size, type, and quality in the same location. Document the method and source for determining the BRV unit cost (in \$/SF), or provide the total BRV with the application.
<input type="checkbox"/>	Contents Value	Document all claims of contents value in excess of the FEMA standard value (30% of the above BRV or \$20,000, whichever is greater) for before-mitigation damages. Include a summarized list and the documentation of content items and the estimated or insured value of each item.
<input type="checkbox"/>	Displacement Costs	Document all claims for displacement costs in excess of the FEMA standard values (\$1 per square foot per month, other monthly costs, and one-time costs of \$500 each) for before-mitigation damages. Include a detailed displacement cost estimate.
<input type="checkbox"/>	Value of Loss of Service	Document the annual operating budget used to determine the daily cost of providing service for public facilities.
<input type="checkbox"/>	Loss of Business Income	For commercial facilities, document the loss of net business income from the time when damages resulted in closure of the business.





## Relocation Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgrp/hmgrp\\_refshtm](http://www.fema.gov/fima/hmgrp/hmgrp_refshtm).
3. A sample Engineering Case Study for a relocation project can be found on the FEMA PDM website at: <http://www.fema.gov/fima/pdm.shtm#application>.
4. Technical assistance for BCA questions can be obtained by calling toll-free to the FEMA BCA Helpline at **866-222-3580** or via e-mail at: **bchelpine@dhs.gov**. Responses are provided within 48 business hours. The *FEMA Mitigation BCA Toolkit CD* can be ordered through the Helpline.
5. Additional BCA guidance can be found in the DDTs and the BCA Checklist, which can be found in the main BCA Tools folder on the *FEMA Mitigation BCA Toolkit*.

<b>Hazard: Flood Mitigation (Riverine, Coastal A-Zone, and Coastal V-Zone)</b>		
<b>Relocation Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Engineering Cost Elements</b>		
<input type="checkbox"/>	Survey Building (First floor/ground)	The FFE should be documented with a completed FEMA Elevation Certificates or surveyed data for each building in the application. The Elevation Certificates or surveyor's information should be signed, sealed, and dated by an engineer or surveyor licensed to practice in the State where the mitigation project is present.
<input type="checkbox"/>	Appraisal	A full appraisal of the existing property is required for the Relocation.
<input type="checkbox"/>	Field Investigation	Document the building type, number of stories, and total size (in square feet and equal to the number of stories multiplied by the square footage for each story) and utility constraints (See FEMA 259 for more detail). Photographs of the structure are recommended.
<input type="checkbox"/>	Pre-Construction Foundation/Structure Inspection	This inspection should verify the condition of the structure envelope and foundation (if existing foundation is being utilized). The intent is to determine if a relocation project is feasible for a specific structure. See FEMA 259 for a field inspection checklist.
<input type="checkbox"/>	Code Review	A code review is required to ensure conformance with local building codes and ordinances, International Building Codes, and compliance with NFIP requirements.

<input type="checkbox"/>	Mitigation Project Construction Cost Estimate	The Cost Estimate should include itemized costs for all construction components such as: mobilize/demobilize the relocation contractor; mobilize/demobilize the pile driving contractor (if needed); mobilize/demobilize the construction contractor; remove/cap utility lines; remove ancillary structures (stairs, decks, etc); determine relocation expenses; complete elevation and relocation of the structure; determine living expenses.
<b>Environmental Cost Elements</b>		
<input type="checkbox"/>	Section 401/404 Coordination	Provide details on the anticipated Section 401/404 coordination in the Project SOW and send the coordination letters to the appropriate State and Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Endangered Species	Provide details in the Project SOW and send the coordination letters to the State Department of Wildlife or equivalent agency and USFWS and other Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Section 106 Historic Preservation	Provide details in the Project SOW and send coordination letter to the SHPO to initiate the required coordination.
<input type="checkbox"/>	Environmental Data Collection	This data collection is based on the State and Federal agency responses to the above coordination letters. Collect requested data and estimate any additional project costs to comply with NEPA.
<b>Benefit-Cost Elements</b>		
<input type="checkbox"/>	BRV	Document the cost for labor and materials to construct a building of similar size, type, and quality in the same location. Document the method and source for determining the BRV unit cost (in \$/SF), or provide the total BRV with the application.
<input type="checkbox"/>	Contents Value	Document all claims of contents value in excess of the FEMA standard value (30% of the BRV or \$20,000, whichever is greater) for before-mitigation damage. Include a summarized list and the documentation of content items and the estimated or insured value of each item.
<input type="checkbox"/>	Displacement Costs	Document all claims for displacement costs in excess of the FEMA standard values (\$1 per square foot per month, other monthly costs, and one-time costs of \$500 each) for before-mitigation. Include a detailed displacement cost estimate.
<input type="checkbox"/>	Value of Loss of Service	Document the annual operating budget used to determine the daily cost of providing service for public facilities.
<input type="checkbox"/>	Loss of Business Income	For commercial facilities, document net business income losses when damage resulted in closure of the business.
<b>Other Related Costs</b>		
<input type="checkbox"/>	Moving Contractor	Identify cost related to actual transportation and associated costs to relocate the structure if not identified in the Construction Cost Estimate

**Expanded Mitigation Strategies Cost Estimate**  
**Project Planning Template 3.2.4**

1. Project Type: Wind Retrofit

2. Project Name: \_\_\_\_\_

3. Location:      Town/City                      County/Parish                      State

4. Scope of Services:  
 \_\_\_\_\_

5. Relation to Hazard Mitigation Plan:  
 \_\_\_\_\_

6. Cost Estimate Summary: (See attached cost estimates for detail)

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Engineering Studies			
Environmental Review Coordination			
Benefit-Cost Analysis (BCA)			
Other Related Costs			
<b>Total</b>			
	percent of total		



## Wind Retrofit Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgp/hmgp\\_refshtm](http://www.fema.gov/fima/hmgp/hmgp_refshtm).
3. A sample Engineering Case Study for a wind shutter project can be found on the FEMA PDM website at: <http://www.fema.gov/fima/pdm.shtm#application>.
4. Technical assistance for BCA questions can be obtained by calling toll-free to the FEMA BCA Helpline at **866-222-3580** or via e-mail at: **bchelpine@dhs.gov**. Responses are provided within 48 business hours. The *FEMA Mitigation BCA Toolkit CD* can be ordered through the Helpline.
5. Additional BCA guidance can be found in the DDTs and the BCA Checklist, which can be found in the main BCA Tools folder on the *FEMA Mitigation BCA Toolkit*.

<b>Hazard: Hurricane-Wind</b>		
<b>Wind Retrofit</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Engineering Cost Elements</b>		
<input type="checkbox"/>	Field Investigation	Document building type, number of stories, and total size (in square feet and equal to the number of stories multiplied by the square footage for each story) and utility constraints (See FEMA 259 for more detail). Photographs of the structure are recommended.
<input type="checkbox"/>	Design Investigation	The engineering/architectural design (typically 30% design) for a wind retrofit project typically includes consideration of loads and the following parameters: live and dead loads; continuous load path evaluation; connections and connection details; applicable protective debris impact resistance. Mitigation measures (shutters, roll up doors, etc) should state the specific level of protection (for example, meets Dade County Wind Code, etc.). The design should show level of protection, recurrence interval and residual risk for the retrofit project.
<input type="checkbox"/>	NFIP Performance	NFIP Performance could potentially include evaluation of break away wall designs, elevated utilities, flood openings in the foundations, and the use of flood resistant materials.

<input type="checkbox"/>	Code Review	Performing a code review would ensure conformance with local building codes and ordinances, International Building Codes, and compliance with NFIP requirements.
<input type="checkbox"/>	Mitigation Project Cost Estimate	The Cost Estimate should include elements such as: Mobilization/Demobilization of the contractor; wind mitigation devices installation, structural modifications to windows/doors/roofing that may be necessary to meet the minimum requirements. The Estimate should show in line item details the breakdown in labor, materials and any necessary equipment needed to complete the installation.
<b>Environmental Cost Elements</b>		
<input type="checkbox"/>	Section 401/404 Coordination	Provide details on the anticipated Section 401/404 coordination in the Project SOW and send the coordination letters to the appropriate State and Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Section 106 Historic Preservation	Provide details in the Project SOW and send the coordination letters to State Historic Preservation Officer (SHPO) to initiate the required coordination.
<input type="checkbox"/>	Environmental Data Collection	This data collection is based on the State and Federal agency responses to the above the coordination letters. Collect requested data and estimate any additional project costs to comply NEPA.
<b>Benefit-Cost Elements</b>		
<input type="checkbox"/>	Building Replacement Value (BRV)	Document the cost for labor and materials to construct a building of similar size, type, and quality in the same location. Document the method and source for determining the building replacement value (BRV) unit cost (in dollars per square foot, or \$/SF) or provide the total BRV with the application.
<input type="checkbox"/>	Contents Value	Document all claims of contents values in excess of the FEMA standard value (30% of the above BRV or \$20,000, whichever is greater) for before-mitigation damages. Include a summarized list and the documentation of content items and the estimated or insured value of each item.
<input type="checkbox"/>	Displacement Costs	Document all claims for displacement costs in excess of the FEMA standard values (\$1.00 per square foot per month, other monthly costs and one-time costs are \$500 each) for before-mitigation damages. Include a detailed displacement cost estimate.

<input type="checkbox"/>	Value of Loss of Service	Document the annual operating budget used to determine the daily cost of providing service for public facilities.
<input type="checkbox"/>	Loss of Business Income	For commercial facilities, document the loss of net business income from the time when damages resulted in closure of the business.

**Expanded Mitigation Strategies Cost Estimate**  
**Project Planning Template 3.2.5**

1. **Project Type:** Post Disaster Code Enforcement Project

2. **Project Name:** \_\_\_\_\_

3. **Location:**      Town/City                      County/Parish                      State

4. **Scope of Work:**  
 \_\_\_\_\_

5. **Relation to Hazard Mitigation Plan:**  
 \_\_\_\_\_

6. **Cost Estimate Summary: (See attached cost estimates for detail)**

<b>Item:</b>	<b>Total Project Cost</b>	<b>Federal Share</b>	<b>Local Share (In-Kind or Cash)</b>
<b>Code Enforcement Project</b>			
<b>Other Related Costs</b>			
<b>Total</b>			
	percent of total		



## Post-Disaster Code Enforcement Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgp/hmgp\\_refshtm](http://www.fema.gov/fima/hmgp/hmgp_refshtm).
3. Complete the checklist for Preconditional Requirements below. If all conditions are satisfied, the project may be submitted for consideration.
4. Complete the Cover Sheet and Cost Estimate Template. Insert appropriate cost breakdown for labor by category of labor and for all direct costs. Check the calculation formulae if additional lines are inserted or if the template has been revised.

Complete	Required Information	Description
<b>Preconditional Requirements:</b>		
<input type="checkbox"/>	State Code Assessment	<p>The State has assessed existing building code and/or zoning and land-use management regulations to determine if they adequately address the identified natural hazard risks in the community. The State has determined that the community:</p> <ul style="list-style-type: none"> <li>▪ Has adopted one of the three model U.S. building codes;</li> <li>▪ Has a floodplain management ordinance that meets the minimum requirements of the NFIP; and</li> <li>▪ Conforms to State-model or State-mandated building codes, as well as model or mandatory floodplain management requirements.</li> </ul>
<input type="checkbox"/>	State Evaluation of Local Building Department	<p>The State evaluated the building department to determine that its organization, funding, and enforcement and inspection processes are sufficient to ensure proper enforcement of all applicable laws and ordinances during normal operations.</p>
<input type="checkbox"/>	Community Agreement	<p>The local community agrees to address any deficiencies identified in the State evaluation as a condition of receiving the subgrant. This agreement can be a simple statement, attached to the evaluation. This agreement should include an implementation schedule that is mutually satisfactory to the State, the community, and FEMA. The agreement should include an acknowledgment by the community that failure to meet the agreed upon implementation schedule can result in the loss of all current and/or future building department assistance used to support post-disaster operations.</p>

Complete	Required Information	Description
<input type="checkbox"/>	State Assessment Completed	<p>The assessment includes a discussion of the community’s compliance with the NFIP. The State’s assessment has been accomplished through one or more of the following mechanisms, which are suggested approaches but the assessment could include others:</p> <ul style="list-style-type: none"> <li>▪ Employing a mutual-aid agreement among communities to use other local building officials.</li> <li>▪ Entering into a contractual agreement with a State or regional government entity that is well-versed in building codes and proper administration of a building department.</li> <li>▪ Entering into a contractual agreement with one of the three model building code organizations, all of which have established programs for conducting similar assessments of building departments.</li> <li>▪ Deploying FEMA mitigation staff that are knowledgeable of building codes and proper building department administration. Former local building officials can often provide the requisite knowledge.</li> <li>▪ Employing the Hazard Mitigation Technical Assistance Program.</li> </ul>
<b>Post-Disaster Code Enforcement Project Cost Estimate</b>		
<input type="checkbox"/>	Organization	Detail the costs related to organizing code enforcement if none have been created to date or if an existing code enforcement requires reorganization.
<input type="checkbox"/>	Training	Detail the costs associated with any required training.
<input type="checkbox"/>	Direct Costs	Detail all direct costs associated with the establishment or enhancement of a code enforcement project.
<b>Other Related Costs</b>		
<input type="checkbox"/>	As appropriate	Include costs for other work associated with the Code Enforcement Project, including local in-kind contributions.





## Drainage Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgrp/hmgrp\\_refshtm](http://www.fema.gov/fima/hmgrp/hmgrp_refshtm).
3. A sample Engineering Case Study for minor structural flood control and drainage projects can be found on the FEMA PDM website at: <http://www.fema.gov/fima/pdm.shtm#application>.
4. Technical assistance for BCA questions can be obtained by calling toll-free to the FEMA BCA Helpline at **866-222-3580** or via e-mail at: **bchelpine@dhs.gov**. Responses are provided within 48 business hours. The *FEMA Mitigation BCA Toolkit CD* can be ordered through the Helpline.
5. Additional BCA guidance can be found in the DDTs and the BCA Checklist, which can be found in the main BCA Tools folder on the *FEMA Mitigation BCA Toolkit*.

<b>Hazard: Flooding or other Drainage Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Engineering Cost Elements</b>		
<input type="checkbox"/>	Documentation of Existing Conditions	The existing conditions at the location(s) where the mitigation is proposed should be documented with photographs, surveys, drawings, or other forms of documentation that will clearly show the impact to the existing structures.
<input type="checkbox"/>	Type of Structures Impacted	State the type of structures impacted (roads, bridges, buildings, culverts, etc.) as well as the nature of the impact to each structure. Also note if the structure is a critical facility. If buildings are being impacted, documentation should include the building type, number of stories and total size (in square feet and equal to the number of stories multiplied by the square footage for each story). The Finished Floor Elevation (FFE) of the first floor for each building impacted should be documented with a completed FEMA Elevation Certificate or surveyor record.

<b>Hazard: Flooding or other Drainage Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<input type="checkbox"/>	Flood Elevation / Discharge Data	For projects affecting the mapped floodplain, a copy of the Flood Insurance Rate Map (FIRM) (showing title block and map scale) and the appropriate flood profile from the Flood Insurance Study (FIS). If flood elevation data from another agency is used, provide the agency name, the report title, the name of the watercourse studied, and the date of the report. (A photocopy of the report cover may be submitted to provide some of this information). For Discharge Data, a copy of the FIS used to determine the river or stream discharge data for the project location. If flood data from another agency is used, provide the agency name, the report title, the name of the watercourse studied, and the date of the report. (A photocopy of the report cover may be submitted to provide some of this information). Not applicable for the Coastal A- and V-Zones.
<input type="checkbox"/>	Flood Elevation with Waveheight for Coastal V- Zone projects	For the Coastal A- or V-Zone projects, use the Stillwater elevations and the 100-year with Waveheight elevation data (for V-Zone) found in the FIRM for the project area.
<input type="checkbox"/>	Design	This includes the engineering design (typically 30% design) for a drainage project. The design typically includes: drawings, sketches, or other forms of documentation to show where the proposed project will be constructed and how it relates to the existing conditions; design standards and codes that were used as the basis of the project design including NFIP compliance; useful project life; level of protection; appropriate hydrologic and hydraulic calculations for the project type (i.e. hydraulic models, pond routing, pump curves, etc.); comparison between the existing and proposed conditions in terms of storm frequency, flowrate, ponding elevation; show that the design will not adversely impact areas upstream or downstream from the project.
<input type="checkbox"/>	Mitigation Project Cost	The cost estimate should be a detailed cost breakdown that includes the total project cost of the proposed mitigation action and any maintenance activities that will be required to prolong effectiveness. The source of the cost estimate should also be provided. Due to

<b>Hazard: Flooding or other Drainage Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
		the numerous different drainage mitigation projects available, a detailed costs estimate is not spelled out here.
<b>Environmental Cost Elements</b>		
<input type="checkbox"/>	Section 401/404 Coordination	Provide details on the anticipated Section 401/404 coordination in the Project SOW and send the coordination letters to the appropriate State and Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Endangered species	Provide details in the Project SOW and send the coordination letters to the State Department of Wildlife or equivalent agency and USFWS and other Federal agencies to initiate the required coordination.
<input type="checkbox"/>	Section 106 Historic Preservation	Provide details in the Project SOW and send the coordination letter to the State Historic Preservation Officer (SHPO) to initiate the required coordination.
<input type="checkbox"/>	Permitting	Identify required State and Local Permits and labor required to complete.
<input type="checkbox"/>	Environmental Data Collection	This data collection is based on the State and Federal agency responses to the above the coordination letters. Collect requested data and estimate any additional project costs to comply with NEPA.
<b>Benefit-Cost Elements</b>		
<b>Type of Facility and Loss of Function</b>		Depending on the type of facility, users must provide data about the volume and value of the service that is provided to the structure being protected.
<input type="checkbox"/>	Loss of Function for a Utility	For utility volume, provide written support data such as kilowatts or gallons per day required to maintain the facility to be protected. The support data may include letters from utilities or internet site printouts, etc.
<input type="checkbox"/>	Loss of Function for Roads / Bridges	For road/bridge volume, provide support data for one-way trips per day and the length of detour time in portions of hours. The support data may include documentation from local traffic or highway departments, State DOT agencies, newspaper articles, or internet site printouts, etc.

<b>Hazard: Flooding or other Drainage Project</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<input type="checkbox"/>	Loss of Function for Buildings	For the building annual budget value, provide support data from a knowledgeable source. If estimated, provide written details on how the estimate was developed, including assumed or calculated staff salaries, overhead, and other operating costs.
<input type="checkbox"/>	Frequency of Historical Events	Accurately determine the frequencies of past hazard events (floods, power outages, etc.) with associated damage amounts (in present day dollars). Methods include analysis of historical damage data (frequency of events) or engineering calculations that estimate frequencies for unknown events. Extrapolation of damages to more frequent events from one or more known less frequent events is not permitted.
<input type="checkbox"/>	Before-Mitigation Damages and Losses	Document damages to buildings, contents, and infrastructure for a scenario <b>before</b> the mitigation project is assumed to be in-place.
<input type="checkbox"/>	Time of Lost Function (before-mitigation)	Document the number of days that a function was or is estimated to be lost or unusable for various frequency events (i.e., a bridge was unusable for five days after a flood) for a scenario <b>before</b> the mitigation project is completed.
<input type="checkbox"/>	After-Mitigation Damages and Losses	Document residual damages to buildings, contents, and infrastructure after a mitigation project is in-place. After-mitigation (or residual) damages and losses are seldom eliminated, except in the case of acquisition/demolition or relocation projects.
<input type="checkbox"/>	Time of Lost Function (after-mitigation)	Document the number of days that a function was estimated to be lost (or unusable) for various frequencies (i.e. a bridge was unusable for five days after a flood) for a scenario <b>after</b> a mitigation project is completed.
<b>When applicable:</b>		Depending on the project and the hazard, the following information may be required to support the damage claimed for Before- and After-Mitigation scenarios.
<input type="checkbox"/>	Building Type and Floor Area	Document the building type, number of stories, and total size (in square feet and equal to the number of stories multiplied by the square footage for each story).
<input type="checkbox"/>	Building Replacement Value (BRV)	Document the cost for labor and materials to construct a building of similar size, type, and quality in the same location. Document the method and

		source for determining the building replacement value (BRV) unit cost (in dollars per square foot, or \$/SF) or provide the total BRV with the application.
<input type="checkbox"/>	Contents Value	Document all claims for contents values in excess of the FEMA standard value (30% of the BRV or \$20,000, whichever is greater) for the before-mitigation damages. Include a summarized list and the documentation of content items and the estimated or insured value of each item.
<input type="checkbox"/>	Displacement Costs	Document all claims for displacement costs in excess of the FEMA standard values (\$1.00 per square foot per month, other monthly costs and one-time costs are \$500 each) for before-mitigation damages. Include a detailed displacement cost estimate.
<input type="checkbox"/>	Value of Loss of Service	Document the annual operating budget used to determine the daily cost of providing service for public facilities.
<input type="checkbox"/>	Loss of Business Income	For commercial facilities, document the loss of net business income from the time when damages resulted in closure of the business.

**Expanded Mitigation Strategies Cost Estimate**  
**Project Planning Template 3.2.7**

1. Project Type: Tornado Safe Room

2. Project Name: \_\_\_\_\_

3. Location:      Town/City                      County/Parish                      State

4. Scope of Services:  
 \_\_\_\_\_

5. Relation to Hazard Mitigation Plan:  
 \_\_\_\_\_

6. Cost Estimate Summary: (See attached cost estimates for detail)

Item:	Total Project Cost	Federal Share	Local Share (In-Kind or Cash)
Engineering Studies			
Environmental Review Coordination			
Benefit-Cost Analysis (BCA)			
Other Related Costs			
<b>Total</b>			
	percent of total		



## Tornado Safe Room Project Checklist

### Introduction

1. This checklist is provided for the convenience of the Applicant and should not be submitted with application.
2. Guidance for the FEMA HMGP may be found in the *FEMA HMGP Desk Reference*, available online via the FEMA website at: [http://www.fema.gov/fima/hmgp/hmgp\\_refshtm](http://www.fema.gov/fima/hmgp/hmgp_refshtm).
3. Guidance for the construction of tornado safe rooms may be found in the publication titled: *FEMA 361, Design and Construction Guidance for Community Shelters*, available online via the FEMA website at: <http://www.fema.gov/fima/fema361.shtm>.
4. Technical assistance for BCA questions can be obtained by calling toll-free to the FEMA BCA Helpline at **866-222-3580** or via e-mail at: **bchelpine@dhs.gov**. Responses are provided within 48 business hours. The *FEMA Mitigation BCA Toolkit CD* can be ordered through the Helpline.
5. Additional BCA guidance can be found in the DDTs and the BCA Checklist, which can be found in the main BCA Tools folder on the *FEMA Mitigation BCA Toolkit*.
6. General guidance for environmental and historic preservation questions can be found on the FEMA Environmental and Historic Preservation home page at: <http://www.fema.gov/ehp>. Specific guidance with the environmental and historic preservation questions contained in eGrants can be found at: <http://www.fema.gov/ehp/pdm.shtm>.

<b>Hazard: Tornado / Hurricane Wind</b>		
<b>Safe Room</b>		
<b>Complete</b>	<b>Required Information</b>	<b>Description</b>
<b>Engineering Cost Elements</b>		
<input type="checkbox"/>	Field Investigation	(If new structure, eliminate this step.) For existing retrofit facilities, document the building type, number of stories, single or multi use, stand alone (separate buildings) or internal (separate room) and total size (in square feet) and utility constraints. Photographs of the structure are recommended.
<input type="checkbox"/>	Design Investigation	The engineering/architectural design (typically 30% design) for a shelter retrofit or new construction project typically includes consideration of loads and the following parameters: live and dead loads; continuous load path evaluation; connections and connection details; applicable protective debris impact resistance. Mitigation measures (shutters, roll up doors, etc) should state the specific level of protection (such as “meets ASCE 7-05”). The design should show level of

		protection, recurrence interval and residual risk for the retrofit project. Design specifications must meet FEMA 361 standards.
<input type="checkbox"/>	Pre-Construction Foundation / Structure Inspection	This inspection should verify the condition of the existing structure envelope and foundation (if existing foundation is being utilized). The intent is to determine if a wind tornado retrofit project is feasible for a specific structure. See FEMA 361 for a field inspection checklist.
<input type="checkbox"/>	Code Review	Performing a code review would ensure conformance with local building codes and ordinances, International Building Codes, and compliance with NFIP requirements.
<input type="checkbox"/>	Mitigation Project Cost Estimate	The Cost Estimate should include elements such as: Mobilization/Demobilization of the contractor; wind mitigation devices installation, structural modifications to windows/doors/roofing that may be necessary to meet the minimum requirements. The Estimate should show in line item details the breakdown in labor, materials and any necessary equipment needed to complete the installation.
<b>Environmental Cost Elements</b>		
<input type="checkbox"/>	Historic Resources	If constructing a free-standing safe room or a room built adjacent to the outside of a building, provide details in the Project SOW, including age of building(s), proximity to historic districts, and/or known historic buildings. Send State Historic Preservation Officer (SHPO) a letter requesting information on potentially historic resources associated with the project. Include detailed SOW, dates of construction of buildings, location maps and color photographs. Also include historic land use and recent ground disturbing activities in the area in the SOW.
<b>Benefit-Cost Elements</b>		
<input type="checkbox"/>	Building Longest Length and Width	The documentation of the longest structure length and width are necessary to run the BCA Tornado module and determine the likelihood of the structure being impacted by a tornado.
<input type="checkbox"/>	Shelter Area and Construction Type	Document the proposed shelter area within the building (in square feet), shelter construction type, and shelter occupancy. These are important in determining the performance effectiveness and the cost-effectiveness of the mitigation measure.
<input type="checkbox"/>	Shelter Occupancy	Document design occupancy for the proposed shelter.