

Department of Homeland Security
Funding Opportunity Announcement

FY14 Flood Mitigation Assistance

Overview Information

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

97.029

CFDA Title

Flood Mitigation Assistance

Funding Opportunity Announcement Title

Flood Mitigation Assistance

Authorizing Authority for Program

The National Flood Insurance Act of 1968 §1366, 42 USC 4104c

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2014 (Public Law 113-76)

Opportunity ID Number

DHS-14-NPD-XXX-XXX-XX

Key Dates and Time

Application Start Date:	4/21/2014
Application Submission Deadline:	7/25/2014 at 3:00:00 PM [ET]
Anticipated Program Office Review Dates:	7/25/2014 – 9/26/2014
Anticipated Funding Selection Date:	9/30/2014
(Anticipated) Award Date:	12/30/2014

Other Key Dates

Award Start Date(s):	4/21/2014
Award End Date(s):	9/30/2017

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.

FOA Executive Summary

Program Type

Continuation

Date of origin for Program:

1994

Funding Opportunity Category

Discretionary/Competitive

Application process

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the internet at <http://www.grants.gov>. For details on how to apply through the Mitigation eGrants system on the FEMA Grants Portal please read Section IX How to Apply.

Eligible Applicants

States

District of Columbia

US Territories

Federally-recognized Native American Tribes

Local governments are considered subapplicants and must apply to their Applicant State/Territory

Type of Funding Instrument

Grant

Cost Share or Match

A Cost Share is required for this program. Please refer to Section III Eligibility for details.

Maintenance of Effort

A Maintenance of Effort is not required for this program. Please refer to Section III Eligibility for details.

Management and Administration

Management and Administration costs are allowed under this program. Please refer to Section IV Cost Restrictions for details.

Indirect Costs

Indirect Costs are allowed under this program. Please refer to Section IV Cost Restrictions for details.

Full FOA Announcement

I. Funding Opportunity Description

a. Program Overview

The Flood Mitigation Assistance (FMA) Program makes available federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures that minimize or negate the risk of flood damage to residential or non-residential properties insured under the National Flood Insurance Program (NFIP).

b. Program Priorities

1st Priority: The development and update of mitigation plans that address the flood hazard

2nd Priority: Cost-effective projects that mitigate Severe Repetitive Loss (SRL) to a structure that:

- (a) Is covered under a contract for flood insurance made available under the NFIP; and
- (b) Has incurred flood related damage –
 - (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or
 - (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

3rd Priority: Cost-effective and sustainable mitigation projects that mitigate Repetitive Loss (RL) to a structure that:

- (a) Is covered under a contract for flood insurance made available under the NFIP; and
- (b) Has incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
- (c) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage

c. Program Objectives

Reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the NFIP.

Allowable activities in support of the FMA program objectives include:

- Mitigation Planning consistent with 44 CFR Part 201 (only for flood hazard)
- Flood Mitigation Projects:
 - o Property Acquisition and Structure Demolition or Relocation

- o Structure Elevation
- o Dry Flood-Proofing
- o Minor Localized Flood Reduction Projects
- o Non-structural Retrofitting of Existing Buildings and Facilities
- o Mitigation Reconstruction

II. Funding Information

a. Available Funding for the FOA

\$89,000,000

b. Allocations

Projected number of Awards

60

Historical Allocations

Fiscal Year	Available Funding	Applications Received	Number of Awards	Average Award
2011	\$36 million	29	16	\$985,000
2012	\$36 million	47	22	\$1,160,000
2013	\$120 million	230	74	\$1,464,000

Award dates

Please refer to Key Dates and Times on page 1.

c. Period of Performance

36 months

i. Extensions to the Period of Performance

An extension to the Period of Performance for this program is allowed. Extensions to the period of performance may be granted when, due to circumstances beyond the control of the grantee, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the Period of Performance, please refer to Section VI. C. vi.1. “Extensions” of the Full Announcement.

III. Eligibility Information

a. Eligibility Criteria

Each State, Territory, Commonwealth, or Indian Tribal government shall designate one agency to serve as the Applicant for the FMA program.

Applications and subapplications for the FMA program must be submitted via the Mitigation eGrants system on the on the FEMA Grants Portal:
<https://portal.fema.gov>.

i. Cost Share

Cost share is required under this program.

Federal funding for project and planning activities 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.

SRL properties may receive up to 100% Federal funding, and RL properties may receive up to 90%.

Structures with varying cost share requirements can be submitted in one subapplication. Applicants must enter the final cost-share into the Cost Share section of the subapplication in eGrants and attach documentation showing how the final cost-share was derived. If documentation is not submitted with the subapplication, 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, not an individual subgrant. If FEMA does not waive the cost share, the insular area must pay the entire cost-share amount, not only the amount over \$200,000.

For detailed information on cost share requirements of the FMA Grant Program, please visit <http://www.fema.gov/hazard-mitigation-assistance> and download the Hazard Mitigation Assistance Unified Guidance. The current Hazard Mitigation Assistance Unified Guidance is available in the FEMA Library and applies to the FY14 FMA application cycle

ii. Maintenance of Effort

A maintenance of effort is NOT required under this program.

iii. Pass through funding

Pass through funding is NOT required under this program.

IV. Funding Restrictions

a. Restrictions on Use of Award Funds

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.

Federal employees may not receive funds under this award.

DHS employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.

The maximum Federal share for FMA subapplications is as follows:

- \$50,000 for state mitigation plans (for the flood hazard only)
- \$25,000 for local mitigation plans (for the flood hazard only)
- 10% of submitted plan and project subapplications for Applicant management costs
- 5% of submitted plan/project subapplications for Subapplicant management costs

i. Pre-award costs

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Pre-award costs directly related to developing the application or subapplication may be funded through FMA as funds are available. Pre-award costs incur after the FMA application period has opened, but prior to the date of the grant award or final approval. 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.

Costs associated with implementation of the activity but incurred prior to grant award or final approval are not eligible (projects initiated or completed prior to grant award or full approval of the project are not eligible).

To be eligible for pre-award costs the amount requested must be identified as separate line items in the Cost Estimate section of the subapplication. Applicants and subapplicants may identify such pre-award costs as their non-Federal cost share. Applicants and subapplicants who are not awarded grants or subgrants will not receive reimbursement for the corresponding pre-award costs.

ii. Direct Costs

Management and Administration

Management and administration costs are activities directly related to implementing the award. Applicants may use up to 10 percent of the amount of the grant for expenses directly relating to the administration of the award, and subapplicants may use up to 5 percent of the amount of the grant for expenses directly relating to the administration of the award.

For detailed information on allowable management costs of the FMA Grant Program, please [visit http://www.fema.gov/hazard-mitigation-assistance](http://www.fema.gov/hazard-mitigation-assistance) and download the Hazard Mitigation Assistance Unified Guidance. The current Hazard Mitigation Assistance Unified Guidance is

available in the FEMA Library and applies to the FY14 FMA application cycle.

Planning

Planning related costs are allowed under this program.

Individual planning grants using FMA funds shall not exceed \$50,000 Federal share to any Applicant or \$25,000 Federal share to any subapplicant, per 42 U.S.C. 4104c. FMA funds can only be used for the flood hazard component of a hazard mitigation plan that meets the planning criteria outlined in 44 C.F.R. Part 201.

For detailed information on ineligible activities and other funding restrictions for the FMA Grant Program, please visit <http://www.fema.gov/hazard-mitigation-assistance> and download the Hazard Mitigation Assistance Unified Guidance. The current Hazard Mitigation Assistance Unified Guidance is available in the FEMA Library and applies to the FY14 FMA application cycle.

Training

Training related costs are allowed under this program.

Exercises

Exercise related costs are NOT allowed under this program.

Equipment

Equipment costs are allowed under this program.

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 215, located at http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf.

Travel

Domestic

Domestic travel costs are allowed under this program.

International

International travel is not an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.

Construction and Renovation

Construction and renovation costs are allowed under this program.

iii. Indirect Costs

Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement with the cognizant Federal agency. 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.

Indirect Costs are those that have incurred for common or joint purposes. Indirect costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without efforts disproportionate to the results achieved.

iv. Other Cost Requirements

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. Grantees and sub-grantees 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, 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 impact environmental resources and/or historic properties. 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.

V. Application Review Information and Selection Process

a. Application Review Information

FEMA will review the planning and project subapplications plus one management cost subapplication submitted by each Applicant through the Mitigation eGrants system to ensure compliance with the Hazard Mitigation Assistance Unified Guidance, including eligibility of the Applicant and Sub-applicant; eligibility of proposed activities and costs; completeness of the subapplication; and eligibility and availability of non-Federal cost share. Planning and project subapplications that do not satisfy the eligibility and completeness requirements will be removed from further consideration.

FEMA will perform a Technical Review for the project subapplications from each eligible Applicant focusing on two areas: (1) Benefit-Cost Analysis; and (2) Engineering Feasibility. Project subapplications that do not meet both cost-

effectiveness and engineering feasibility requirements will be removed from consideration.

b. Application Selection Process

FEMA will select eligible planning and project subapplications on a competitive basis in order of the agency's priorities for the FY 2014 FMA program up to the available amount of funding:

1. FEMA will select planning subapplications up to \$100,000 Federal share per Applicant with a maximum of \$50,000 Federal share for State mitigation plan updates and \$25,000 Federal share for local mitigation plans in accordance with 42 U.S.C. 4104c. FEMA may reduce the Federal share of any planning subapplication that exceeds the regulatory maximums.
2. FEMA will select project subapplications that mitigate SRL properties in order by the highest percentage of SRL properties. If two projects have the same SRL property percentage, then FEMA will prioritize the project that mitigates the larger number of SRL properties. For projects with the same SRL percentage and same number of SRL properties, FEMA will further prioritize by the highest FEMA-validated Benefit Cost Ratio (BCR).

For example, FEMA will select a project with 7 of 10 SRL properties with 70% SRL property percentage before a project with 4 of 10 SRL properties with 40% percentage. FEMA will select a project with 4 of 10 SRL properties before a project with 2 of 5 SRL properties where both have a 40% SRL property percentage.

3. FEMA will select project subapplications that mitigate RL properties as funds are available in order by the highest percentage of RL properties. If two projects have the same RL property ratio, then FEMA will prioritize the project that mitigates the larger number of RL properties. For projects with the same RL percentage and number of RL properties, FEMA will further prioritize by the highest FEMA-validated BCR.

VI. Post-Selection and Pre-Award Guidelines

a. Notice of Award

Notification of selection for further review is made via e-mail to the Grant Applicant point of contact (the "authorized official") designated in the grant application. A determination of "identified for further review" is not notification or guarantee of an award.

After selection and prior to grant award, FEMA Regional Offices will work with Grant Applicants who have planning and project sub-applications selected for further review to implement required pre-award activities, such as verifying Applicant and

Sub-applicant commitments and understanding of grant terms. FEMA also may, at its discretion, request information or documentation from Applicants to support certain planning or project sub-applications as part of pre-award activities.

For project sub-applications selected for further review, FEMA will complete the environmental/historic preservation compliance review as part of pre-award activities. Project sub-applications will NOT be awarded and projects can NOT be initiated until FEMA has completed the environmental/historic preservation review.

Applicants must respond to requests for information from the FEMA Regional Offices regarding their sub-applications within the specified timeframe. All necessary revisions to sub-applications, including attachments, will be performed using the Mitigation eGrants system. Pre-award activities are not considered notification of an award.

FEMA will provide an award package to the Grant Applicant for successful sub-applications via the Mitigation eGrants system. Award packages include an award letter, Obligating Document for Awards/Amendments, and Articles of Agreement, including environmental historic preservation and/or other conditions which must be electronically signed by the Grant Applicant and returned to FEMA for approval in the eGrants system before funds can be obligated. Subapplicants will receive notice of award from the Grant Applicant.

When the Applicant or subapplicant accepts an award, they are denoted as Grantee and subgrantee, respectively. The Grantee and subgrantee agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement provided in the Award Package.

Grantees must accept their awards no later than 90 days from the award date. The Grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

For detailed information on notice of selection and award for the FMA Grant Program, please visit <http://www.fema.gov/hazard-mitigation-assistance> and download the Hazard Mitigation Assistance Unified Guidance. The current Hazard Mitigation Assistance Unified Guidance is available in the FEMA Library and applies to the FY14 FMA application cycle.

b. Administrative and Federal Financial Requirements

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must

accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to be receive an award under this program.

i. Standard Terms and Conditions

A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms. All successful applicants for all DHS grant and cooperative agreements must comply with DHS Standard Administrative Terms and Conditions available at: <https://www.dhs.gov/publication/fy14-dhs-standard-terms-and-conditions>.

ii. Payment

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

DHS/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 Standard Form 1199A, Direct Deposit Form.

c. Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

i. Financial and Compliance Audit Report:

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. Financial and Program Reporting Periods and Due Dates

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

iii. Federal Financial Report (FFR).

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. The SF-425 form is available at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf. An FFR report must be submitted for quarterly 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.

iv. Program Performance Reporting Requirements

Grantees are responsible for providing updated performance reports on a quarterly basis using the Mitigation eGrants system. The performance report is due within 30 days after the end of the reporting period.

Performance reports should include:

- Reporting period, date of report, and Grantee POC name and contact information;
- Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), subgrantee, and project type using standard eGrants/NEMIS project type codes;
- Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the subgrant;
- Percent completion and whether completion of work is on schedule; a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the subgrant; and anticipated completion date;
- Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change. Also, include amount dispersed to subgrantee by activity;
- A statement of whether a request to extend the grant period of performance is anticipated;
- Incremental funding amounts and progress completed;
- For acquisition projects, the Grantee must notify FEMA on the current status of each property for which settlement was completed in that quarter; and FEMA may require additional information as needed to assess the progress of a grant.

For detailed information on programmatic reporting requirements for the FMA Grant Program, please visit <http://www.fema.gov/hazard-mitigation-assistance> and

download the Hazard Mitigation Assistance Unified Guidance. The current Hazard Mitigation Assistance Unified Guidance is available in the FEMA Library and applies to the FY14 FMA application cycle.

v. Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

vi. Close Out

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, grantees 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. As part of the final report, grantees must also submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using Flood Mitigation Program funds.

An inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

After these reports have been reviewed and approved by the Regional office, 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 grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

1. Extensions

Grantees must submit proposed extension requests to DHS/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 Grantee's respective Region and must contain specific and compelling justification as to why an extension is

required. Grantees 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 12 months from the original grant termination date must be approved by FEMA Headquarters.

VII. DHS Contact Information

a. Applying for an Award

i. For Program Questions

FEMA encourages Applicants and subapplicants to seek technical assistance early in the application period by contacting their appropriate FEMA Regional Office or State Hazard Mitigation Officer (SHMO). Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

ii. For 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.

i. Environmental Planning and Historic Preservation

OEHP provides guidance and information about the EHP review process to FEMA programs and its grantees and sub-grantees. All inquiries and communications about EHP

compliance for FEMA grant projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

VIII. Other Critical Information

For details on applying for, implementing or closing out this award. Please refer to Sections VI Post Selection and Pre-award Guidelines, IX How to Apply and X. Application and Submission Requirements.

IX. How to Apply

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Registering for access to the Mitigation eGrants system on the FEMA Grants Portal, and
5. Submitting the complete application in the Mitigation eGrants system

1. Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

2. Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and, for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. Register with the System for Award Management (SAM)

Payments are contingent on the information provided in SAM and must be completed by the applicant at <http://www.sam.gov>. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the Internal review Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to <https://www.fsd.gov/> or call 866-606-8220. FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

4. Register for access to the Mitigation eGrants System

Applications must be submitted through the Mitigation eGrants system on the FEMA Grants Portal at <https://portal.fema.gov>. Information, training and resources on the Mitigation eGrants system is available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>.

Applicants and subapplicants can register early and are encouraged to begin their registration at the time of this announcement. Early registration will allow Applicants and subapplicants to have adequate time to start and complete their application.

After registering, Applicants and subapplicants will need to request access to the Mitigation eGrants system. An Access ID is required to request access. Applicants should contact their appropriate FEMA Regional Office and subapplicants should contact the SHMO to get the appropriate Access ID. Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

FEMA reviews eGrants access requests from Applicants, and Applicants review eGrants access requests from their subapplicants. Once access is approved, the eGrants system will send an email that indicates what system privileges have been given.

If you need assistance registering, the eGrants Helpdesk can be contacted at (877) 611-4700.

5. Application Submission in Mitigation eGrants System.

Applications and subapplications for FMA must be submitted via the Mitigation eGrants system on the FEMA Grants Portal: <https://portal.fema.gov>. Subapplicants create planning and project subapplications and submit them to the Applicant. Applicants create and submit planning, project and management costs subapplications as well as review and approve subapplications from subapplicants. Applicants then create a FMA grant application to which they attach and rank approved subapplications before submitting the grant application to FEMA.

Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>. If you experience difficulties with the eGrants system, please contact the eGrants helpdesk at (877) 611-4700.

X. Application and Submission Information

All FMA applications must be submitted via the Mitigation eGrants system on the FEMA Grants Portal: <https://portal.fema.gov>. If a subapplicant does not use the eGrants system, the Applicant must enter the paper subapplication(s) into the eGrants system on the sub applicant's behalf. Supporting documentation that cannot be electronically attached to the eGrants application (e.g., engineering drawings, photographs, and maps) must be submitted to the appropriate FEMA Regional Office by the application deadline.

Information, training and resources on the Mitigation eGrants system are available on the FEMA website: <http://www.fema.gov/mitigation-egrants-system-0>. If you experience difficulties with the eGrants system, please contact the eGrants helpdesk at (877) 611-4700 to open a ticket for your issue. Users who experience eGrants system issues that prevent them from submitting their application must have a helpdesk ticket issued prior to the application deadline in order for FEMA to consider their application.

Hard copies of the FOA

Hard copies of the FOA can be downloaded from the common electronic "storefront" grants.gov or via email from: HMAProgram@fema.dhs.gov.

Telephone Device for the Deaf (TDD)

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.