PROCESSING AND FUNDING OF HMGP SUB-GRANTS

GENERAL REQUIREMENTS

44 CFR 206.438(a) assigns responsibility for project management and accountability of funds to the State, serving as Grantee. The State has implemented an accounting system that will demonstrate that Hazard Mitigation Grant Program (HMGP) funds have not been used to finance projects in a manner contradictory to existing regulations.

Each approved HMGP sub-grant will be assigned a specific identification number that connects the project with the Disaster Declaration that allowed the sub-grant. Individual files, project specific, will be established that include the project application, grant agreement, correspondence, reports, vouchers, receipts, financial documentation, and other pertinent documentation that serve to chronicle project history. Once the projects have been completed and close-out takes place, files will be maintained for a period of no less than three years for audit purposes. This three year retention period will begin the date the final financial status report for the sub-grant has been submitted.

HMGP Applicants (Subgrantees) are responsible to the State (Grantee) for funds that they receive under the HMGP. Subgrantees will establish record keeping and accountability procedures similar to the State's system in order to document all project expenditures.

To ensure that Subgrantees meet program and financial requirements the State of Iowa will utilize a Grant Agreement to outline the specific procedures for each applicant. A sample agreement is included for illustration purposes as a part of this Attachment (Figure 2).

COST-EFFECTIVENESS

The State will ensure that all HMGP projects submitted and approved are cost-effective. Cost-benefit analysis is utilized to determine the cost-effectiveness of a project. It is critical to the integrity of the HMGP that supporting information be provided to demonstrate that a project will not cost more than the anticipated value in terms of reduction of both direct damages and total related negative impacts.

It is essential that the Subgrantees ensure that both benefits and costs are thoroughly articulated and documented.

COST SHARE

Section 404 states that the President may contribute up to 75% of the cost of hazard mitigation measures. The Federal share typically will be 75% of the cost of each mitigation measure unless there is insufficient funding in the HMGP to match a project for the full 75% or unless the State or applicant wish to request less to stretch the Federal dollars to cover more projects. FEMA will determine the total eligible costs for each project and will then obligate the appropriate amount of Federal funding for the project. Funds for large projects may be obligated in phases. The State or applicant may use services, materials, equipment, land value, or other measurable means of meeting the cost-share. With the exception of Department of Housing and Urban Development (HUD) Community Development Block Grant Funds (CDBG) other Federal funds cannot be used to meet the non-federal cost share

of the HMGP. The State will ensure that there is sufficient detail in the HMGP proposal to reasonably evaluate the cost of the project, including any in-kind services or materials provided by the State or applicant.

ELIGIBLE PROJECT COSTS

FEMA obligations under the HMGP will be based on eligible project costs as determined by FEMA, and not on the applicant's own estimation of project costs. It is the responsibility of the Federal HMO to determine eligible project costs. Following are three examples in which the FEMA estimate of eligible costs might be lower than the applicant's estimate:

- Eligible costs might be lower than the applicant's estimated projects costs when the project contains items that are non-essential or not related to mitigation. For example, if an applicant proposes to construct a flood wall to protect a neighborhood from flooding, non-essential costs such as landscaping to screen the wall would not be eligible.

- Eligible costs might also be lower than the applicant's estimated project costs when the applicant's estimates of the project is deemed excessively high by FEMA.

- Eligible costs might also be lower than the applicant's estimated project costs when there is simply not enough funding in the HMGP to pay for 75% of the project costs. For example, in a small disaster, there may be only $100,000 in HMGP grant funds available, and an applicant submits an acceptable HMGP project that costs $300,000.

STATUS OF PROJECTS

Upon receipt of the application or supplement, the SHMO will evaluate each project in terms of overall eligibility, and completeness and accuracy of the minimum project criteria. Each project will be deemed one of the following:

- Eligible;
- Ineligible;
- Suspended, awaiting further information from the applicant;
- Pending, awaiting FEMA action relative to the final approval of the application.

All projects must adequately address the cost effectiveness, environmental, and flood plain management review requirements before funds can be obligated. Projects will be suspended until these or any other critical criteria are met.

The State HMO and Federal HMO will work together to assure that adequate information is submitted with the HMGP applications before submission to FEMA. When the State has completed the normal review process the applications will be transmitted with a cover letter from the GAR to the FEMA Region VII. The State will coordinate with FEMA in 30 day timeframes to determine the status of reviews.. The resulting response of FEMA will be to obligate funds as requested or to notify the State if any projects are ineligible, suspended, or pending FEMA action. The State will be notified in writing of any deficiencies in the projects. Applicants will be kept informed of the status of their respective projects.

FUNDING HMGP PROJECTS

Projects, when approved, will be financed on an advance or reimbursement basis. To receive state or federal funds, Subgrantees will utilize the "Mitigation Payment Request" form (Figure 1).

Terms set forth in the Grant Agreement (Figure 2) will specify the exact procedures the Subgrantees will follow to request an advance or reimbursement. Grant Agreement meetings will be held with the applicants where fiscal requirements will be clearly stated and documentation describing the procedures will be given to the applicants.

Figure 2 is included only as an example of one type of Grant Agreement that the State of Iowa might utilize. These Agreements will be tailored to the specific nature of each project and are developed with the assistance of the Iowa Attorney General's Office after Iowa HSEMD is notified by FEMA that a HMGP project has been approved for funding.

QUARTERLY REPORTS

The State has the responsibility to provide quarterly reports to FEMA Regional Headquarters. These reports will reflect the status of approved and funded HMGP projects in a general manner. Additionally, the reports serve as a means of crosscheck and verification of HMGP obligations and disbursements. The reports will follow the form and content illustrated in the example included in this attachment.(Figure 3)

Subgrantees will be required to provide quarterly reports to the Mitigation Finance Officer for verification of the status of approved and funded HMGP projects and these reports will be included in the quarterly report to FEMA. Subgrantees will utilize the same format as the example included as part of this attachment (Figure 3). Quarterly reports from Subgrantees will be due to the Mitigation Finance Officer no more than 15 calendar days after the close of the quarter for which the report contains data.

PROJECT CLOSEOUT

The final payment requires approval from FEMA Region VII. The Subgrantees must sufficiently document project revenues/expenditures and notify the SHMO and/or Project Officer, in writing, that a project is complete. The SHMO and/or Project Officer, in coordination with the MFO, will review the file to determine the presence of sufficient documentation of all paid and unpaid expenditures. Additionally, the SHMO and/or Project Officer, in coordination with the MFO, will ensure that all claims and costs are eligible and that work performed is in compliance with the approved project application. The State of Iowa reserves the right to inspect projects to validate compliance.

Iowa Homeland Security & Emergency Management
7105 NW 70th Ave
Camp Dodge, Bldg. W4
Johnston, IA 50131

Hazard Mitigation Grant Program (HMGP)
Property Acquisition Project Application for DR-1763

What is the Hazard Mitigation Grant Program?

Authorized under Section 404 of the Stafford Act, the Hazard Mitigation Grant Program (HMGP) is funded by the Federal Emergency Management Agency (FEMA) to provide grants to State and local governments to implement long-term mitigation measures after a major disaster declaration. The purpose of the program is to reduce loss of life and property resulting from natural disasters and to enable mitigation measures to be implemented during the recovery from a disaster.

Mitigation Project Requirements:

1) Project must conform to Iowa's Hazard Mitigation Plan. To review the State of Iowa's Hazard Mitigation Plan, follow the link: http://www.iowahomelandsecurity.org/Partners/CountyCoordinators/Planning/tabid/108/Default.aspx.
2) Applicant must have a FEMA-approved Local Hazard Mitigation Plan, and the project must conform to the local plan.
3) Project must provide a beneficial impact on the disaster area (i.e. the State of Iowa).
4) Project must undergo environmental and historic preservation review process to ensure compliance.
5) Project must solve a problem independently or constitute a functional portion of a solution, which as a whole will be
6) City/County must be NFIP compliant and a participant in good standing, if required.
7) Project must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster.

Benefit-Cost Analysis:

Projects funded by the HMGP must be cost-effective. To determine cost-effectiveness applicants must use FEMA's Riverine Full Data Module from either the Mitigation BCA Toolkit Version 3.0 (July 2006) or the new Benefit Cost Analysis Resource Kit Version 4.0 (Sept. 2008). You may order the FEMA BCA Toolkit or Resource Kit through FEMA's Technical Assistance Helpline. The Helpline can be reached from 9 am - 5 pm (ET), Monday through Friday, toll-free at 1-866-222-3580 or by e-mail at bchelpline@dhs.gov. This application may require a BCA to be performed.

Completing the HMGP Application:

This application will enable you to compete in the state-wide competitive "post disaster" Hazard Mitigation Grant Program. This application is designed to capture the necessary information to meet program requirements. Applicants are encouraged to take ample time, read through the questions carefully, and complete each of the sections. This will enable you to move through the application process most efficiently.

Project Applications must be completed in this MS Excel format and emailed to: **hsemd.mitigation@iowa.gov**. Save as "Applicant Name, HMGP Prop Acq Appl.") The BCA module(s) also ***must*** be emailed with the submission.

A paper copy of the final application and final BCA, including all required attachments and supporting documentation, also must be mailed to:

Iowa Homeland Security and Emergency Management (HSEMD)
Attn: Mitigation Section
7105 N.W. 70th Avenue
Camp Dodge, Bldg. W-4
Johnston, Iowa 50131

I. Applicant Information

A. Applicant/Community Name	B. Address	City, State, Zip Code

C. Point of Contact (POC) Name for Project	POC Title	POC Agency	POC Email

POC PO Box and Zip Code	POC Street Address	POC City, State and ZIP	POC Phone

Alternate Point of Contact Name (or Authorized Rep)	Alt POC Title	Alt POC Agency	Alt POC Email

Alt POC PO Box and Zip Code	Alt POC Street Address	Alt POC City, State and ZIP	Alt POC Phone

D. Federal Tax ID#/ FEIN	E. DUNS Number	F. FIPS Code

G. County Name	H. US Congressional District(s)	H. State Legislative Districts	
		Senate	House

I. Descriptive Project Title

J. Description of Project Location (i.e., Neighborhood, Subdivision, Geographic Boundaries, Directions, etc.)

II. Detailed Project Description

A. Describe the problem to be mitigated:

B. Scope of Work Summary

Provide a brief description of the proposed project and work to be accomplished.

C. Mitigation Plan Information

1. Title of Applicant/Community's Local Hazard Mitigation Plan:

2a. Mitigation strategy, measure(s), action, or objective that this proposed project will address:

2b. Location in the Local Plan (section, page #, etc) where the mitigation measure(s), action, or objective is identified:

3. How does the project conform to the State of Iowa and local mitigation goals?

D. Will the proposed mitigation measure provide an independent and long-term solution to the problem? Consider anticipated long-term changes to the community.

Explain:

Select One

E. How does the proposed mitigation measure address a repetitive problem or a problem that poses a significant risk to public health and safety if left unresolved? Explain:

F. How will the proposed mitigation measure substantially reduce future disaster losses, including the risk of future damage, hardship, loss, and/or suffering? Explain:

G. Will the community suffer severe detrimental impacts (loss of life, loss of essential services, damage to critical facilities, economic hardship) if the proposed mitigation measure is not implemented? Explain:

H. Describe damages caused by previous and current disasters and their associated costs - use historical data.

I. Hazard to be Mitigated/Level of Protection

1. Select the type(s) of hazards the proposed project will mitigate:

Floods Select One

2. Number of people and properties, including values, protected by project:

# of People			
# of Residential Properties		Value of Residential Properties	
# of Commercial Properties		Value of Commercial Properties	
# of Public Properties		Value of Public Properties	
# of Critical Facilities		Value of Critical Facilities	
Total # of Properties	**0**	Value of Public Infrastructure	
		TOTAL	**$0.00**

3. Provide the level of protection that the proposed project will provide for the total number of properties. (E.g., "23 structures protected against the 100-year (1%) flood.")

Structure(s) protected against the **100** year flood.

4. The proposed project will provide protection against the specified hazard(s) for

100 years.

Please explain the methodology used to determine the useful life of the project.

A 100-year useful life is the FEMA Standard Value for property acquisition projects.

III. Project Location

A. Use Tab C to list Individual Property Details

B. National Flood Insurance Program (NFIP)

1. Is the City/County participating in the NFIP? Select One

If "Yes", provide the following:

NFIP Community ID #

2. Is the project located in a Special Flood Hazard Area? Select One

Based on the FIRM, indicate the flood zone(s) of the project site(s). Select all zones that apply to the project area.

A (no base flood elevation given)	Select One	C or X (unshaded)	Select One	AE or A 1-30	Select One
AO or AH	Select One	B or X (shaded)	Select One	Floodway	Select One

C. Attach the required Maps and Photographs

Select One	FIRM with project sites clearly indicated
Select One	City or county map with project sites clearly indicated
Select One	USGS topographical map with project sites clearly indicated
Select One	Parcel map with project sites clearly indicated
Select One	Overview photographs of entire project area
Select One	Labeled photographs showing all four (4) sides of each structure
Select One	Tax Assessor's card for each property

IV. Discussion of Project Alternatives:

A. Project descriptions and impacts (both beneficial and detrimental):
Do Nothing Alternative:

Proposed Project:

Other Feasible Alternative (include estimated cost):

B. Justification for choosing the proposed project - discuss how the proposed project is the most practical, effective, and environmentally sound alternative.

C. Describe how the proposed project best fits within the overall development plan for the community.

D. Describe how the proposed project best fits within the overall multi-hazard mitigation plan for the community.

V. Project Compliance Assurances

A. Code Compliance:

Will the project meet all applicable written codes and standards for the local jurisdiction?
(Attach a copy of the local codes and standards)

Building: Select One
Zoning: Select One
Public Notification: Select One
Other Types

Identify necessary permits or variances/exemptions:

Building:
Construction:
Public Notifications:

B. Required Consultations

This grant requires that the applicant consult with the United States Army Corps of Engineers and get concurrence that they have no projects being considered within the proposed project area.

Date of Coordination _____

This grant requires that the applicant consult with the United States Department of Transportation and get concurrence that they have no projects being considered that will affect the proposed project area.

Date of Coordination _____

This grant requires that the applicant coordinate with Other Federal Agencies as appropriate regarding other program requirements and/or activities as they relate to FEMA funding for the proposed project.

Date of Coordination _____ OFA(s) _____

This grant may require a floodplain permit, as required by the community's floodplain ordinance.

Date of Permit/Coordination _____

VI. Project Cost Information

A. Budget Line Items

Complete Tab D, Property Acquisition Budget

B. Estimated Project Cost Share

Include any budget source documents such as bid quotes/sheets, contractor's estimates, etc., with the paper application.

Funding Sources	Funding Amount	% of Total Cost
Federal		75.00%
State		10.00%
Local		15.00%
Total Proposed Project Cost		100.00%

C. Cost Effectiveness Information

For Substantially Damaged Properties Located in the Floodplain:
Properties that meet the following criteria are considered cost-effective and are exempt from further benefit-costs analysis:

1) The property must be located in a FEMA-identified regulatory floodplain or floodway, **and**
2) The property must be declared substantially damaged by the local authority having such jurisdiction, in accordance with criteria promulgated by the NFIP.

For All Other Properties:

Attach the Benefit Cost Analysis (BCA) for this project and all supporting data and documentation used to determine the BCA. For acquisition projects, BCAs must be done for all properties and an aggregate BCA done for the project as a whole. To calculate project benefits correctly, make certain that the total project cost includes all costs associated with each property. To calculate the aggregate BCA for the project as a whole, using the figures from the BCA module, insert below (A) the sum of calculated project benefits for all properties and (B) the sum of project cost estimates for all properties. Then divide A by B for the aggregate Benefit Cost Ratio and insert that figure below.

Net Present Value of Project Benefits (A) _____
Total Project Cost Estimate (B) _____
Benefit Cost Ratio for the entire project (A/B) _____

VII. Work Schedule

A. List the major milestones for this project:

Task	Months from Award		Responsible Party
	Start	Complete	
Total Duration	36 Months		

B. Provide maintenance schedule for the useful life of the project and estimated annual maintenance costs:

VIII. List of Tabs: Following is a list of the corresponding tabs in this workbook.

Tab B	Scope of Work
Tab C	Property Data Sheet
Tab D	Budget
Tab E	Environmental and Historic Preservation Information
Tab F	State of Iowa W-9 Form
Tab G	Request for Federal Assistance (SF-424)
Tab H	Assurances and Certifications (FF 20-16)
Tab H-2	Construction Assurances (FF 20-16B)
Tab H-3	Drug-Free Workplace (FF 20-16C)
Tab H-4	Lobbying Activities Disclosure (SF LLL)
Tab I	Statement of Assurances for Property Acquisition Projects
Tab J	Authorized Representative Designation
Tab K	Local Match Resolution
Tab L	Statement of Voluntary Transaction for Property Acquisition Projects
Tab M	Model Deed Restriction
Tab N	State of Iowa Minority Impact Statement
Tab O	Listing of Attachments
Tab P	Benefit-Cost Analysis - If Applicable *Note: If required, the BCA must be submitted in both electronic and hard copy.*

IX. Certifications

To the best of my knowledge and belief, I certify that all data in this application packet is complete, true, and correct. The governing body of the applicant has duly authorized this document and hereby applies for assistance as documented in this application. The applicant understands that the project shall not proceed until FEMA approval is granted.

Name of Chief Executive Officer

Signature of Chief Executive Officer

Title

Organization

Date

Phone Number

Name of Authorized Representative

Signature of Authorized Representative (Optional)

Title

Organization

Date

PO Box #/Street Address

City, State and Zip

Phone Number

Email Address

Scope of Work

Applicant: 0
Project Title: 0

Provide a detailed narrative of the proposed project and work to be accomplished.

Property Data Sheet for Acquisition Projects

Community: 0 **Project Title:** 0

	Property/Owner Details											Budget Details								BCA Information					
	Property Owner (first and last name, or legal entity)	Property Physical Address	City	Zip Code	Latitude (at least six decimal places)	Longitude (at least six decimal places)	NFIP Policy #	NFIP ICC Coverage (Y/N)	NFIP Structural Claim Payment Amount	Year Built	Type of Property	Pre-Flood FMV	Legal/Closing /Permits/Fees	HMGP Demolition	PA Demolition Project Worksheet Number (if applicable)	ICC Demolition Costs (if applicable)	Replacement Housing, Moving, URA	Project Management	Estimated Total HMGP Funds Requested	Is the structure located within the SFHA?	Substantially damaged? (Y/N)	First Floor Elevation	Base Flood Elevation	Square Footage of Structure	Number of Stories, Type of Structure & Foundation
									$0.00			$0.00	$0.00	$0.00	NA	$0.00	$0.00	$0.00	$0.00						
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Property Data Sheet for Acquisition Projects

Community: 0 **Project Title:** 0

	Property/Owner Details											Budget Details								BCA Information					
	Property Owner (first and last name, or legal entity)	Property Physical Address	City	Zip Code	Latitude (at least six decimal places)	Longitude (at least six decimal places)	NFIP Policy #	NFIP ICC Coverage (Y/N)	NFIP Structural Claim Payment Amount	Year Built	Type of Property	Pre-Flood FMV	Legal/Closing /Permits/Fees	HMGP Demolition	PA Demolition-Project Worksheet Number (if applicable)	ICC Demolition Costs (if applicable)	Replacement, Housing, Moving, URA	Project Management	Estimated Total HMGP Funds Requested	Is the structure located within the SFHA?	Substantially damaged? (Y/N)	First Floor Elevation	Base Flood Elevation	Square Footage of Structure	Number of Stories, Type of Structure & Foundation
									$0.00			$0.00	$0.00	$0.00	NA	$0.00	$0.00	$0.00	$0.00						
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100																			$0.00						

Property Acquisition Budget

Applicant: 0

Address: 0

Title of Project: 0

Line Items	If Applicable: Quantity	If Applicable: Unit of Measure	If Applicable: Cost Per Unit	Total Cost
Acquisition Cost for Each Property				$0.00
Replacement Housing Benefits, Moving Allowance and URA				$0.00
Legal, Closing, Permits and Fees				$0.00
HMGP Demolition				$0.00
Project Management				$0.00
ICC Demolition Costs (counts towards non-federal share)				$0.00
Total HMGP Property Acquisition Budget Requested:				**$0.00**

The line-item totals and project total fields for the pre-determined budget categories will fill automatically based on the figures provided in the property data sheet. You will need to fill in all fields for any line-items added to the budget, if applicable.

Please provide a narrative for any budget items which will require further explanation, including Project Management: