



# Texas Division of Emergency Management Recovery, Mitigation and Standards

## Section 404 Hazard Mitigation Grant Program (HMGP) Application Introduction, Instruction, and Information

### **INTRODUCTION**

The Hazard Mitigation Grant Program (HMGP) assists states and local communities in implementing long-term hazard mitigation measures following a major disaster. The funding for this program is based on a 75% federal and 25% local cost share. Further information concerning Texas' involvement in the HMGP can be found in the current Texas Division of Emergency Management (TDEM) Hazard Mitigation Grant Administrative Plan.

If you require technical assistance with this application, or to request a copy of the current TDEM Hazard Mitigation Grant Program Administrative Plan please contact Texas Division of Emergency Management, Recovery, Mitigation and Standards (TDEM/RMS), Mitigation Section at (512) 377-0023 or [TDEM-Mitigation@dps.texas.gov](mailto:TDEM-Mitigation@dps.texas.gov).

### **INSTRUCTIONS**

The application and attachments can be found on the following websites:

<http://www.dps.texas.gov/dem/ThreatAwareness/hurricaneHarveyInfo.htm>

<https://grants.dps.texas.gov/>

Please complete ALL sections and provide the documents requested. All questions must be answered completely and accurately. TDEM and the Federal Emergency Management Administration (FEMA) staff reviewing the application will not be familiar with your community, the specific project area, and the need for the proposed project. Therefore, it is the responsibility of the applicants to ensure the application addresses all of the questions and requirements. This is particularly important given the competitive nature of the grant program. If you are unsure as to the meaning of a particular question, contact TDEM for clarification.

### **ELIGIBILITY**

TDEM, as the grantee, is responsible for ensuring applicants meet the eligibility requirements and projects are eligible for HMGP funding.

#### **Applicant Eligibility:**

1. HMGP projects must be from an eligible applicant. (i.e., Municipality, City, County, Special District, Tribe, Eligible Nonprofit Agency, or Organization).
2. Applicant must have an approved hazard mitigation plan. For private non-profit organizations, the community where the project is located must have an adopted plan.

#### **Project Eligibility:**

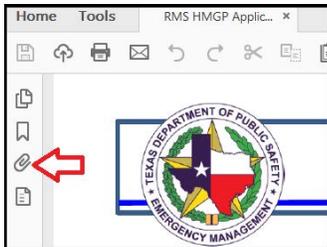
1. Projects cannot be retroactively funded through HMGP. Therefore, projects already in progress or completed will not be considered.
2. HMGP projects must comply with the FEMA approved state and applicable local hazard mitigation plan.
3. HMGP projects must meet all applicable codes and standards for the project locale (i.e., construction, public notifications, etc.).
4. HMGP projects must have a direct beneficial impact upon the designated disaster area, whether or not the project is located in the designated area.
5. HMGP projects must comply with 44 Code of Federal Regulations (CFR) part 9, Floodplain Management and Protection of Wetlands and 44 CFR, part 10, Environmental Considerations.
6. HMGP projects must solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible.
7. HMGP projects must be cost effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster.
8. HMGP projects must provide the best solution. Sub-applicants must demonstrate that after consideration of a range of options for the mitigation measure, it has been determined that the proposed project is the most practical, effective, and environmentally sound solution.

## Project Eligibility - Continued

9. HMGP projects must contribute to a long-term solution that is the most practicable. Ideally, it should integrate hazard mitigation principles with existing programs and overall community planning.
10. HMGP projects must consider long-term effects. Projects should address, when applicable, long-term changes to the areas and entities it protects, and ensure manageable future maintenance and modification requirements.
11. HMGP projects must address a problem that has been repetitive or that possesses a significant risk if left unsolved.
12. HMGP projects must cost less than the anticipated value of the reduction in both direct damage and subsequent negative impacts to the area if future disasters occur.

## ATTACHMENTS

Below are the attachments related to this application. You can access the attachments by clicking the paper clip symbol on the left side of the form (see image below).



## Attachment List

1. Budget Worksheet
2. Budget Worksheet Instructions
3. Designation of Subrecipient Agent (DSA) Form (Note: See Grant Management System for additional information below)
4. Environmental Historical Preservation (EHP) Checklist
5. FEMA Benefit Cost Analysis (BCA) Toolkit Instructions to Install
6. Property Site Inventory Worksheet (*Required for Acquisition, Elevation, and Mitigation Reconstruction projects*)
7. Three SF424 Forms (SF424-Application for Federal Assistance, SF424B-Non-Construction Assurances and SF424D-Construction Assurances)
8. FEMA Form Certifications Regarding Lobbying
9. FEMA Form Disclosure of Lobbying Activities

## REQUIRED DOCUMENTATION

Below is the minimum required documentation that must be submitted with the application.

Note: **This is not an all inclusive list** since requirements may vary depending on project type and the sub-applicant.

1. Application (with supporting documents used for additional space or to clarify answers)
2. Map(s), Photo(s), Drawing(s), etc. as required in the application
3. EHP Checklist
4. FEMA Insurance Rate Map (FIRM) per the EHP Checklist
5. Supporting Documentation per EHP Checklist
6. Budget Worksheet
7. Property Site Inventory Worksheet (*Required for Acquisition, Elevation and Mitigation Reconstruction projects*)
8. BCA zip file
9. Certification and Signature of Authorized Agent (page 10 of the application)
10. Floodplain Manager Authorization Form (page 11 of the application)
11. DSA Form
12. All three SF424 forms (SF424, SF424B and SF424D)
13. FEMA Form Certifications Regarding Lobbying (also includes Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements)
14. FEMA Form Disclosure of Lobbying Activities (Complete to disclose lobbying activities pursuant to 31U.S.C.1352)

## GRANT MANAGEMENT SYSTEM (GMS)

The Division of Emergency Management uses the GMS on-line system to manage the HMGP and other FEMA grant programs. For more information and to register for access please visit <https://grants.dps.texas.gov/index.cfm>.

Note: The DSA Form provides the information needed to set up the contact information in the system.



# Texas Division of Emergency Management Recovery, Mitigation and Standards

## Section 404 Hazard Mitigation Grant Program (HMGP) Application Form

Disaster Declaration #: FEMA-4332-DR-TX

Declaration Date: August 25, 2017

### SUB-APPLICANT INFORMATION

Name of Sub-applicant Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### Check One:

State Government

Local Government

Federally Recognized Tribe

Private Non-Profit

Tax ID #: \_\_\_\_\_ DUNS #: \_\_\_\_\_ FIPS Code: \_\_\_\_\_

(Data Universal Numbering System)

State Legislative House District(s): \_\_\_\_\_ State Legislative Senate District(s): \_\_\_\_\_

Congressional House District(s): \_\_\_\_\_

National Flood Insurance Program (NFIP) Community Identification #: \_\_\_\_\_

(This number can be obtained from the FIRM map for your area)

NFIP Community Rating System Class # (if available): \_\_\_\_\_

### PROJECT INFORMATION

Project Title: \_\_\_\_\_

### Application Type: (select from the following)

Standard HMGP

5% Initiative

Planning

Phased Project

### Project Type: (select from the following)

Acquisition

Elevation

Residential Saferoom

Community Saferoom

Drainage

Generator

Wildfire

Structural Retrofit

Other: \_\_\_\_\_

### Hazards to be Mitigated: (select from the following)

Flood

Wind

Wildfire

Subsidence

Storm Surge

Other: \_\_\_\_\_

*Note: A Property Site Inventory Worksheet (see attached) is required for Acquisition, Elevation, and Mitigation Reconstruction projects)*

## **SCOPE OF WORK**

### **Project Description:**

*Description must include: what hazard(s) the project will address, type of project (drainage, safe room, fuel reduction, buy-out, etc., and/or infrastructure), step by step description of the major elements of the project (contracting, construction elements, close-out, etc.), and how the project will be accomplished by the end of the 36 month period of performance (PoP). Attach extra pages as necessary.*

**Project Objectives - Problem Solutions/Hazard Reduction:**

*Description must include: how the project will independently solve the problem, the level of protection provided by the project, how the project will increase the level of protection to the citizens and/or properties, the number of people and properties that will directly benefit from the project, and how the project will ultimately reduce the costs associated with recovery from future disasters. Attach extra pages as necessary.*

**Project Objectives - Outcome, Level of Effort and Milestones:**

*Description must include: major milestones for the project (contracting complete, final engineering/design complete, mobilization for construction, construction phase(s), activities associated with these steps, percentage of total project budget or dollar amounts associated with these steps. Attach extra pages as necessary.*

**Milestones/Timeline:**

List the major milestones (e.g. designing, engineering, permitting, etc.) for the project by providing an estimated timeline for the critical activities not to exceed a 36 months. These milestones should correspond with the Project Objective description above and budget. For the Starting Month column below, please enter the month (1 through 24) you will begin this milestone once you receive your award (i.e. Month 1 would be the same month as your performance period start date, Month 36 is the last month of your performance period.) For the Mos. to Complete column, please enter the number of months it will take to complete the milestone. (See examples below)

	<b>Milestone</b>	<b>Starting Month</b>	<b>Est. Mos. to Complete</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**Project Objectives - Project Staff and Management:**

*Description must include: how the sub-applicant will organize and manage the project to ensure successful completion within the project period of performance, a brief description of all staff associated with the project by position and what their role and responsibilities are for completing the project within the period of performance. Attach extra pages as necessary.*



**MAPS**

Two maps must be provided with your application. One must show the general location of the project site and the other must show the specific project site. In certain cases when there are no maps available, substitute with an overview photo, drawing or sketch. Ensure it is legible, shows magnetic north, and has major landmarks noted for orientation.

Map Depicting Project Site: (check the boxes to indicate what type of maps are attached)

City, County, or District scale map showing the entire project area with the project site and structures marked on the map.

USGS 1:24,000 topographical map with project site marked on the map.(Map depicting relationship to existing features – natural and otherwise)

- 1. Rivers, lakes, streams, wetlands, saltwater, etc.
- 2. Geologic features, steep slopes, unstable areas
- 3. Roads, bridges, buildings, etc.

**For acquisition or elevation projects**, include a copy of the Parcel Map (Tax Map, Property Identification Map, etc). with each property in the project clearly marked on the map. **Use SAME ID number as in the Property Site Inventory Worksheet.**

**NOTE:** On one or both of the maps and depending on the type of project, you may depict multiple requirements that are listed below, instead of a separate map for each.

**Photos, Sketches, Drawings, Engineer Designs, etc:**

These help clarify the project setting and the potential impacts of the project on the environment (soils, vegetation, hydrology, wildlife) and they assist in understanding the written description of the project, especially if contours and elevations are provided. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, drainage areas, etc; which affect the project site or will be affected by the project. If photos are provided, then FEMA may not need to conduct a site visit, thereby, reducing the review time. Include ALL engineering calculations and quantity determinations for this project. These are in addition to any map substitutions. Please check the box below for the items you are attaching to your applicaiton, if any:

Photographs	Engineering Designs (including calculation and quantity determinations)
Sketches/Drawings	Other

**ENVIRONMENTAL HISTORICAL PRESERVATION (EHP) COMPLIANCE**

Please complete the EHP Checklist (see attachment) and include in the application submission.

As a Federal agency, the Department of Homeland Security (DHS) / Federal Emergency Management 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. Grant recipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities (including installation of equipment), or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. More information about the EHP requirement can be found at the following links:

<https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

<https://www.fema.gov/media-library/assets/documents/26621>

Maps will also be required for this portion of the application. If you have photos, sketches, drawings, engineer designs, etc. that will help clarify the project location and structures, please be sure to include them with your application.

**BUDGET INFORMATION**

Please complete the Budget Worksheet attachment by following the attached "Budget Worksheet Instructions". You can access the attachment by clicking on the paper clip on the left side of the form.

Once the budget has been completed, provide the following information from the worksheet:

*(Note: Enter numbers only (no \$ or comma's) as the fields is automatically formatted)*

**Total Project Costs:** \_\_\_\_\_

**Applicants Cost Share:** \_\_\_\_\_

**Federal Amount:** \_\_\_\_\_

*Reminder: Applicant must include the Budget Worksheet when submitting the application*

**BENEFIT COST ANALYSIS**

Applicants must demonstrate mitigation projects are cost effective. The Benefit Cost Tool Version 5.3 is used to perform benefit cost analysis for applications submitted under FEMA’s Hazard Mitigation Assistance Grant Programs. To use this tool, you must first download the file from the website (see link below). If you have any questions about the new BCA software program, please contact the BC Helpline at [bchelp@dhhs.gov](mailto:bchelp@dhhs.gov) or at 1-855-540-6744.

<https://www.fema.gov/media-library/assets/documents/128334>

Once the BCA has been completed, provide following information from the BCA:

*(Note: Enter numbers only (no \$ or comma's) as the fields is automatically formatted)*

**Total Project Cost:** \_\_\_\_\_

**Total Value of Project Benefits:** \_\_\_\_\_

**Benefit Cost Ratio:** \_\_\_\_\_

*Reminder: Applicant must include a zip file of the BCA when submitting the application*

**BCA Exceptions**

- **Acquisition Projects** - The acquisition of structures that are declared Substantially Damaged (from any origin) and located in a riverine Special Flood Hazard Area (SFHA) on a preliminary or effective FIRM is considered cost effective.
- **Residential Safe Room Projects** - The pre-calculated benefit provides standardized Benefit-Cost Analysis (BCA) benefit values associated with residential safe rooms so that individual BCAs are not required, as long as the project costs do not exceed \$5,421.32 (in Texas).
- **Acquisition and Elevation Projects** - The national average for benefits for acquisition and elevation projects is \$276,000 for acquisition projects and \$175,000 for elevation projects. **FEMA determined the acquisition or elevation of a structure located in the 100-year floodplain for which costs are equal to or less than the amount of benefits noted above is cost effective.** For projects that contain multiple structures, the average cost of all structures in the project must meet this criterion. There is no need for recipients to conduct a separate BCA for a structure that meets this criterion.
- A wind retrofit project is considered cost effective as long as the total project costs are less than the costs listed below:

<u>Mitigation Package Type</u>	<u>Roof Replacement Project</u>	<u>Maximum Costs</u>
Intermediate Protection	No	\$13,153
Intermediate Protection	Yes	\$24,920
Advanced Protection	No	\$40,252
Advanced Protection	Yes	\$52,018

## CERTIFICATION AND SIGNATURE OF AUTHORIZED AGENT FORM

The Chief Elected Official (jurisdiction) or Executive Director (non-jursidiction) must certify the following statements before the project listed below will be considered for Hazard Mitigation Grant Program (HMGP) funding.

**Name of Sub-Applicant (jurisdiction/non-jurisdiction) Identified in the Application:**  
*(auto-populated from the first page of the application)*

**Project Titles Identified in the Application:**  
*(auto-populated from the first page of the application)*

**To certify, please check the boxes and sign below:**

The undersigned will ensure all State and Federal requirements related to the HMGP funding are fulfilled.

The undersigned understands that the jurisdiction/non-jursdiction applying for this grant is liable for the required matching funds (local share) related to the project listed above.

The undersigned has reviewed and approved the project and information contained in the application.

**Signature of the Authorized Agent**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# FLOODPLAIN MANAGER AUTHORIZATION FORM

Please provide the following information for the designated Floodplain Manager for the project listed below.

Date: \_\_\_\_\_

Sub-Applicant: \_\_\_\_\_

Disaster Declaration: **FEMA 4332-DR-TX**

Project Title: \_\_\_\_\_

Project Number (if known): \_\_\_\_\_

## Floodplain Manager Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

## Floodplain Manager Certification Information:

CFM Certification Number: \_\_\_\_\_

If not a CFM, please enter the date of attendance for:

CFM - 1 Week Course: \_\_\_\_\_

Floodplain 101 Course: \_\_\_\_\_

## Certification:

By signing below, the above Floodplain Manager is authorized to represent and act on behalf of the sub-applicant in all floodplain matters related to the project and grant listed above

\_\_\_\_\_  
Signature of Authorized Official/Project Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Please submit completed form(s) with the application email as an attachment.**

## **SUBMITTAL INSTRUCTIONS:**

- Review the application and ensure all questions are answered and all documents are attached. Below is the minimum required documentation. **Note:** This is not an all inclusive list since requirements may vary depending on project type and the subgrantee.

1. Application (with supporting documents used for additional space or to clarify answers)
2. Map(s), Photo(s), Drawing(s), etc. as required in the application
3. EHP Checklist
4. FIRM Map(s) per the EHP Checklist
5. Supporting Documentation per EHP Checklist
6. Budget Worksheet
7. Property Site Inventory Worksheet (*Required for Acquisition, Elevation, and Mitigation Reconstruction projects*)
8. BCA zip file
9. Certification and Signature of Authorized Agent (page 10 of the application)
10. Floodplain Manager Authorization Form (page 11 of the application)
11. DSA Form
12. All three SF424 forms (SF424, SF424B and SF424D)

- Upon completion of the application, save your file by clicking the Save As button below and name your file with the following structure:

Disaster# Grant - Jurisdiction/Organization Name - Project Type

**Example: 4332 HMGP - Test, City of - Generator**

- Submit completed application via email by clicking on this link: [TDEM-Mitigation@dps.texas.gov](mailto:TDEM-Mitigation@dps.texas.gov)