



STATE OF NEVADA DIVISION OF EMERGENCY MANAGEMENT HAZARD MITIGATION MANUAL

An overall guide to FEMA Hazard Mitigation Assistance

April 2023



Table of Contents

What is Hazard Mitigation	2
Hazard Mitigation Defined.....	
Investment in Hazard Mitigation	3
Nevada Hazard Mitigation Working Group	4
Mitigation in Nevada	5
Hazards.....	
Hazard Mitigation Planning	
The Connection between the Mitigation Plan and Grant.....	6
Plan Requirements for Grant Funding.....	7
Federal Hazard Mitigation Assistance Grants	9
Grant Programs Overview.....	
Hazard Mitigation Grant Program	
Hazard Mitigation Grant Program Post Fire.....	11
Building Resilient Infrastructure and Communities.....	13
Flood Mitigation Assistance.....	15
Safeguarding Tomorrow Revolving Loan Program.....	17
Hazard Mitigation Assistance Program Requirements	18
HMA Grants Application Process	21
Elements Needed in a HMA Grant Program Application.....	22
Ineligible Mitigation Activities.....	23
Electronic Grants Management Systems.....	24
Award Process.....	26
Definitions	27



Hazard Mitigation is any sustainable action that reduces or eliminates long-term risk to people and property from future disasters. Mitigation planning breaks the cycle of disaster damage, reconstruction, and repeated damage. Hazard mitigation includes long-term solutions that reduce the impact of disasters in the future.



Hazard Mitigation Saves \$\$

**SMART INVESTING
MITIGATION SAVES**

**EVERY \$1
SPENT ON
MITIGATION,
SAVES \$6
ON FUTURE
DISASTER
LOSSES**

Natural Hazard Mitigation Saves, 2017 Interim Report
nibs.org/mitigationsaves

National Institute of
BUILDINGS & FIRE SAFETY

FEMA

National Benefit-Cost Ratio (BCR) Per Peril <i>*BCR numbers in this study have been rounded</i>	Beyond Code Requirements	Federally Funded
Overall Hazard Benefit-Cost Ratio	\$4:1	\$6:1
Riverine Flood	\$5:1	\$7:1
Hurricane Surge	\$7:1	Too few grants
Wind	\$5:1	\$5:1
Earthquake	\$4:1	\$3:1
Wildland-Urban Interface Fire	\$4:1	\$3:1





Nevada Hazard Mitigation Working Group

The Nevada Hazard Mitigation Working Group (HMWG) is established through the authority contained in Nevada Revised Statutes Chapter 414, which authorizes the Chief of the Nevada Division of Emergency Management to carry out the emergency management program for the State of Nevada.

The purpose of the Working Group is to advise the Chief on Hazard Mitigation Assistance (HMA) which includes planning, projects, and policies. All hazards, including natural and man-made, may be considered, and the Work Group should adhere to the State Hazard Mitigation Plan prepared in accordance with the federal Disaster Mitigation Act of 2000.

Nevada Hazard Mitigation Work Group is responsible for:

- Providing recommendations for the implementation of the State Hazard Mitigation Plan through the following actions:
 - Encourage local and regional, multi-jurisdictional governmental agencies, and the private sector to prepare their own hazard mitigation plans
 - Support the preparation of appropriate proposals from state agencies and encourage local and regional, multi-jurisdictional governmental agencies to submit proposals for HMA in Nevada
 - Review proposals submitted for HMA grant programs and make recommendations to the Chief for priorities for funding
 - Assist Nevada DEM in the preparation of formed proposals to FEMA for HMA
 - Promote activities that contribute toward building disaster-resistant communities throughout Nevada
 - Assess risks from hazards in Nevada and use risk assessments in the development of Hazard Mitigation Plan and the evaluation of proposals for HMA
- Reviewing and recommending revisions to the State Hazard Mitigation Plan as requested by the Chief and/or required by the state or federal law



Hazards Identified in Nevada sourced from the State
Hazard Mitigation Plan

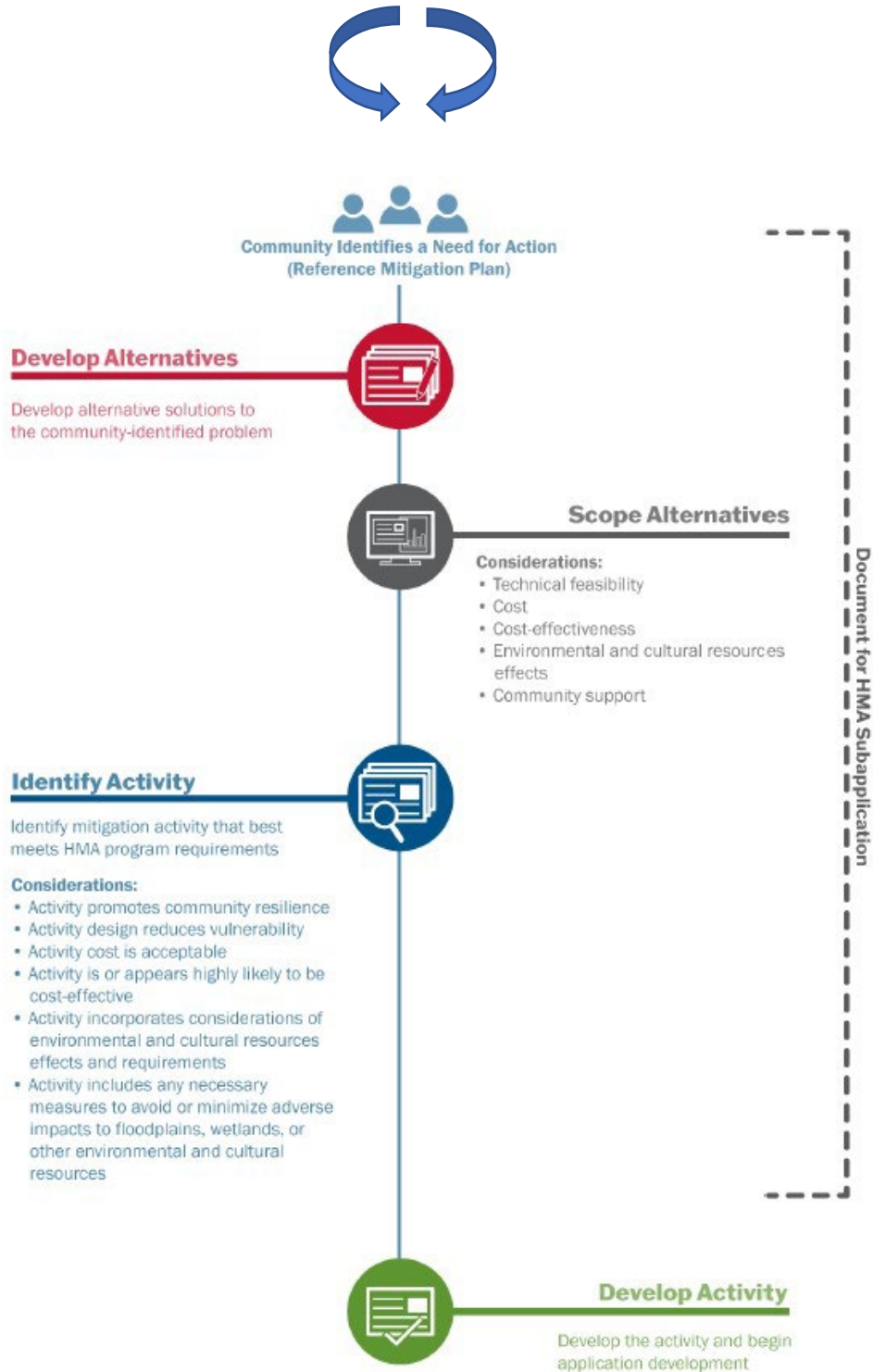
• Avalanche	• Drought
• Earthquake	• Infectious Diseases
• Expansive Soil	• Floods
• Straight-Line Winds	• Extreme Heat
• Infestation	• Landslide and Debris Flow
• Winter Storms and Extreme Cold	• Fissures and Subsidence
• Tornado	• Seiche
• Volcanoes	• Thunderstorms and Lightning
• HAZMAT	• Dam Failure
• Flash Floods	• Wildland Fire and Wildland Urban Interface

Hazard Mitigation Planning

- ✓ The first step in the Hazard Mitigation Assistance grant process involves selecting potential mitigation activities based on the current community needs. Selecting a mitigation activity is the link between the jurisdiction’s mitigation plan and scoping by allowing the applicant and sub applicant to select the most appropriate mitigation activity that best addresses the vulnerabilities associated with the identified hazard risk(s) while considering current priorities, climate change and resilience.
- ✓ **Note: the hazard risks that are prioritized for your community should be listed in your Hazard Mitigation Plan (local or state) in the Mitigation Actions Section to develop and apply for a mitigation project.**



The connection between the Hazard Mitigation Plan (state or local) and Funding





Is a Hazard Mitigation Plan Required to Apply for FEMA Funding?

The table below summarizes hazard mitigation plan requirements for state, tribal, territorial, and local officials who are applying to FEMA for assistance either directly or through a state as sub-applicants.

- Note: Hazard Mitigation Plans need to be updated and re-submitted to FEMA for approval every 5 years to maintain eligibility. **Hazard Mitigation Plan Update planning grants provide the opportunity to update your plan with current hazard risks in your area.**

FEMA Assistance Program	Required for a State/Tribal Applicant?	Required for a Tribal/Local Sub Applicant?
Fire Mitigation Assistance Grants (FMAG)	Yes	No
Hazard Mitigation Grant Program Post Fire	Yes	Yes
Hazard Mitigation Grant Program--planning grant	Yes+	No
Hazard Mitigation Grant Program--project grant	Yes+	Yes++
Building Resilient Infrastructure and Communities (BRIC) planning grant	Yes*	No
Building Resilient Infrastructure and Communities (BRIC) project grant	Yes*	Yes**
Safeguarding Tomorrow Revolving Loan Fund Program	Yes	Yes
Flood Mitigation Assistance (FMA)—planning grant	Yes*	No
Flood Mitigation Assistance (FMA)—project grant	Yes*	Yes**
Rehabilitation of High Hazard Potential Dam (HHPD) Grant Program	Yes#	Yes#



Notes:

+ At the time of the Presidential major disaster declaration and at the time of the obligation of HMGP grant funds

++ At the time of obligation of HMGP grant funds for mitigation projects

*By the application deadline and at the time of obligation of the BRIC of FMA award

**By the application deadline and at the time of the obligation of BRIC or FMA grant funds for mitigation projects

#Mitigation plans must include all dam risk in accordance with the requirements set for in the Rehabilitation of High Hazard Potential Dams Grant Program Guidance. Dams owned by nonprofit organizations must be located in a jurisdiction with a FEMA-approved local or tribal mitigation plan that includes all dam risks in order to receive funds



Federal Hazard Mitigation Assistance Grants

Overview of Hazard Mitigation Assistance Programs. The Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance programs support mitigation activities that reduce or eliminate potential losses to state, local, tribal, and territorial governments, fostering resilience against the effects of disasters. FEMA administers HMA programs that provide funding for hazard mitigation activities including mitigation projects and capability and capacity building.



Hazard Mitigation Grant Program provides funding to state, local tribal and territorial governments so they can develop hazard mitigation plans and rebuild in a way that reduces or mitigates future disaster losses in their communities. This grant funding is available after a presidentially declared disaster.

Funding: funding is made available after the President issues a major disaster declaration and is based on up to 15% or 20% of the estimated federal assistance provided. The state can use up to 7% of the total amount allocated to HMGP for planning activities and 5% for activities that are difficult to evaluate for cost effectiveness.

Cost Share and Management Costs: HMGP awards are required to have at least a 25% nonfederal cost share (excluding management costs). HMGP management costs are calculated at 5% of the federal funds provided and are reimbursed at 100%.

- ✓ Note—for HMGP, management costs (including indirect costs) must be on a separate cost estimate spreadsheet.

Award Period of Performance: application period begins with the date of the major disaster declaration and closes within 12 months of this date. Period of performance begins with the opening of the application period and ends no later than 36 months from the close of the application period.



Eligibility: state emergency management agencies and federally recognized tribes as the applicant and state agencies, local governments, federally recognized tribal governments and private nonprofit organizations as the sub applicant. Homeowners and businesses cannot apply; however a local community may apply for funding on their behalf.

Types of Eligible Projects

Hazard Mitigation Plans and Plan Updates	Acquisitions of hazard prone homes and business & Structure Demolition/Relocation	Post-disaster code enforcement
Structure Elevation above known flood levels	Floodproofing to historic residential structures and non-residential structures; levees, floodwalls	Drainage Improvement Projects
Reconstruction of damaged dwelling on an elevated foundation	Structural and non-structural retrofits to make a building more resistant to flood, earthquake, wind, wildfire, natural hazards	Retrofits to utilities and other infrastructure
Localized and nonlocalized Flood Risk Reduction Projects	Slope stabilization projects to prevent and reduce losses to structures or infrastructure	Generators
Safe Room Construction	Wind Retrofit for 1 and 2 Family Residences	Wildfire Mitigation
5% Initiative Projects	Advance Assistance/Project Scoping	Planning Related Activities
Earthquake early warning	Aquifer storage & recovery, floodplain & stream restoration, flood diversion & storage	Management Costs



Hazard Mitigation Grant Program Post-Fire (HMGP-PF) is post fire assistance to help communities implement hazard mitigation measures after wildfire disasters. The availability of HMGP Post Fire assistance is not contingent on a major disaster declaration and is instead triggered by a FMAG declaration.

Funding: the amount of funding available is a national aggregate calculation based on an average of historical FMAG declarations from the past 10 years. This amount is recalculated at the beginning of every fiscal year. Funding from multiple events are aggregated into one grant under the first declaration.

Cost Share and Management Costs: HMGP Post-Fire awards are required to have at least a 25% non-federal cost share (excluding management costs). HMGP-PF management costs are calculated at 5% of the federal funds provided and are reimbursed at 100%.

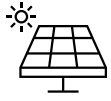
Award Period of Performance: the application period opens with the state or territory's first FMAG declaration of the fiscal year and closes 6 months after the end of that fiscal year. Application extensions may be requested. Period of performance begins at the opening of the application period and ends 36 months after close of the application period.

Eligibility: funding is first made available to the county, counties or burned tribal lands that received the FMAG declaration. Eligible mitigation activities may be outside of the declared area if the risk reduction benefits include the declared county or counties. If funding cannot be used in the declared areas, it may be made available statewide. States and territories that have received a FMAG declaration and certain federally recognized tribes are eligible to apply as the applicant. Federally recognized tribes with burned land and a FMAG declaration may choose to apply to FEMA for HMGP assistance as an applicant or can apply through states as sub applicants. Private nonprofits may act as sub applicants for HMGP Post Fire if they own or operate a private nonprofit facility.



FEMA Prioritizes Project Types into 5 Categories

Project Type	Examples of Prioritized Projects
Wildfire Mitigation	<ul style="list-style-type: none"> • Defensible space • Reducing hazardous fuels • Removing standing burned trees • Ignition resistant construction
5 Percent Initiative	<ul style="list-style-type: none"> • Installing warning signs
Infrastructure Retrofit	<ul style="list-style-type: none"> • Strengthen or harden water systems that were burned or caused contamination
Soil and Slope Stabilization	<ul style="list-style-type: none"> • Reseeding ground cover • Planting grass to prevent spread of noxious weeds • Mulching with straw or chipped wood • Placing logs/other erosion barriers to catch sediment on slopes • Installing debris traps to modify road and trail drainage mechanisms
Post-Wildfire Flood Prevention and Sediment Reduction	<ul style="list-style-type: none"> • Modifying or removing culverts • Adding drainage dips and constructing emergency spillways • Constructing straw, rock or log dams in small tributaries to prevent flooding



Building Resilient Infrastructure and Communities grant program supports

state, local, tribal and territorial governments as they undertake hazard mitigation activities, reducing risks they face from disasters and natural hazards. The program’s guiding principles are supporting communities through capability-and capacity-building, encouraging and enabling innovation, promoting partnerships, enabling large projects, maintaining flexibility and providing consistency. States, territories and federally recognized tribal governments must have received a major disaster declaration in the 7 years before the application period start date.

Funding: FEMA distributes billions of dollars each federal fiscal year and each state/territory is given a state “set aside” allocation in which the state and sub applicants can apply for funding. FEMA also allocates a tribal “set aside” amount in which the state’s federally recognized tribal governments may apply for funding. Additionally, eligible sub applicants can apply for the remaining federal funds that are not awarded from the state/territory/tribal allocations as part of the national competition.

Cost Share and Management Costs: BRIC awards are required to have at least a 25% nonfederal cost share (excluding management costs). BRIC management costs are calculated at 5% of the federal funds provided and are reimbursed at 100%.

Award Period of Performance: application submission dates and times are noted in the NOFO and posted on grants.gov. The Notice of Funding Opportunity comes out in August and the period of performance is 36 months and starts on the date of the recipients’s federal award. The period of performance can be extended upon request.

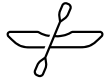
Eligibility: state emergency management agencies, territories and federally recognized tribes as the applicant and state agencies, local governments and federally recognized tribal governments as the sub applicant. Homeowners, businesses and nonprofit organizations cannot apply directly to FEMA; however, they can be included in a sub application submitted by an eligible applicant or sub applicant.



- ✓ State applicants prioritize project type based on state and local hazards (State Allocation). FEMA ranks projects based on technical and qualitative scoring criteria for competitive projects.

Types of Eligible Projects

Hazard Mitigation Plans and Plan Updates	Project scoping	Building code activities
Partnership activities	Planning Related Activities	Management Costs
Solar power microgrid activities	Acquisitions of hazard prone homes and business & Structure Demolition/Relocation	Structure Elevation above known flood levels
Drainage Improvement Projects	Floodproofing to historic residential structures and non-residential structures; levees, floodwalls	Reconstruction of damaged dwelling on an elevated foundation
Localized and nonlocalized Flood Risk Reduction Projects	Slope stabilization projects to prevent and reduce losses to structures or infrastructure	Aquifer storage & recovery, floodplain & stream restoration, flood diversion & storage
Retrofits to utilities and other infrastructure	Structural and non-structural retrofits to make a building more resistant to flood, earthquake, wind, wildfire, natural hazards	Safe Room Construction
Wind Retrofit for 1 and 2 Family Residences	Wildfire Mitigation	Wildfire and wind implementation
Generators	Green Infrastructure to reduce impacts of flood and drought	Phased Projects



Flood Mitigation Assistance grant program is a competitive program that involves funding to states, local communities, federally recognized tribes and territories. Funds can be used for projects that reduce or eliminate the risk of flood damage to structures insured by the **National Flood Insurance Program (NFIP)**.

Funding: funding is available through the National Flood Insurance Fund for hazard mitigation activities and plan development and is appropriated by Congress yearly.

Cost Share and Management Costs: FMA awards are required to have at least a 25% nonfederal cost share (excluding management costs). FEMA may contribute a higher federal cost share for individual property mitigation projects for Repetitive Loss (RL) and Severe Repetitive Loss (SRL) properties. Management costs are calculated at 5% of the federal funds provided and are reimbursed at 100%.

Award Period of Performance: the period of performance is outlined in the Notice of Funding Opportunity for the relevant fiscal year.

Eligibility: state emergency management agencies, territories and federally recognized tribes as the applicant and state agencies, local governments and federally recognized tribal governments as the sub applicant. Homeowners, businesses and nonprofit organizations cannot apply directly to FEMA; however, they can be included in a sub application submitted by an eligible applicant or sub applicant. All sub applicants must be participating in the NFIP and not be withdrawn or suspended. Additionally, all structures included in the project application must be insured under the NFIP before, during and after the mitigation.

- ✓ **FEMA prioritizes projects by savings to National Flood Insurance Program (NFIP), applicant ranking and property status—Repetitive Loss Structure (RL) and Severe Repetitive Loss Structure (SRL).**



Types of Eligible Projects

Project Scoping	Partnership Development, Enhancing Local Floodplain Management, SRL/RL Strategy Plan Development	Technical Assistance
Multi-Hazard Mitigation Plans	Localized Flood Risk Reduction Projects- floodwater storage & diversion; floodplain/wetland/marsh/riverine restoration and protection; stormwater management	Structure Elevation above known flood levels
Nature Based Solutions- rain gardens	Acquisitions of hazard prone homes and business & Structure Demolition/Relocation	Community Flood Mitigation Projects
Mitigation Reconstruction	Dry floodproofing to historic residential structures and non-residential structures	Wet floodproofing of non-residential structures
Aquifer storage & recovery, floodplain & stream restoration, flood diversion & storage	Slope stabilization projects to prevent and reduce losses to structures or infrastructure	Flood protection and stabilization for roads and bridges
Management Costs	Phased Projects	



Safeguarding Tomorrow Revolving Loan Fund Program authorizes FEMA to provide capitalization grants to states, eligible federally recognized tribes and territories to establish revolving loan funds that provide hazard mitigation assistance to local governments to reduce risks from natural hazards and disasters. The low interest loans (1% or less) will allow jurisdictions to reduce vulnerability to natural disasters, foster community resilience and reduce disaster suffering.

Legislation: legislation that protects funds from state sweeping, allows making money with the loan payback to self-fund the program in the future.

- Revolving Loan Fund: FEMA provides funding to states and tribal governments via a capitalization grant. The participating state, territorial, or tribal government deposits an amount that is at least 10% of the capitalization grant into an established entity loan fund.
- The entity loan fund provides assistance to local governments to expedite eligible mitigation activities in their communities with greater flexibility and autonomy.
- The lender is responsible for monitoring the project progress and loan repayment from local communities.
- As local governments repay loans, these funds can be utilized for new loans

Loan Disbursement: can be dispersed as 25% of project cost if being used for match monies or can be dispersed at 75% of project cost if being used for a mitigation project.

Award Period of Performance: the period of performance is 24 months from the date of the award. Projects funded by the loans do not need to be completed within the period of performance for capitalization grants. Loans do not need to be fully repaid during the period of performance for capitalization grants. The period of performance can be extended upon request.

Eligibility: state emergency management agencies, territories and federally recognized tribes that received a major disaster declaration pursuant to Section 401 of the Stafford Act as the applicant and local jurisdictions as the sub applicant.



Loan Funding Uses

Zoning and Land-Use Planning	Non-Federal Cost Share Requirement for other Hazard Mitigation Assistance grant programs	Building Code Adoption and Enforcement
Mitigation Activities that Mitigate the Impact of Natural Hazards	Smaller Mitigation Projects that do not qualify for other Hazard Mitigation Assistance Funding	Upfront Design Costs
Hazard Mitigation Projects that do not Meet the Cost Effectiveness Requirements		

Hazard Mitigation Assistance Program Requirements

✓ Hazard Mitigation Plan Requirements

A local FEMA approved Hazard Mitigation Plan is required for specific Hazard Mitigation Grant Programs and projects—see table on page 8

✓ Technical Feasibility and Effectiveness

Mitigation projects submitted to HMA programs must both be feasible and effective at mitigating the risks of the hazard for which the projects are designed. Feasibility is demonstrated through conformance with accepted engineering practices, established codes, standards, modeling techniques or best practices. Effective mitigation measures funded under HMA should provide a long-term or permanent solution and should consider changing climate and weather conditions, development, settlement and demographic patterns as appropriate. Considering technical feasibility and effectiveness during the scoping process facilitates project development.

✓ Floodplain Management and Protection of Wetlands

Hazard Mitigation Assistance programs must conform to 44 CFR Part 9 in which sub-applicants must review all proposed actions to determine whether they are in a floodplain or wetland.



FEMA completes an 8 step decision making process for proposed actions located in the 1% annual change floodplain and proposed actions that have the potential to affect or be affected by a floodplain or wetland.

✓ **Environmental and Historic Preservation Review and Compliance**

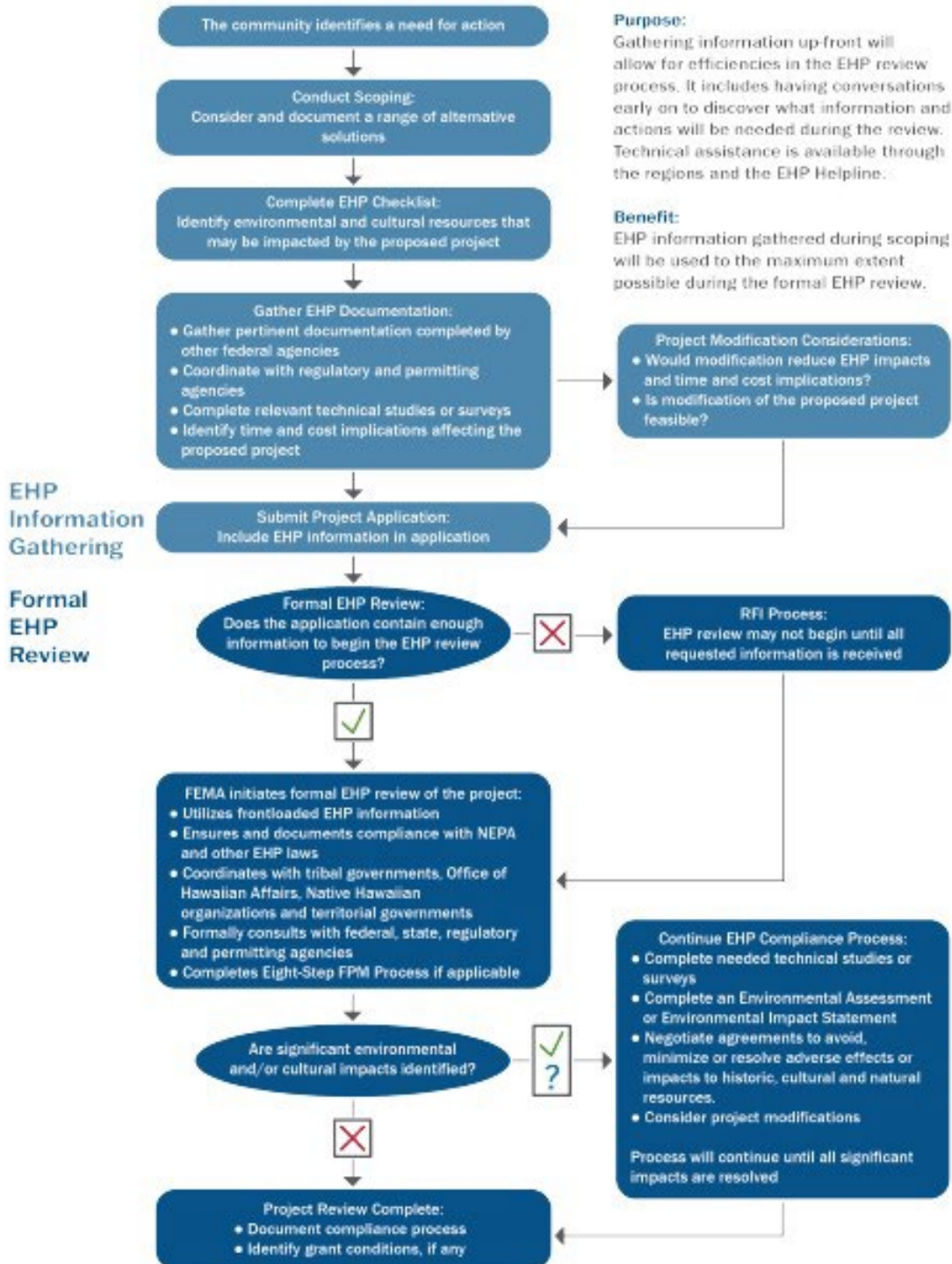
Sub applicants can leverage Environmental and Historic Preservation (EHP) requirements in the scoping process to develop resilient mitigation projects and avoid, minimize and mitigate any adverse effects of mitigation projects on natural and cultural resources and on minority and low-income populations and tribes. **All projects proposed for FEMA funding must comply with EHP laws, regulations and executive orders.** Public engagement is an integral part of EHP reviews and project development and is required for compliance with many EHP laws, regulations and executive orders. FEMA is required to assess the environmental impacts of proposed federal actions **PRIOR** to making decisions or funding projects. Also, FEMA is required to consider the effect of federal actions on historic properties. Lastly, FEMA must ensure a proposed project is compliant with other federal laws such as the Clean Water Act and Endangered Species Act. By considering natural and cultural resources early in the scoping phase of a project, sub-applicants may be able to resolve issues of concern prior to significant commitment of time and resources.

Key EHP considerations to make early in the project scoping process are:

- Is the proposed project in an area with threatened and endangered species or in the threatened and endangered species' critical habitat?
- Will the proposed project impact historic or cultural resources?
- Will the proposed project have a disproportionate impact on low-income and minority populations or tribes?
- Will the proposed project involve work in water, floodplains, wetlands or coastal zones?



Information Gathering and Formal EHP Review Process





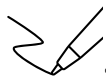
✓ **Cost-Effectiveness**

Mitigation activities under HMGP, HMGP-Post Fire, BRIC and FMA must be cost effective. FEMA assesses the cost-effectiveness of hazard mitigation projects through a BCA – a quantitative analysis used to assess cost effectiveness by comparing a project’s avoided future damage to the costs over a project lifetime. The result is the Benefit Cost Ratio. A project is generally considered to be cost-effective when the BCR is 1.0 or greater indicating the benefits of the project are sufficient to justify the costs. Considering cost effectiveness at the earliest possible stage of the decision-making process can facilitate project scoping and improve project design.

✓ **Cost Review**

Conducting a cost review at the earliest possible stage allows for improved activity scoping and development and facilitates FEMA’s review. All costs included in the sub application should be reviewed to ensure they are necessary, reasonable and allocable along with being consistent with the provisions of 2 Code of Federal Regulations (CFR) sections 200.402-411

HMA Grants Application Process



Types of Hazard Mitigation Assistance Applications:

Project Scoping/Advance Assistance projects include the development of mitigation strategies, cost-share strategies and data gathering (including EHP compliance considerations) to prioritize, select and develop complete and timely HMA applications. These project activities help sub applicants develop eligible and complete applications that include a feasible project budget and appropriate project milestones.

Phased Projects are used when it is beyond the sub applicant’s technical and financial resources to provide the complete technical information required for full eligibility or EHP review of a complex project. The sub applicant can apply for assistance to develop technical



data which may include engineering or feasibility studies, preparing a Benefit-Cost Analysis (BCA) or providing documentation for an EHP review. If the Phase I deliverables meet eligibility requirements, then the project will be eligible for construction assistance under Phase II approval.

Mitigation Project mitigation measure, project or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters.

Planning and Planning Related Projects: planning projects are to create a local or multi-jurisdictional Hazard Mitigation Plan or perform a plan update. Planning related project activities assist state, local, tribal and territorial governments in updating their mitigation strategies after a disaster enhancing the current plan with new data or information. Planning related activities can also be delivering planning-related training, adopting land use ordinances to increase resilience and integrating mitigation plans into other planning efforts.

5% Initiative (HMGP and HMGP-Post Fire) are projects with mitigation activities that are difficult to evaluate using the FEMA cost effectiveness methodologies.



Elements Needed in a Hazard Mitigation Assistance Grant Program

Application

- ✓ Scoping narrative that provides an outline of the proposed activities and outcomes
- ✓ Work schedule showing that the activity will be completed within the period of performance for the applicable program
- ✓ Budget that supports the scope of work, including the schedule, and reflects the total activity cost and includes management costs and pre-award costs if applicable
- ✓ Budget narrative of all costs that shows how the costs were derived. This provides information on how the assistance will be expended
- ✓ Sub-recipient management cost estimate spreadsheet for HMGP & HMGP-Post Fire
- ✓ Cost share information that clearly identifies the source of the non-federal cost share and establishes that the non-federal cost share meets program eligibility requirements
- ✓ Cost effectiveness information (BCA) ****Some projects are eligible for a precalculated BCA**
- ✓ Feasibility and effectiveness information (mitigation projects only)
- ✓ EHP compliance documentation – EHP checklist
- ✓ Assurances and approved forms in accordance with programming requirements



Activities that are not eligible for Hazard Mitigation Assistance

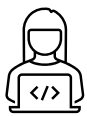
- Activities that do not reduce the risk to people, structures or infrastructure
- Activities that are dependent on a contingent action to be effective and/or feasible (ie) not a stand alone mitigation activity that solves a problem independently
- Projects with the sole purpose of the open space acquisition of unimproved land
- Property acquisition projects that do not maintain open space in perpetuity according to the requirements of 44 Code of Federal Regulations (CFR) Part 80
- The cost of any functionality or finishing not directly required for meeting FEMA-approved performance criteria, such as interior or exterior decorative elements and fixtures and floor treatments
- Projects for which actual physical work, such as groundbreaking, demolition or construction of a raised foundation, has occurred prior to award or final approval
- Projects located in Otherwise Protected Areas that require flood insurance after project completion
- Activities associated with facilities or land owned by another federal entity where the specific authority relating to the activities lies with another federal entity
- Activities that only address manmade hazards
- Landscaping for ornamentation
- Site remediation of hazardous materials
- Projects that address water quality improvement without mitigating hazards to water quality infrastructure
- Projects that primarily address ecological or agricultural issues
- Forest management
- Prescribed burning or clear-cutting
- Creation and maintenance of access roads or staging areas for wildfire response equipment
- Creation and maintenance of fire breaks
- Irrigation systems
- Preparedness and response measures and equipment (ie) construction of fire stations or emergency operation centers, purchase of sandbags, interoperable communications equipment
- Projects that without an increase in the level of protection, address the operation, deferred or future maintenance, rehabilitation, restoration or replacement of existing structures, facilities or infrastructure (ie) dredging, debris removal, replacement of obsolete utility systems or bridges, maintenance/rehabilitation of facilities including dams and other flood risk reduction structures



- Activities that address unmet needs from a disaster that are not related to mitigation
- Studies not directly related to the design and implementation of a proposed mitigation project

Planning/Planning Related Activities

- Hazard identification or mapping and related equipment that directly relates to implementing a mitigation project
- GIS software, hardware and data acquisition whose primary aim is to implement a mitigation project



Electronic Grants Management Systems

[Zoom Grants Management Software](#) is used at the state level to manage subrecipient grant projects. After FEMA awards the project, the subrecipient is notified to create a Zoom Grants account and application into Zoom Grants using their FEMA project sub application. Next, a web link is sent to the sub recipient via email which opens up the webpage with the open program name for which the project will be located under. The subrecipient then clicks “Apply” to begin the application. The information needed for the Zoom Grants application is the following:

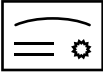
- Application Title
 - Federal and Cost Share Amounts
 - Applicant Information
 - Pre-application Questions
 - FEMA sub application
 - Sub recipient Procurement Policy
 - Sub recipient Payroll Policy
 - Sub recipient Grant Management Policy
 - Recent A-133 Audit
 - Mitigation Application Questions
 - Budget Category Line Items
 - Management Costs if applicable
- ✓ Once the application in Zoom Grants is completed, the sub-award is completed by DEM and the sub recipient is notified that it is ready for review and signature. In order to sign the award, the sub recipient must log into Zoom Grants and then click on the project name then “Subrecipient Grant Award” tab and scroll down and either sign



electronically or save a hardcopy PDF for signature and reupload and then electronically sign.

- ✓ Reporting should be completed similarly. Go to the “Quarterly Financial Report” tab to create a new quarterly financial report and upload the required back-up documentation. Go to the “Quarterly Progress Report” tab to add and complete the progress report.

FEMA GO Grants Management Software is used at the federal and state levels for managing recipient and subrecipient grants for Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) grants. It allows user’s to apply, track and manage all disaster and non-disaster grants by performing all business functions that fall within all 5 phases of the grants management lifecycle, pre-award, award, post award, closeout, post-closeout. Must have an active registration in SAM.gov and the eBiz point of contact must create an account and register the organization in FEMA GO and then add the sub applicant to the organization in FEMA GO. For further assistance and support with the FEMA GO system, please reach out to the help desk at femago@fema.dhs.gov or 1-877-585-3242



Award Process

- A. Award Selection – FEMA reviews sub applications submitted by the applicant. HMGP and HMGP Post-Fire sub applications are reviewed on a continuous basis and are awarded if eligible. The evaluation and review of BRIC and FMA sub applications is outlined in the yearly Notice of Funding Opportunity (NOFO).
- B. Award Notification – FEMA will provide an award package to the recipient and sub applicants receive a notice of award from the applicant. Before an award is obligated by FEMA, sub applicants may be required to respond to Requests for Information (RFI) from FEMA. These are typically requests for additional information or clarification of the application package elements or Environmental and Historic Preservation review questions related to the project
- C. Appeal Process – sub applicants can appeal denied sub applications
- D. Award Administration – effective grants management includes:
 - Conducting monitoring and performance tracking of expenditures within the period of performance
 - Submitting quarterly progress and financial reports on time
 - Ensuring of appropriate environmental and historic preservation documentation and actions as applicable
 - Finishing mitigation activities before the end of the period of performance
 - Submitting final progress and financial reports on time
 - Closing the award in a timely manner
 - Maintaining fiscal responsibility
 - Complying to the terms and conditions of the award
 - In-kind and cash cost share contributions documentation
 - Timely period of performance extension requests



Definitions:

Management Costs: any indirect costs, any direct administrative costs, any other administrative expenses associated with the administration of HMA awards and subawards

Pre-award Costs: costs associated with developing a sub application (ie) BCA preparation, design specifications, workshops and meetings related to the development of the application, gathering of Environmental & Historic Preservation data. Pre-award costs can be cost shared and identified as the non-federal cost share

Precalculated Benefits: precalculated cost-effectiveness values. Using the precalculated benefits eliminates the requirement for applicants to conduct a separate benefit cost analysis for eligible projects.