

**The Department of Homeland Security
Notice of Funding Opportunity
FY 2016 Pre-Disaster Mitigation**

NOTE: If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

U.S. Department of Homeland Security,
Federal Emergency Management Agency,
Federal Insurance and Mitigation Administration,
Risk Reduction Division

Catalog of Federal Domestic Assistance (CFDA) Number

97.047

CFDA Title

Pre-Disaster Mitigation

Notice of Funding Opportunity Title

FY 2016 Pre-Disaster Mitigation

NOFO Number

DHS-16-MT-047-000-99

Authorizing Authority for Program

Section 203 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. § 5133)

Appropriation Authority for Program

Consolidated Appropriations Act, 2016 (Pub. L. No. 114-113), Title III Protection, Preparedness, Response and Recovery, Federal Emergency Management Agency, National Pre-disaster Mitigation Fund

Program Type

Continuation

Program Overview, Objectives, and Priorities

The Pre-Disaster Mitigation (PDM) program makes available Federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while also reducing reliance on Federal funding from future disasters. This PDM program strengthens National Preparedness and Resilience and supports the national preparedness goal of mitigation, as specified in the Presidential Policy Directive (PPD-8).

The agency's priorities for funding PDM applications are outlined below. These are the factors to be considered in the evaluation of applications after eligibility is determined as specified in Section E of this NOFO under Application Evaluation Criteria.

1. State/Territory allocation:
Planning and project activities from each State, Territory and the District of Columbia up to a maximum of 1 percent of the PDM funds appropriated for the FY or \$575,000, whichever is less, in accordance with Section 203(f)(2)(A) of the Stafford Act
2. Tribal allocation set aside:
Planning and project activities from Federally-recognized Native American Tribal Applicants up to a maximum of 1 percent of the PDM funds appropriated, or \$575,000, whichever is less, not to exceed a total set aside amount of 10 percent of the PDM appropriation
3. Planning subapplications consistent with Title 44 CFR Part 201 from Applicants that do not have Hazard Mitigation Grant Program (HMGP) planning funds available (see Section H, Additional Information of this NOFO for information on the HMGP)
4. Project subapplications from Applicants that do not have HMGP regular project funds available in order as follows:
 - i. Climate Resilient Mitigation Activities (CRMA), including Aquifer Storage and Recovery (ASR), Floodplain and Stream Restoration (FSR), and Flood Diversion and Storage (FDS); and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
 - ii. Non-flood hazard mitigation projects (e.g., seismic, wildfire, landslide and wind) and non-acquisition/elevation/mitigation reconstruction flood mitigation activities (e.g., stormwater management and flood control measures)
 - iii. Acquisition, elevation and mitigation reconstruction projects
 - iv. Generators for critical facilities as identified in a FEMA-approved Mitigation Plan

5. Planning subapplications from Applicants that have HMGP planning funds available
6. Project subapplications from Applicants that have HMGP regular project funds available in the following order:
 - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
 - ii. Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
 - iii. Acquisition, elevation and mitigation reconstruction projects
 - iv. Generators for critical facilities

For the competitive subapplications in priority categories 3 through 6 above, FEMA will further prioritize subapplications as follows:

- Small, impoverished community status;
- FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating, as appropriate to the activity type, from a grade of 1 to 10; and
- FEMA-validated Benefit Cost Ratio (BCR) for projects.

For more information on small, impoverished community status, see Cost Share or Match section under C. Eligibility Information below.

For more information on BCEGS, please visit the Insurance Services Office - Mitigation Online website: <http://www.isomitigation.com/bcegs.html>.

FEMA will use the majority of funding for mitigation projects, as directed by the appropriations language.

No Applicant may receive more than 15 percent of the appropriated PDM funding, or \$15 million, per Section 203(f)(2)(B) of the Stafford Act.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$90,000,000

Projected number of Awards: 200

Period of Performance: 41 months

The Period of Performance begins with the opening of the application period and ends no later than 36 months from the Funding Selection Date (see section D of this NOFO under Application and Submission Information).

An extension to the Period of Performance for this program is allowed. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H, Additional Information under Extensions.

Projected Period of Performance Start Date: 03/15/2016

Projected Period of Performance End Date: 08/30/2019

Funding Instrument
Grant

C. Eligibility Information

Eligible Applicants

States

District of Columbia

U.S. Territories

Federally recognized Native American Tribal governments

Each State, Territory, Commonwealth, or Native American Tribal government shall designate one agency to serve as the Applicant for PDM funding.

Local governments, including cities, townships, counties, special district governments, and Native American tribal organizations are considered Subapplicants and must submit subapplications for mitigation planning and projects to their State/Territory Applicant agency. Contact information for the State Hazard Mitigation Officers (SHMOs) is provided on the FEMA website: <http://www.fema.gov/state-hazard-mitigation-officers>.

Eligibility Criteria

To be considered for funding, All Applicants must submit their PDM grant application to FEMA via the Mitigation eGrants system (see section D, Application and Submission Information).

All Applicants and Subapplicants submitting subapplications for mitigation projects must have a FEMA approved Mitigation Plan by the application deadline in accordance with Title 44 CFR Part 201. There is no mitigation plan requirement to submit a subapplication for mitigation planning. More detailed information is provided in Part III, E.5, Hazard Mitigation Plan Requirement, of the Hazard Mitigation Assistance (HMA) Guidance available on internet at: <http://www.fema.gov/media-library/assets/documents/103279>.

Other Eligibility Criteria

Each State, Territory, Commonwealth, or Native American Tribal government Applicant's designated agency may submit only one PDM grant application to FEMA via the Mitigation eGrants system. Applicants may include up to 18 subgrant applications for hazard mitigation activities plus one management costs

subgrant application for Applicant Management Costs, for a total of 19 subgrant applications in their PDM grant application. Of the 18 subgrant applications for hazard mitigation activities, no more than eight subgrant applications may be submitted for mitigation projects. Applicants must rank their subgrant applications in the Mitigation eGrants system. FEMA will not consider subgrant applications submitted in excess of these limits. If subgrant applications in excess of these limits are submitted, then FEMA will review the subgrant applications in rank order up to the limits.

For example, if an Applicant's subgrant applications ranked as 1 - 10 are for mitigation projects, then FEMA will review only those project subgrant applications ranked 1 - 8.

The Applicant's highest ranked planning and/or project subgrant applications must not exceed \$575,000 Federal share to be eligible for the State/Territory or Tribal allocation (see Priorities 1 and 2 in section A, Program Overview, Objectives and Priorities of this NOFO). If an Applicant's highest ranked planning or project subgrant application exceeds \$575,000 Federal share, then the Applicant will not receive an allocation. Instead, all of the Applicant's eligible subapplications will be considered on a competitive basis only under Priorities 3 through 6, as described in section E of this NOFO under Review and Selection Process.

FEMA will use the majority of funding for mitigation projects, as directed by the appropriations language.

No Applicant may receive more than 15 percent of the appropriated PDM funding, or \$15 million, per Section 203(f)(2)(B) of the Stafford Act.

Cost Share or Match

Cost share is required under this program. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs are derived from non-Federal sources.

The non-Federal cost share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$400,000 and the non-Federal cost share is 25 percent, then the non-Federal contribution is \$100,000: 25 percent of \$400,000 is \$100,000.

Small, impoverished communities are eligible for up to a 90 percent Federal cost share for their mitigation planning and project subapplications in accordance with the Stafford Act. A small, impoverished community must:

- Be a community of 3,000 or fewer individuals identified by the State as a rural community that is not a remote area within the corporate boundaries of a larger city;

- Be economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data. For the most current information, go to the Bureau of Economic Analysis website at <http://www.bea.gov>;
- Have a local unemployment rate that exceeds by 1 percentage point or more the most recently reported, average yearly national unemployment rate. For the most current information, go to the Bureau of Labor Statistics website at <http://www.bls.gov/eag/eag.us.htm>; and
- Meet other criteria required by the Applicant in which the community is located.

Native American Tribal Applicants meeting the definition of a small, impoverished community that apply to FEMA directly as Applicants are eligible for a 90 percent Federal cost share for their planning, project and management costs sub-applications, which make up their overall PDM grant application.

Applicants and Subapplicants must request the Federal cost share amount up to 90 percent in their application. Applicants must certify small, impoverished community status and provide documentation with the subapplication(s) to justify up to a 90 percent Federal cost share. If documentation is not submitted with the subapplication, then FEMA will provide no more than 75 percent Federal share of the total eligible costs.

For insular areas, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, FEMA automatically waives the non-Federal cost share when the non-Federal cost share for the entire grant is under \$200,000. If the non-Federal cost share for the entire grant is \$200,000 or greater, FEMA may waive all or part of the cost share. If FEMA does not waive the cost share, the insular area must pay the entire non-Federal cost-share amount, not only the amount over \$200,000.

More detailed information is provided in Part III, C, and Cost Sharing, of the HMA Guidance available at <http://www.fema.gov/media-library/assets/documents/103279>.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 02/10/2016

Application Start Date: 03/15/2016

Application Submission Deadline: 06/15/2016 at 03:00:00 PM [Eastern Time]

Anticipated Funding Selection Date: 08/30/2016

Anticipated Award Date: 9/30/2016

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining Dun and Bradstreet Universal Numbering System (DUNS) Number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Register with the System for Award Management (SAM)	Four weeks before actual submission deadline
Register for access to the FEMA Grants Portal and request access to the Mitigation eGrants system	Four weeks before actual submission deadline

Address to Request Application Package

All PDM grant applications must be submitted electronically via the Mitigation eGrants system through the FEMA Grants Portal on the internet at <https://portal.fema.gov> (see subsection Authorized Organizational Representative below). Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only in the Mitigation eGrants system. To access these, registered eGrants system users should login to the FEMA portal at <https://portal.fema.gov> and then click the “Blank Applications” link on the eGrants system Homepage. For those without access to the eGrants system, the blank copies of eGrants applications are also available on the FEMA internet: <https://www.fema.gov/hazard-mitigation-grant-program/grant-applicants-blank-applications> or from the HMA Helpline (see section H, the Additional Information below).

FEMA will only process applications received via the Mitigation eGrants system. Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

For a hardcopy of the full NOFO, please write or fax a request to:
Michael Grimm
Assistant Administrator for Mitigation
Federal Insurance and Mitigation Administration
1800 S Bell Street
Arlington, VA 20472
FAX: (202) 646-2880

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: 1-800-462-7585.

Content and Form of Application Submission

Applicants must submit a PDM grant application to FEMA via the Mitigation eGrants system on the internet: <https://portal.fema.gov> to be considered for PDM funding.

The required format for applications is built into the Mitigation eGrants system:

- Mitigation planning activities must be submitted in a planning subgrant application;
- Mitigation project activities must be submitted in a project subgrant application;
- Applicant management costs (for Applicants only) must be submitted in a management costs subgrant application;
- PDM grant applications must be submitted in a Pre-Disaster Mitigation Competitive (PDMC) grant application for FY 2016.

Blank copies of applications that conform to the Mitigation eGrants system format are available for reference only. FEMA will not accept these as an application package. Using a blank application ensures that all of the necessary information is provided to the Grant Applicant for input into the eGrants External System. Subapplicants should contact their Applicant agency for information specific to their state/territory's application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

If a Subapplicant does not use the eGrants system to submit planning and project subapplications to the Applicant, then the Applicant must enter the subapplication(s) into the eGrants system on the Subapplicant's behalf. To do this, Applicants can login to the eGrants system on the FEMA portal: <https://portal.fema.gov> and click the "Create new Paper Subgrant" link on the eGrants Homepage. Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

All Applicants, including Tribes, must create a PDM grant application, attach approved planning, project and management costs subgrant applications to the PDM grant application, and rank the subgrant applications before they can submit the PDM grant application to FEMA via the Mitigation eGrants system. Only the Applicant's highest ranked eligible plan or project subgrant application(s) up to \$575,000 are eligible for the State/Territory and Tribal allocations under Priorities 1 and 2 (see section E, Application Review Information), so the ranking step is key. Also, if an Applicant submits subgrant applications in excess of the limits set for this program, then FEMA will review the subgrant applications in rank order up to the limits (see Other Eligibility Criteria in section C of this NOFO).

Wherever possible, supporting documentation for applications should be attached electronically in the Mitigation eGrants system. Over-sized items that cannot be scanned may be mailed to FEMA as necessary; however, Applicants must provide information regarding the paper attachments and the date mailed to FEMA in the eGrants system. Also, the documents must be postmarked by the submission deadline to be considered as part of the application. FEMA will acknowledge receipt of paper attachments. If Applicants do not receive acknowledgement that paper attachments were received by FEMA, then it is their responsibility to follow-up with FEMA to ensure that the documents were received and are considered as part of the application.

The Mitigation eGrants system is programmed to not allow submittal of a PDM grant application after the submission deadline. Applicants who attempt to submit a PDM grant application after the deadline will receive an error message.

Applicants who submit PDM grant applications prior to the submission deadline will receive a confirmation message including the assigned application number in the eGrants system (e.g., PDMC-09-CA-2016). In addition, once FEMA receipts and delegates the PDM grant application, the eGrants system will send an automatic email message to the Point(s) of Contact (POC) identified in the grant application.

National Environmental Policy Act Requirements for Mitigation Projects.

Applicants and Subapplicants applying for mitigation projects must provide information needed to comply with the National Environmental Policy Act (NEPA) (42 U.S.C. 4321-4370h). The required information is included in the project subgrant application in the eGrants system.

Benefit Cost Analysis for Mitigation Projects. Project subapplications must include a FEMA-approved benefit-cost analysis (BCA) or other documentation to demonstrate cost-effectiveness. Planning and management costs subapplications do not require a BCA. More detailed information is available in Part IV, I, Cost Effectiveness of the HMA Guidance available on the FEMA website at: <http://www.fema.gov/media-library/assets/documents/103279>.

Statement of Assurances and Deed Restriction for Property Acquisition

Projects. Project subapplications for property acquisition must include the FEMA Statement of Assurances signed by the Subapplicant's authorized agent to provide acknowledgement of, and agreement to, the requirements in the model Statement of Assurances. The model Statement of Assurances is available on the FEMA website at: <https://www.fema.gov/media-library/assets/documents/28695>.

The subapplication must include a sample of the deed restriction (not including property-specific details) that the Subapplicant intends to record with each property deed. The sample must be consistent with the FEMA Model Deed Restriction, which is available on the FEMA website at: <https://www.fema.gov/media-library/assets/documents/28496>.

Application for Federal Assistance and Assurances and Certifications Forms.

Applicants must complete the following forms and attach them to their PDM grant application in the Mitigation eGrants system:

- Application for Federal Assistance (SF-424), *OMB #4040-0004*; and
- Assurances and Certifications:
 - Assurances for Non Construction Programs (SF-424B), *OMB #4040-0009*, or Assurances for Construction Programs (SF-424D), *OMB #4040-0007*;
 - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (FF 20-16C), *OMB #1660-0025*; and
 - Disclosure of Lobbying Activities (SF-LLL), *OMB #4040-0013* (if the Applicant has engaged in or intends to engage in lobbying activities).

The SF-424 family of forms and the SF-LLL form are available on the Grants.gov website: <http://www.grants.gov/web/grants/forms/sf-424-family.html>

The FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements is available from the FEMA library online at <https://www.fema.gov/media-library/assets/documents/9754>.

FEMA Forms 20-16A, Assurances – Non Construction Programs and 20-16B, Assurances - Construction Program may be used in lieu of the SF 424-B, Assurances for Non Construction Programs and SF 424-D, Assurances for Construction Programs, respectively. The FEMA Forms are available on the FEMA Forms webpage: <https://www.fema.gov/forms>.

Applicants may require their Subapplicants to complete and attach the grant application and/or Assurance and Certifications forms to their planning and project subgrant applications in the eGrants system. To turn on/off this requirement, Applicants can login to the eGrants system on the FEMA portal: <https://portal.fema.gov> and click the “Administration” link on the eGrants Homepage to set their Preferences to enable/disable the forms. Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

Subapplicants should contact their Applicant agency for information specific to their state/territory Applicant agency’s application process. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

Unique Entity Identifier and System for Award Management (SAM)

DHS is participating in the Grants.gov initiative that provides the grant community a single site to find grant funding opportunities. Before you can apply for a DHS grant, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, Applicants must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

Authorized Organizational Representative. A key step in the registration process is creating a username and password for the FEMA Grants Portal <https://portal.fema.gov>. Applicants and Subapplicants must register the individual who is able to make legally binding commitments for the Applicant/Subapplicant organization as the AOR in addition to other organizational staff who will assist with creating and managing applications.

After registering on the FEMA Grants Portal, Applicants and Subapplicants will need to request access to the Mitigation eGrants system on the FEMA Portal. This is crucial because all applications and subapplications must be submitted via the Mitigation eGrants system on the FEMA Grants Portal.

An Access ID is required to request access to the Mitigation eGrants system. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant agency to get the appropriate Access ID. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

To read more detailed instructions for creating a profile on the FEMA Portal and registering for eGrants, see the job aid: "Registering for eGrants Accounts" on the FEMA web: <https://www.fema.gov/media-library/assets/documents/17425?id=3865>.

AOR Authorization. After creating a profile on the FEMA Portal and registering for Mitigation eGrants system access, FEMA Regions review eGrants access requests from Applicants, and Applicants review eGrants access requests from their Subapplicants. Applicants should contact their appropriate FEMA Regional Office, and Subapplicants should contact their Applicant

agency regarding the status of their registrations. Contact information for the FEMA Regional Offices is provided on the FEMA website: <https://www.fema.gov/about-agency>. Contact information for the SHMOs is provided on the following FEMA webpage: <http://www.fema.gov/state-hazard-mitigation-officers>.

Approved users will receive an email from the eGrants system that indicates what system privileges have been authorized. “Sign/Submit” privileges are given to the AOR. Other users may be given “Create/Edit” and/or “View/Print” privileges. Once access is approved, users can login to the Mitigation eGrants system to create and manage their applications online. Only AORs, individual who can make legally binding commitments for the Applicant/Subapplicant organization, who have “Sign/Submit” privileges will be able to submit applications in the Mitigation eGrants system.

Applicants and Subapplicants are, therefore, encouraged to register on the FEMA Grants Portal and request access to the Mitigation eGrants system at the time of this announcement to ensure the ability to meet required submission deadlines. After you have been approved for access to the Mitigation eGrants system, you will be able to create applications online.

Electronic Signature. Applications submitted through the Mitigation eGrants system constitute electronically signed applications. The registration and account creation for the AOR establishes the AOR for each Applicant/Subapplicant’s organization.

If you experience difficulties with the eGrants system, please contact the helpdesk by telephone: 1-855-228-3362 or email: MTeGrants@fema.dhs.gov.

The Federal awarding agency may not make a Federal award to an applicant until the Applicant has complied with all applicable DUNS and SAM requirements and, if an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the State’s process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget’s home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Program Funding Restrictions. No Applicant may receive more than 15 percent of the appropriated PDM funding, or \$15 million, per Section 203(f)(2)(B) of the Stafford Act.

As directed by the appropriations language, FEMA will use the majority of PDM grant funding for mitigation projects.

The maximum Federal share for PDM activities is as follows:

- \$4 million for mitigation projects
- \$400,000 for new mitigation plans consistent with 44 CFR Part 201
- \$300,000 for state/territorial and multi-jurisdictional local or tribal mitigation plan updates
- \$150,000 for single jurisdiction local or tribal mitigation plan updates
- 10 percent of plan and project subapplications for information dissemination activities including public awareness and education (brochures, workshops, videos, etc.) related to a proposed planning or project activity
- 5 percent of plan and project subapplications for Subapplicant management costs
- 10 percent of grant application for Applicant management costs for administering and managing grant and subgrant activities

The Mitigation eGrants system will not allow subgrant applications in excess of these funding limits.

Allowable costs are:

- Training related costs
- Domestic travel costs
- Construction and renovation costs
- Equipment costs

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 CFR Part 200, available on the internet: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Unallowable costs are:

- Exercise related costs
- Operational Overtime costs

More detailed information is available in Part III, E.1, Eligible Activities, of the HMA Guidance available at <http://www.fema.gov/media-library/assets/documents/103279>.

Pre-Award Costs. Pre-award costs directly related to developing the PDM grant application or subapplication incurred after the application period has opened but prior to the date of the grant award are allowed. Such costs may have been incurred, for example, to develop a Benefit Cost Analysis, to gather Environmental and Historic Preservation data, for preparing design specifications, or for workshops or meetings related to development and submission of applications and subapplications. Applicants and Subapplicants may identify pre-award costs as their non-Federal cost share in the Cost Share section of the subapplication.

Costs associated with implementation of the submitted grant application or subapplication incurred prior to grant award are not allowed. Mitigation activities initiated or completed prior to award are not eligible.

Applicants and Subapplicants who are not awarded grants or subgrants (awards/subawards) will not receive reimbursement for the corresponding pre-award costs. More detailed information is provided in the HMA Guidance, Part IV, F.2, Pre-Award Costs, available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Management and Administration (M&A) Costs. Management costs are any indirect costs and administrative expenses that are reasonably incurred in administering an award or sub-award. Applicant and Subapplicant management cost activities directly related to the implementation of the PDM program, such as subapplication development, geocoding mitigation projects, delivery of technical assistance, or managing awards and staff salary costs, are eligible for PDM funding in accordance with the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Applicants may apply for up to 10 percent of the PDM grant application for Applicant management costs. Applicant requests for management costs must be submitted in a management costs subgrant application in the Mitigation eGrants system (see the Content and Form of Application Submission subsection).

Subapplicants may apply for up to 5 percent of plan and project subapplications for Subapplicant management costs. Subapplication management cost activities must be included as part of the Subapplicant's planning or project subgrant application in the Mitigation eGrants system.

Management costs are only awarded in conjunction with awarded project or planning subapplications. Applicants and Subapplicants who do not receive awards/subawards for any planning or project subapplications will not receive reimbursement for management costs (see Review and Selection Process in Section E).

Indirect Facilities & Administrative (F&A) Costs. Indirect costs are allowable under this program as described in 2 CFR § 200.414. With the exception of Recipients who have never received a negotiated indirect cost rate as described in 2 CFR § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

Applicants and Subapplicants proposing projects that have the potential to impact the environment, including but not limited to modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to adversely impact environmental resources and/or historic properties.

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

In order to meet the statutory requirement for allocation of funds in Section 203(f)(2)(A) of the Stafford Act, FEMA will select eligible planning and project subapplications from each State, Territory and the District of Columbia in order of the Applicant's rank (#1–19) to the lowest ranked subapplication that brings the total selection to \$575,000.

For example, an Applicant's #1 ranked subapplication for \$100,000 Federal share and #2 ranked subapplication for \$300,000 would be selected; however, the #3 ranked subapplication for \$176,000 will be

considered on a competitive basis because it brings the total selection over the allocation limit.

If an Applicant's highest ranked planning or project subgrant application exceeds \$575,000 Federal share, then the Applicant will not receive an allocation. Instead, all of the Applicant's planning and project subapplications will be considered on a competitive basis only.

FEMA will offer Native American Tribal Applicants the same allocation as the states and territories up to a total of 10% of the appropriated PDM funding, or \$10 million, for Tribal allocations. FEMA will select the eligible planning and project subapplications from Tribal Applicants in rank order (#1–19) to the lowest ranked subapplication that brings the total selection to \$575,000.

For example, #1 ranked subapplication for \$475,000 Federal share is selected; however, #2 ranked subapplication for \$101,000 will be considered on a competitive basis because it brings the total selection over the allocation limit.

If a Tribal Applicant's highest ranked planning or project subgrant application exceeds \$575,000 Federal share, then the Tribe will not receive an allocation. Instead, all of the Tribe's planning and project subapplications will be considered on a competitive basis only.

Cost sharing will not be considered in the review process.

Review and Selection Process

FEMA will review the 18 highest ranked planning and project subapplications, not to exceed eight projects, plus one management cost subapplication submitted by each Applicant to ensure compliance with the HMA Guidance, including eligibility of the Applicant and Subapplicant; eligibility of proposed activities and costs; completeness of the subapplication; cost effectiveness and engineering feasibility of mitigation projects; and eligibility and availability of non-Federal cost share. For more detailed information, see Part VI, Application Review Information, of the HMA Guidance available on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

FEMA will select eligible planning and project subapplications up to the available amount of funding in order of the agency's priorities:

1. Planning and project subapplications from each State, Territory and the District of Columbia in order of the Applicant's rank (#1–19) to the lowest ranked subapplication that brings the total selection up to a maximum of \$575,000 Federal share per Applicant. If an Applicant's highest ranked planning or project subgrant application exceeds the maximum amount of \$575,000 Federal share, then the Applicant will not receive the allocation.

Instead, all of the Applicant's planning and project subapplications will be considered on a competitive basis only, as described in priorities 3 through 6.

2. Planning and project subapplications from each Tribal Applicant in the Tribe's rank order (#1–19) up to a maximum of \$575,000 Federal share per Tribe not to exceed \$10 million total for Tribes. If a Tribe's highest ranked planning or project subapplication exceeds \$575,000 Federal share, then the Tribe will not receive the allocation. Instead, all of the Tribe's planning and project subapplications will be considered on a competitive basis only, as described in priorities 3 through 6.
3. Planning subapplications from Applicants that do not have HMGP planning funds available. Section H, Additional Information provides information on the HMGP.
4. Project subapplications from Applicants that do not have HMGP regular project funds available:
 - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
 - ii. Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
 - iii. Acquisition, elevation and mitigation reconstruction projects
 - iv. Generators for critical identified in a FEMA-approved Mitigation Plan
5. Planning subapplications from Applicants that have HMGP planning funds available
6. Project subapplications from Applicants that have HMGP regular project funds available
 - i. CRMA projects and pre- or post-wildfire mitigation activities or any mitigation action that utilizes green infrastructure approaches
 - ii. Non-flood hazard mitigation projects and non-acquisition/elevation/mitigation reconstruction flood mitigation activities
 - iii. Acquisition, elevation and mitigation reconstruction projects

iv. Generators for critical facilities

For the competitive subapplications in priority categories 3 through 6 above, FEMA will further prioritize subapplications as follows:

- Small, impoverished community status;
- FEMA-validated residential or commercial Building Code Effectiveness Grading Schedule (BCEGS) rating, as appropriate to the activity type, from a grade of 1 to 10; and
- FEMA-validated Benefit Cost Ratio (BCR) for projects.

For more information on small, impoverished community status, see Cost Share or Match subsection under section C, Eligibility Information.

For more information on BCEGS, please visit the Insurance Services Office - Mitigation Online website: <http://www.isomitigation.com/bcegs.html>.

As directed by the appropriations language, FEMA will use the majority of funding for mitigation projects.

FEMA may select a subapplication out of priority order based upon one or more of the following factors:

- Availability of funding;
- Balance/distribution of funds geographically or by type of recipient;
- Duplication of subapplications;
- Program priorities and policy factors; and,
- Other pertinent information.

FEMA will select management costs subapplications for Applicants with selected planning/project subapplications on a case by case basis not to exceed 10 percent of the awarded planning/project subapplications or the amount requested, whichever is less.

Selected subapplications are given a status of Identified for Further Review. Eligible subapplications that are not Identified for Further Review due to funding limitations will be given a status of Not Selected. Planning and project subapplications that do not satisfy the eligibility and completeness requirements or were not considered due to exceeding the application limit: 18 mitigation activities with no more than eight projects will be given a status of Did Not Meet HMA Requirements.

At its discretion, FEMA may review a decision regarding a planning or project subapplication that Did Not Meet HMA Requirements only where there is an indication of material, technical, or procedural error that may have influenced FEMA's decision. There will be no reconsideration regarding the amount of Applicant management costs. For more detailed information on the selection

process, see Part V, B of the HMA Guidance available on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance>.

Prior to making an award, FEMA will evaluate a pass-through entity to determine the level of risk when there is a history of failure to comply with general or specific terms and conditions of a Federal award or failure to meet the expected performance goals. If FEMA determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award, as specified in the HMA Guidance, Part VI, B, available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

If the anticipated Federal award amount will be greater than the simplified acquisition threshold, currently \$150,000 (see 2 CFR §200.88):

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

Anticipated Announcement and Federal Award Dates

FEMA anticipates announcing the status of applications by the Projected Funding Selection Date of 08/30/2016.

FEMA will post the status of the planning and project subapplications on the FEMA website: <http://www.fema.gov/hazard-mitigation-assistance> and alert PDM webpage subscribers when the results of the review are published. For information on how to sign up for a FEMA webpage subscription, visit <https://www.fema.gov/subscribe-receive-free-email-updates>.

Applicants with planning/project subapplications that are Identified for Further Review will receive notification through the Mitigation eGrants system via an

automatic e-mail to the point(s) of contact designated in their PDM grant application.

F. Federal Award Administration Information

Notice of Award

FEMA will provide the Federal award package to the Applicant electronically via the Mitigation eGrants system. Award packages include an award letter, Obligating Document for Awards/Amendments, and Articles of Agreement, including EHP and/or other conditions. An email notification of the award package will be sent through the eGrants system to the Applicant point(s) of contact designated in the PDM grant application. See 2 CFR § 200.210,

Information contained in a Federal award:

<http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-210>.

When FEMA obligates funds for a grant to an Applicant, the Applicant and Subapplicant are denoted as Recipient and Subrecipient, respectively. The Recipient and Subrecipient agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement provided in the award package. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions.

For detailed information, see the HMA Guidance, Part VI, A on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Administrative and National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

The AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Mitigation Plan Requirement. All Applicants and Subapplicants must have a FEMA approved Mitigation Plan at the award date to receive a project award under this program in accordance with Title 44 CFR Part 201. More detailed information is provided Part III, E.5, Hazard Mitigation Plan Requirement, of the HMA Guidance available on the internet at <http://www.fema.gov/media-library/assets/documents/103279>.

Environmental Planning and Historic Preservation (EHP) Compliance. As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

Construction Project Requirements. Acceptance of Federal funding requires FEMA, the Recipient and any Subrecipients to comply with all Federal, state and local laws prior to the start of any construction activity. Failure to obtain all appropriate Federal, state and local environmental permits and clearances may jeopardize Federal funding.

1. Any change to the approved scope of work will require re-evaluation by FEMA for Recipient and Subrecipient compliance with the National Environmental Policy Act and other laws and Executive Orders.
2. If ground disturbing activities occur during construction, the Recipient and any Subrecipients must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify the Recipient and FEMA.

Acquisition Project Requirements. The Subrecipient must provide FEMA with a signed copy of the Statement of Voluntary Participation for each property post-award. The Statement of Voluntary Participation formally documents the Notice of Voluntary Interest and information related to the purchase offer. The Statement of Voluntary Participation is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/13708>.

Subrecipients must apply deed-restriction language to all acquired properties to ensure that the property is maintained in perpetuity as open space consistent with natural floodplain functions, as agreed to by accepting FEMA mitigation award funding. Deed-restriction language is applied to acquired properties by recording the open space and deed restrictions. The FEMA Model Deed Restriction is available on the FEMA website at <https://www.fema.gov/media-library/assets/documents/28496>.

Reporting

Recipients are required to submit financial and programmatic reports as a condition of their award acceptance throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award

activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Federal Financial Reporting Requirements. The SF-425, Federal Financial Reporting (FFR) form, *OMB #0348-0061*, is available from the Office of Management and Budget at:

https://www.whitehouse.gov/omb/grants_forms.

Recipients must submit the SF-425, FFR using the Payment and Reporting System (PARS). Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

Program Performance Reporting Requirements. The Performance Progress Report, SF-PPR, *OMB #0970-0334*, is available on the FEMA website at: <http://www.fema.gov/media-library/assets/documents/29485>.

Recipients must submit the SF-PPR using the Mitigation eGrants system.

Close Out Reporting Requirements. Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (SF-429) available online at:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Program Questions. General questions about the PDM program can be directed to the appropriate FEMA Regional Office or SHMO. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>. Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

The HMA Helpline is available via telephone: 1-866-222-3580 or email: HMAGrantsHelpline@fema.dhs.gov.

Financial and Administrative Questions. FEMA Regional Assistance Officers manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for this program. Contact the appropriate FEMA Regional Office for additional information. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>.

Technical Assistance. Upon request, FEMA will provide technical assistance. FEMA encourages Applicants and Subapplicants to seek technical assistance early in the application period by contacting their appropriate FEMA Regional Office. Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/about-agency>.

For questions about Benefit-Cost Analysis, contact the BC Helpline via telephone: 1-855-540-6744 or email: BCHelpline@fema.dhs.gov.

The Feasibility and Effectiveness Helpline is available for guidance on FEMA Building Science publications via email: FEMA-BuildingScienceHelp@fema.dhs.gov.

A Helpline for guidance on FEMA Safe Room publications is available via email: Saferoom@fema.dhs.gov.

The Environmental & Historic Preservation Helpline is available via telephone: 1-866-222-3580 or email: ehhelpline@fema.dhs.gov.

Mitigation eGrants System. Information, training and resources on the Mitigation eGrants system for Applicant and Subapplicant users are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>. The eGrants Helpdesk can be reached via telephone: 1-855-228-3362 or email: MTeGrants@fema.dhs.gov.

H. Additional Information

Extensions

Extensions to this program are allowed.

Recipients must submit proposed extension requests to FEMA for review and approval at least 60 days prior to the expiration of the grant period of performance.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the Recipient's respective Region and must contain specific and compelling justification as to why an extension is required. Recipients are advised to coordinate with the Region as needed when preparing an extension.

All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requests for extensions to a grant period of performance will be evaluated by FEMA but will not be approved automatically. The Regional Administrator can extend the period of performance for up to twelve months with justification. All requests to extend the grant period of performance beyond twelve months from the original grant termination date must be approved by FEMA Headquarters.

Other

Related HMA Programs

Hazard Mitigation Grant Program. The Hazard Mitigation Grant Program (HMGP) is authorized by Section 404 of the Stafford Act, 42 U.S.C. 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP funding is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. Indian Tribal governments may also submit a request for a major disaster declaration within their impacted areas.

The amount of HMGP funding available to the Applicant is based on the estimated total of Federal assistance, subject to the sliding scale formula outlined in 44 CFR § 206.432(b) that FEMA provides for disaster recovery under the Presidential major disaster declaration. The formula provides for up to 15 percent of the first \$2 billion of estimated aggregate amounts of disaster assistance, up to ten percent for amounts between \$2 billion and \$10 billion, and up to 7.5 percent for amounts between \$10 billion and \$35.333 billion. For States with enhanced plans, the eligible assistance is up to 20 percent for estimated aggregate amounts of disaster assistance not to exceed \$35.333 billion. No more than seven percent of the HMGP funds available may be used for mitigation planning. The remaining funds may be used for regular projects. Local governments are considered Subapplicants and must apply to their Applicant State/territory.

Flood Mitigation Assistance. The Flood Mitigation Assistance (FMA) program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended (NFIA), 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program. FMA funding is available through National Flood Insurance Fund for flood hazard mitigation projects as well as plan development and is appropriated by Congress.

The total amount of funds distributed for FMA is determined once the appropriation is provided for a given Fiscal Year. All 50 States, the District of Columbia, U.S. Territories, and Federally-recognized Native American Tribal governments are eligible to apply for FMA funds. Projects that mitigate severe repetitive loss and repetitive loss properties are the priority for FMA funding. Local governments are considered Subapplicants and must apply to their Applicant State/territory.

Further information regarding these programs is available in the HMA Guidance on the FEMA website: <http://www.fema.gov/media-library/assets/documents/103279>.

Payment

FEMA utilizes PARS for financial reporting, invoicing and tracking payments. Additional information on PARS can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a SF-1199A, Direct Deposit Form.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, Recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when

making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The Recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to the FEMA Program Analyst within five days of learning of the conflict of interest. Similarly, Subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, or his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an Applicant, Subapplicant, Recipient, Subrecipient, or FEMA employee.