

Federal Agency's grant authority, as well as to ensure consistence with federal policy and priorities.

**ELIGIBLE PROJECTS**

See HMA Guidance IV D.1 and D1.1.— Eligible Activities & Mitigation Project detailed descriptions

Acquisition Demolition / Relocation	<p><b>Demolition:</b> The voluntary acquisition of an existing at-risk structure and, typically, the underlying land, and conversion of the land to open space through the demolition of the structure. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions. For property acquisition and structure demolition projects, see HMA Addendum, Part A.</p> <p><b>Relocation:</b> The voluntary physical relocation of an existing structure to an area outside of a hazard-prone area, such as the Special Flood Hazard Area (SFHA) or a regulatory erosion zone and, typically, the acquisition of the underlying land. Relocation must conform to all applicable State and local regulations. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions. For property acquisition and structure relocation projects, see Addendum, Part A.</p>
Advance Assistance	<p>Section 1104 of the SRIA authorizes the use of Advance Assistance to accelerate the implementation of the Hazard Mitigation Grant Program (HMGP). Applicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop complete HMGP applications in a timely manner. See Part IX, A.9 for additional information on Advance Assistance.</p>
Community Safe Rooms	<p>Safe room construction projects are designed to provide immediate life-safety protection for people in public and private structures from tornado and severe wind events, including hurricanes. For HMA, the term "safe room" only applies to extreme wind (combined tornado and hurricane) residential, non-residential, and community safe rooms; tornado community safe rooms; and hurricane community safe rooms. This type of project includes retrofits of existing facilities or new safe room construction projects, and applies to both single and dual-use facilities. For additional information, see Addendum, Part C.</p>
Dry Flood Proofing	<p>Techniques applied to keep structures dry by sealing the structure to keep floodwaters out. For all dry floodproofing activities, FEMA encourages Applicants and subapplicants to design all dry floodproofing projects in accordance with ASCE/SEI 24-05.</p>
Structural Elevations	<p>Physically raising and/or retrofitting an existing structure to the Base Flood Elevation (BFE) or higher if required by FEMA or local ordinance. Elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts, or columns; and elevating on fill. Foundations must be designed to properly address all loads and be appropriately connected to the floor structure above, and utilities must be properly elevated as well. FEMA encourages Applicants and subapplicants to design all structure elevation projects in accordance with the American Society of Civil Engineers/Structural Engineering Institute (ASCE/SEI) 24-05, <i>Flood Resistant Design and Construction</i>. For additional information about structure elevation projects, see Addendum, Part E.</p>
Generators	<p>Generators are emergency equipment that provide a secondary source of power. Generators and related equipment (e.g., hook-ups) are eligible provided that they are cost-effective, contribute to a long-term solution to the problem they are intended to address, and meet other program eligibility criteria.</p> <p>A permanently installed generator that is a stand-alone project can be considered under regular HMGP funding if the generator protects a critical facility. Critical facilities may include police and fire stations, hospitals, and water and sewer treatment facilities. A generator that is a component of a larger project (e.g., elevation of a lift station) can also be funded under regular HMGP funding and the use of aggregation is permitted. Portable generators are eligible provided that they meet all HMGP requirements as described in 44 CFR Section 206.434. Stand-alone generator projects that cannot be determined cost-effective via standard HMA benefit-cost methodology may be eligible under the 5 Percent Initiative. See Part IX, A.10 for additional information about the 5 Percent Initiative.</p> <p>For additional information on generators please see the Frequently Asked Questions for Generators in Part X, Appendix G.</p> <p>HMA funds are not available as a substitute for emergency, temporary, or partial solutions under the Stafford Act Section 403, Essential Assistance (42 U.S.C. 5170b) and/or the Stafford Act, Title VI Emergency Preparedness (42 U.S.C. 5195).</p>
Individual Safe Rooms	<p>The Texas Individual Safe Room Rebate Program was created to allow Texas communities to</p>

	<p>offer their citizens an incentive type rebate for the construction and installation of an above ground or in ground safe room at their dwelling.</p> <p>This program is operated at the community level in accordance with the requirements described in the State of Texas Hazard Mitigation Plan –Annex A (entitled the Hazard Mitigation Grant Program Administrative Plan), the 44 CFR (Code of Federal Regulations), the Hazard Mitigation Assistance Unified Guidance in place at the time of the grant, and this handbook</p>
Mitigation Action Plans	<p>Mitigation plans are the foundation for effective hazard mitigation. A mitigation plan is a demonstration of the commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they commit resources.</p> <p>The mitigation planning process includes hazard identification and risk assessment leading to the development of a comprehensive mitigation strategy for reducing risks to life and property. The mitigation strategy section of the plan identifies a range of specific mitigation actions and projects being considered to reduce risks to new and existing buildings and infrastructure. This section includes an action plan describing how identified mitigation activities will be prioritized, implemented, and administered.</p> <p>Planning activities funded under HMA are designed to develop State, Indian Tribal, and local mitigation plans that meet the planning requirements outlined in 44 CFR Part 201. A mitigation planning subgrant award must result in a mitigation plan adopted by the jurisdiction(s) and approved by FEMA or it must result in a planning related activity approved by FEMA (e.g., incorporating new data into the Risk Assessment, or updating the Mitigation Strategy to reflect current disaster recovery goals) consistent with the requirements in 44 CFR Parts 201 and 206.</p>
Post Disaster Code Enforcement	Projects designed to support the post-disaster rebuilding effort by ensuring that sufficient expertise is on hand to ensure appropriate codes and standards, including NFIP local ordinance requirements, are used and enforced. For additional information, see Part IX, A.8.
Public Information/Warning Systems	Campaign / public education program to increase knowledge of the public about a particular hazard/s.
Structural Retrofitting of an existing building	Modifications to the structural elements of a building to reduce or eliminate the risk of future damage and to protect inhabitants. The structural elements of a building that are essential to protect to prevent damage include foundations, load-bearing walls, beams, columns, building envelope, structural floors and roofs, and the connections between these elements.
Non-Structural Retrofitting of Existing Buildings and Facilities	Modifications to the non-structural elements of a building or facility to reduce or eliminate the risk of future damage and to protect inhabitants. Non-structural retrofits may include bracing of building contents to prevent earthquake damage or the elevation of utilities.
Soil Stabilization	Projects to reduce risk to structures or infrastructure from erosion and landslides, including installing geotextiles, stabilizing sod, installing vegetative buffer strips, preserving mature vegetation, decreasing slope angles, and stabilizing with rip rap and other means of slope anchoring. These projects must not duplicate the activities of other Federal agencies.
Minor Localized Flood Reduction	Projects to lessen the frequency or severity of flooding and decrease predicted flood damages, such as the installation or modification of culverts, and stormwater management activities, such as creating retention and detention basins. These projects must not duplicate the flood prevention activities of other Federal agencies and may not constitute a section of a larger flood control system.
Warning Systems – Reverse 911 / Sirens	Equipment and systems for the purpose of warning citizens of impending hazards.
Wildfire Defensible Space	Projects creating perimeters around homes, structures, and critical facilities through the removal or reduction of flammable vegetation. For additional information, see Addendum, Part B.3.1.
Wildfire Hazardous Fuels Reduction	Projects that remove vegetative fuels proximate to at-risk structures that, if ignited, pose significant threat to human life and property, especially critical facilities. For additional information, see Addendum, Part B.3.3.
Wildfire Ignition Resistive Construction	Projects that apply ignition-resistant techniques and/or non-combustible materials on new and existing homes, structures, and critical facilities. For additional information, see Addendum, Part B.3.2.

- Activities that only address manmade hazards;
- Projects that address, without an increase in the level of protection, operation, deferred or future maintenance, repairs, or replacement of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges, and facility repair/rehabilitation);
- Projects for the purpose of:
  - Landscaping for ornamentation (e.g., trees, shrubs);
  - Site remediation of hazardous materials (with the exception eligible activities, such as the abatement of asbestos and/or lead-based paint and the removal of household hazardous wastes to an approved landfill);
  - Water quality infrastructure;
  - Projects that primarily address ecological or agricultural issues;
  - Forest management;
  - Prescribed burning or clear-cutting;       and maintenance of fire breaks, access roads, or staging areas;
  - Irrigation systems;
- Studies not directly related to the design and implementation of a proposed mitigation project; and
- Preparedness measures and response equipment (e.g., response training, electronic evacuation road signs, interoperable communications equipment).

All projects must also comply with any additional project-specific guidance provided in the Addendum.

## PLANNING GRANTS

Is this a new plan or an update?

If it is an update, what is the name of the existing plan?

What was the date the existing plan approved?

Select the type of local Mitigation Plan:

Does the subapplicant state that the activity will result in a FEMA-approved multi-hazard mitigation plan?  
 The subapplicant will not be eligible to receive project grant funds unless FEMA approves the plan to be in compliance with the Federal hazard mitigation planning standards identified in 44 CFR 201.6. The application should state that the objective is to create a plan that is compliant with these regulations. In addition, the timeline for the grant should include at least one year for State & FEMA to review and approve the plan.

For planning subapplications, is each participating community/schools individually listed, with individual statements of intent to participate?

Is a community profile of each participating community provided?  
 A good community profile should include a description of the natural, built, and socioeconomic environments.

For multi-jurisdictional plans, is information included on how the overall planning effort will be coordinated?  
 Reference 44 CFR § 206.6

Information should be included about the planning process for participating jurisdictions. The final document must include information concerning how it was prepared (e.g., the time period to complete the plan, the type and outcome of meetings), who was involved in the planning process (e.g., the composition of the planning team), and how the public was involved. The plan should also document how the planning team was formed and how each party represented contributed to the process.

Are any previous planning grants, for either the applicant or subapplicant, identified and discussed?

If the activity is a plan update, does the subapplication identify how it will address any deficiencies in the previous plan?  
 FEMA requires that previously approved plans point out any data limitations, and identify actions to obtain the data in the mitigation strategy. If the previously approved plan identified data deficiencies that would be addressed at a later time, then the deficiencies must be incorporated in the updated risk assessment. However, if the data deficiencies have not been resolved, they must be addressed in the updated plan, accompanied by an explanation of why they remain and an updated schedule to resolve the issue.

If the activity is a plan update, is the crosswalk from the previous plan included in the subapplication?

For plan update subgrant applications: Check the "attachment" sections in e-grants and NEMIS. Crosswalks can also be

Wind Retrofit	Wind retrofit projects of one and two-family residential buildings must be designed in conformance with the design criteria found in the <i>Wind Retrofit Guide for Residential Buildings</i> (FEMA P-804) published December 2010. This document is available in the FEMA Library at <a href="http://www.fema.gov/library/viewRecord.do?id=4569">http://www.fema.gov/library/viewRecord.do?id=4569</a> .
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Infrastructure Retrofit	Measures to reduce risk to existing utility systems, roads, and bridges.
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**INELIGIBLE ACTIVITIES**

- The following list provides examples of activities that are not eligible for HMA funding:
- Projects that do not reduce the risk to people, structures, or infrastructure;
  - Projects that are dependent on a contingent action in order to be effective and/or feasible (i.e., not a stand-alone mitigation project that solves a problem independently or constitutes a functional portion of a solution);
  - Projects with the sole purpose of open space acquisition of unimproved land;
  - 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 for which demolition and debris removal related to structures proposed for acquisition or mitigation reconstruction has already occurred may be eligible when such activities were initiated or completed under the FEMA Public Assistance program to alleviate a health or safety hazard as a result of a disaster;
  - Projects that involve land that is contaminated with hazardous waste;
  - Projects for preparedness activities or temporary measures (e.g., sandbags, bladders, geotubes);
  - Projects that create revolving loan funds;
  - Activities required as a result of negligence or intentional actions, or those intended to remedy a code violation, or the reimbursement of legal obligations such as those imposed by a legal settlement, court order, or State law;
  - FEMA may, at its discretion, choose not to fund projects subject to ongoing litigation if such litigation may affect eligibility of the project or may substantially delay implementation of the project;
  - All projects located in a CBRS Unit or in OPAs, other than property acquisition and structure demolition or relocation projects for open space under HMA. For details on property acquisition and structure demolition or relocation projects for open space within a CBRS Unit or OPAs see Addendum, Part A.2;
  - Activities on Federal lands or associated with facilities owned by another Federal entity;
  - Major flood control projects related to the construction, demolition, or repair of dams, dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters, and erosion projects related to beach nourishment or re-nourishment;
  - Projects for hazardous fuels reduction in excess of 2 miles from structures;
  - Projects that address unmet needs from a disaster that are not related to mitigation;
  - Retrofitting facilities primarily used for religious purposes, such as places of worship (or other projects that solely benefit religious organizations). However, a place of worship may be included in a property acquisition and structure demolition or relocation project provided that the project benefits the entire community, such as when the whole neighborhood or community is being removed from the hazard area;

obtain from the Planning Team database.

## PROPERTY ACQUISITION AND STRUCTURE DEMOLITION OR RELOCATION PROJECTS

### Application (Elements that are required at submission)

Does the subapplication include a clear Project Description that matches the selected mitigation activity?  
(Does the subapplicant provide a clear purpose of the project?)

Is a History of Hazards and Damages provided?

(Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)

What is the proposed acquisition activity and how does the subapplicant propose to accomplish the acquisition?

Is the Latitude and Longitude of the Structure to be Acquired Provided?

Is the Address (including city, state and zip code) or Physical Location of Structure to be Mitigated and all Alternate Structures Provided?

Is the Location of the Property(ies) on the Applicable Hazard Map as Appropriate Provided?  
(e.g., FIRM, DFIRM, Preliminary DFIRM)

Is the Property Located in a Coastal Barrier Resource System (CBRS) unit and Otherwise Protected Area (OPA)?

Is the Building Use Provided? (e.g., residential, commercial, public)

Is the Total Square Footage of Principal Structures Included?

(Provide square footage for living space and nonliving space including unfinished basement and garage)

Are Photographs of the Structure to be Acquired Provided?

(Each side of structure to include a view of the structure in relation to adjacent structures and roadways)

Is Documentation Provided for the Valuation Estimate of the Property?

(e.g., tax card, appraisal, or similar document)

Does the Subapplication Include Identification of the Valuation Assumption?  
(i.e., pre-event or current market value)

Does the subapplication Include Costs for the Acquisition that are in Compliance with Section IX A.5 of the HMA Unified Guidance(i.e. Tax Cards, Property Appraisals or other documentation)

Does the subapplication include verification that Structure Relocation Costs Identify the Value of the Land to be Acquired in Addition to other Eligible Costs? (Indicated at Section IX A.5 of the HMA Unified Guidance)  
(For Acquisition/Relocation only)

Does the subapplication include the required assurances that the subapplicant will implement the project grant award in compliance 44 CFR Part 80 Property Acquisition and Relocation for Open Space?

For Properties to be Relocated - Does the subapplicant acknowledge that any relocated structure be placed on a site located outside of the SFHA, outside of any regulatory erosion zones or other mapped hazard areas?

For Non-Flood Acquisition Projects (i.e. landslide) - Has a Qualified Professional or Appropriate Community Official Provided Documented Evidence of the Risk Determination or Imminent Risk?

### PRE-AWARD (PRIOR TO THE AWARD OF THE PROJECT)

Is a notice of voluntary interest form attached?

Are the State DOT and USACE consultation letters provided?

If Project is Located in a CBRS or OPA has Consultation with Fish and Wildlife Occurred?

Does the subapplication include deed restriction language consistent with the FEMA model deed restriction that the local government will record with the property deed(s)?

Has the Subapplicant Identified a Property Owner Appeal / Reconsideration Process Regarding the Value for the Mitigation Offer of the Property?

Is verification included that Comparable Housing Payments (\$22,500) are in accordance with Section IX A.11.5 of the HMA Unified Guidance?

(If Comparable Housing Payments are warranted)

Is verification included that Relocation (URA) Costs are in accordance with Section IX A.12 of the HMA Unified Guidance?  
(If there are tenants in the properties to be acquired)

Has the documentation of citizenship or qualified alien status been included as it relates to pre-event fair market value?

### Project Implementation - Pre-Settlement (Post-Award, prior to property settlement)

Has the Subgrantee provided a Signed Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space FEMA's Hazard Mitigation Assistance Programs Form (FEMA Form 81-112, OCT 08) for each Acquired Property?

### Closeout

Is there verification that all required activities have been accomplished and all properties identified have been acquired?

Is a copy of the deed recorded for each property included, demonstrating that each property approved in the original application was mitigated? Are the recorded deed restrictions consistent with the FEMA model deed restriction language

as required?
Has a photo of each property site after project completion been submitted to FEMA?
Has the latitude-longitude coordinates of each property after project completion been submitted to FEMA?
Are repetitive loss properties identified, where applicable? FEMA requires that the Grantee submit FEMA Form AW-501, NFIP Repetitive Loss Update Worksheet (OMB 1660-0022) on all repetitive loss properties mitigated as a result of HMA grant funds
Has the applicant identified a reporting process for the required 3 year inspection and verification that the property is still in compliance with the deed restriction? (Required for acquisitions per 44CFR §80.19 (d))
Has the Grantee updated the Property Site Information in the Relevant Database? (e.g., eGrants, NEMIS) (Required for structure elevations per HMA Guidance IX E.6)
Have EHP conditions during project implementation been met? (Required for HMA projects per HMA Guidance III D.6)
Is the NFIP Repetitive Loss Update Worksheet AW-501 from Grantee to FEMA submitted, including documentation supporting the change in the mitigated status of a structure? (e.g., elevation certificate) (Required for HMA projects per HMA Guidance VI D.2.1)
<b>STRUCTURAL ELEVATION</b>
<b>Application (Elements that are required at submission)</b>
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Are the name and location of the flooding source (e.g., creek, river, coastal, watershed, or location of storm water ponding) and location on the applicable FIRM, DFIRM, Preliminary DFIRM, etc. provided?
Are the Latitude and Longitude of the structures to be elevated provided?
Does the subapplication include the Address of Structure to be mitigated (including city, state and zip code) or Physical/Legal Location?
Is the Building Use provided? (e.g., residential, commercial, public)
Is the Original date of Construction for the structure provided?
Does the subapplication include the Structure Type to be elevated? (e.g., one story, two story, split level)
Is the Foundation Type indicated? (e.g., slab-on-grade, crawl space, basement, open foundation)
Is the Base Flood Elevation (BFE) or Advisory BFE (ABFE) at the Structure Location indicated?
Is the elevation of the lowest finished floor included? (e.g., Finished Floor Elevation - FFE)
Is the total Square Footage of the Principal Structures included? (Provide square footage for living space and nonliving space)
Are photographs of the Structure to be Elevated provided? (Each side of structure to include a view of the structure in relation to adjacent structures and roadways)
Is the Construction Type provided? (e.g., wood frame, masonry)
Is Total Square Footage of the Structure After the Proposed Elevation provided? (Provide data for living space and nonliving space)
Is the First Floor Elevation of the Proposed Elevation provided?
Is the Proposed Elevation Increase in Height provided? (How high will the structure be elevated)
Is the Proposed Foundation Type provided? (e.g., open, elevated crawl space, fill)
For the retrofit of existing buildings, is an assessment of the vulnerabilities of the existing building conditions provided?
Has an Elevation Certificate (FEMA Form 81-31) or Equivalent Information for each structure been provided?
Is the Proposed Elevation Methodology and Standard to be used provided?
Is the Elevation Cost Information provided? (Cost Estimate)
Is documentation provided to verify that Costs for the Elevation are in Compliance with Section IX E.3 of the HMA Unified Guidance?
Is the Estimated Cost to Replace Principal Structure included? (e.g. Building Replacement Value - BRV)

Are project specifications to meet local codes and applicable regulations provided?
<b>Pre-Award (Prior to the award of the project)</b>
Is a Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds included?
Is a Statement from the Appropriate Local Official or qualified professional that the Structure Appears to be Capable of Elevation included?
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
<b>Project Implementation - Post-Construction (Post-Award, prior to closeout)</b>
Have EHP conditions during project implementation been met?
<b>Closeout</b>
Is the NFIP Repetitive Loss Update Worksheet AW-501 from Grantee to FEMA submitted, including documentation supporting the change in the mitigated status of a structure? (e.g., elevation certificate)
Has the Grantee provided a Certificate of Occupancy for each structure in the project to certify that the structure is code-compliant?
Has the Grantee provided a Final Elevation Certificate (FEMA Form 81-31) for each structure to ensure the structure has been elevated to the proper elevation?
Has the Grantee provided copy of the recorded deed amendment for each elevated structure?
Has the Grantee provided a certification by an engineer, floodplain manager, or senior local official that the completed structure elevation is in compliance with local ordinances and NFIP regulations, including all applicable NFIP Technical Bulletins?
Has the Grantee provided verification of flood insurance for each structure still in the Special Flood Hazard Area (SFHA)?
Has the Grantee provided front, rear, and side photograph of the final elevated structure?
Has the Grantee updated the Property Site Information in the Relevant Database? (e.g., eGrants, NEMIS)
<b>DRAINAGE PROJECTS</b>
<b>Application (Elements that are required at application submission)</b>
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Does the subapplication include a Description and Map of the existing drainage conditions and the area of protection?
Is the Current Risk in the project service area adequately described?
Does the subapplication include the name and location of the flooding source (i.e., creek, river, watershed, or location of stormwater ponding) and its location on the applicable FIRM, DFIRM, Preliminary DFIRM, etc?
Is the Latitude and Longitude of the project site provided?
Are the address of all Structures and/or Infrastructure to be mitigated (service area including city, state and zip code) listed in the subapplication? (Include Physical/Legal Location, and Boundaries of Project Site)
Is the Infrastructure to Be Protected adequately described?
Are Photographs of the Site included in the subapplication? (Include areas where there will be ground disturbance, any water bodies nearby, service area)
Is the Total Square Footage of Structures to be Protected documented? (BCA; Provide square footage for living space and nonliving space)
Is the Proposed Drainage Methodology (project approach/design), including all Components (ditches, culverts, swales, etc.), Feasible and Effective in mitigating the Identified Risk?
Does the subapplication Identify the Location of the Components?
Does the subapplication Identify two (2) Alternatives Considered other than the proposed project?
Is the proposed activity a stand-alone mitigation project? Will the project provide mitigation benefits without the assistance of other planned projects in the area/watershed?
What Level of Protection will the Proposed Project provide to Existing Structures and Infrastructure?
Has the subapplicant considered and described Upstream and Downstream Impacts of the proposed project?
Does the subapplication include engineering calculations and/or schematic drawings/design, conceptual engineering design, or technical data?
Does the subapplication Identify the Standards and Codes to be used?
Has the subapplicant verified that Costs for the Drainage are in Compliance with the HMA Unified Guidance?
Has the Project Useful Life been determined?
Does the subapplication describe any Road Detours and Economic Disruption caused by Flooding?

Has the Replacement Cost for Structures to be Protected been documented?
<b>Pre-Award (Prior to the award of the project)</b>
Has the subapplicant included a Maintenance Agreement?
Has the subapplicant coordinated with USACE on Duplication of Programs?
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
<b>Project Implementation - Pre-Construction (Post-Award, prior to ground breaking)</b>
If a map revision is required, did the subapplicant submit documentation to FEMA for a CLOMR?
<b>Project Implementation - Post-Construction (Post-Award, prior to closeout)</b>
Have EHP conditions during project implementation been met?
If a map revision was required, did the subapplicant submit documentation to FEMA for a LOMR?
<b>Closeout</b>
Has applicant submitted the NFIP Repetitive Loss Update Worksheet AW-501? (Grantee submits to FEMA with documentation supporting the change in the mitigated status of a structure if there are repetitive loss properties in the project)
Have photographs of the completed drainage system been included?
<b>SEISMIC</b>
<b>Application (Elements that are required at submission)</b>
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Does the proposed Scope of Work identify and address the existing risk?
Does the proposed Scope of Work include discussion of the level of protection (performance level) of the activity? This is especially important for critical facilities.
Does the application include discussion of residual risk remaining after the mitigation action is completed?
Are the Latitude and Longitude of the structures provided?
Does the subapplication include the Address of Structure to be mitigated (including city, state and zip code) or Physical/Legal Location?
Are photographs of the Structure provided? (Exterior and Interior condition)
Is the Construction Type provided? (e.g., wood frame, masonry)
Is the date of Construction for the structure provided?
Is the soil type included?
Does the subapplication include the Building Type, Number of Stories, Use and Occupancy? (e.g., one story, two story, split level, residential, commercial, public)
Is the total Square Footage of the Principal Structures included? (provide square footage for living space and nonliving space)
Are proposed schematic drawings or designs of proposed project provided?
Is documentation showing how project specifications meet local codes and applicable regulations and engineering design standards provided?
For the retrofit of existing buildings, is an assessment of the vulnerabilities (seismic) of the existing building conditions provided?
Does the Scope of Work describe the Non-Structural elements to be mitigated, including date of construction or installation, dimensions, location within the building or facility, equipment boundary (e.g. sprinkler system pump to main distribution header pipe nozzles, etc)
Is the Proposed Structural Retrofit Methodology and Applicable Engineering Standard to be used provided?
Does the subapplication include replacement values estimates for all non-structural items?
Is the building replacement value (BRV) (\$/square foot) included and supporting documentation provided? or Is documentation for the cost per square foot to replace the building with a functionally equivalent building provided? (The building replacement value (BRV) is not the same as the current market value of the building.)
Is a Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds included?
<b>Pre-Award (Prior to the award of the project)</b>
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
<b>Closeout</b>



Has the Grantee documented that the project subgrant was completed with the approved SOW?
Was all project work performed in accordance with all required permits and applicable building codes as modified or protected by the approved project?
Have EHP conditions during project implementation been met?
<b>WILDFIRE</b>
<b>Application (Elements that are required at application submission)</b>
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Is a History of Hazards and Damages provided? (Are the effects of the hazard and the risks that will exist after the project is implemented addressed?)
Is the Proposed Project Designed to Protect Homes, Neighborhoods and Infrastructure from Future Wildfire Hazards?
Does the project subapplication include a description of the wildfire mitigation activities and the method to accomplish the activities?
Does the project subapplication describe the level of protection that the mitigation activity will provide to existing structures and infrastructure?
Is the location and/or Latitude and Longitude of the project site provided?
Is a clear, concise description of the Structures or Facilities to be mitigated provided?
Is the Address (including city, state and zip code) or Physical Location of the Structure to be Protected from the Hazard(s) Provided?
Are Boundaries of the Project Site described if the project encompasses an area larger than one property?
Does the project meet or exceed accepted local, engineering and fire-related codes and standards?
Does the project subapplication include any ineligible wildfire activities as listed in HMA Guidance IX. B.4?
Does the project subapplication describe how the project will provide structural protection through Ignition Resistant Construction Activities? (Is it feasible? For Structural Protection, Ignition Resistant Construction Activities)
Is there a description of the proposed defensible space for each property for a structural protection project?
Are the methods used for hazardous fuels reduction activities eligible under FEMA's Wildfire Policy?
Has the total area been included for hazardous fuels reduction activities in the project subapplication? (e.g. acres, square feet, and/or linear measurement)
Has an approximation of the total vegetation to be removed been included for hazardous fuels reduction activities? (e.g. percent of existing vegetation)
Does the project subapplication include a map(s) showing the project area and relationship of structures to wildland/urban interface or forested, range or grassland area?
Does the project subapplication include information on the number of residents impacted?
Does the project subapplication include a property-level rating of wildfire risk for each home or community, along with the scale used to measure the rating levels (if applicable)?
Is the proposed project located no farther than two miles from the structure? (For Hazardous Fuels Reduction Activities)
Is the Building Replacement Value (BRV) included for structures to be protected?
Is the Project Useful Life/Projected Lifespan Provided? (Project Effective Life)
<b>Pre-Award (Prior to the award of the project)</b>
Has the property owner agreed to maintain the defensible space for a structural protection project?
Does the project subapplication include a draft operations and maintenance plan?
Has the subapplicant included appropriate environmental planning and/or historic preservation (EHP) information?
<b>Project Implementation</b>
<b>Pre-Construction</b> (Post-Award, prior to ground breaking)
Does the project subapplication include a final operations and maintenance plan?
<b>Closeout</b>
Have EHP conditions during project implementation been met?
<b>COMMUNITY SAFE ROOM</b>
<b>Application</b> (Elements that are required at application submission)
Does the subapplication include a clear Project Description that matches the selected mitigation activity? (Does the subapplicant provide a clear purpose of the project?)
Have alternative solutions to the identified risk been considered?

Does the subapplication include a vicinity map with the project location clearly marked?
Have properties to be mitigated been identified?
Is the address or location of the safe room included? (i.e., city, state and zip code or legal description of structure to be mitigated and all alternate structures, if applicable)
Have photos of the project site been provided?
Does the subapplication include photograph(s) that represents the project site at the time of application?
Has the Safe Room type been identified? (e.g., residential, non-residential, community: tornado, hurricane, or combined)?
Is the proposed safe room design feasible and effective at mitigating the identified risk?
Is the Safe Room a multi-use facility? (Specify all facility uses)
Does the proposed saferoom allow for accessibility for people with disabilities?
Is the design standard for the proposed safe room recognized by FEMA? If so, what standard will be used for the design and construction? (e.g., FEMA 320, FEMA 361, or ICC-500 with incorporation of FEMA 320 or FEMA 361)?
Is the location of the safe room in a flood zone? If so, is it clearly identified on a FIRM? (Note: Safe rooms cannot be located in the following areas: coastal high hazard area (Zone VE) or other areas known to high velocity wave action, Tsunami inundation areas, Coastal Zone A (ASCEE/SEI 24-05, or floodways. In addition, FEMA 320 safe rooms cannot be located in areas subject to coastal storm surge inundations associated with a Category 5 hurricane.)
Have environmental and cultural resources been considered in the decision making process for determining the location, type and use of the safe room?
Are safe room costs 1) directly related to and necessary for the hazard mitigation purpose of life safety protection resulting from structural and building envelope protection and 2) in compliance with eligible costs listed in tables 6 & 7 of the HMA Guidance?
Does the subapplication provide documentation that the proposed safe room project subapplication is in compliance with local planning, zoning, building and all other applicable codes? (Required for Safe Room project per HMA Guidance IX C.4.5)
Does the subapplicant include a descriptive statement regarding the operations and maintenance plans for the safe rooms? (This should include long-term maintenance requirements, frequency of required maintenance, responsibility for safe room maintenance, a brief statement about the operation of the safe room when opened for use, and funding source for maintenance costs.) (Required for Safe Room projects per HMA Guidance V H.1.1 and IX C.4.3.1)
Has the Wind Speed Zone identified for the project site?
What level of design is included (e.g. conceptual design or detailed)? If detailed, have the structural and non-structural peer reviews of the design been provided?
Is the size (area in sq. ft.) based on the calculation of net usable space to accommodate the number of safe room occupants? For example: 1,185 gross sf x (0.85) = 1,007 net usable sf.
Does the subapplication indicate the period of protection provided by the Safe Room? (Up to 24 hours for hurricane events; up to 2 hours for tornado events)
Does the application identify, quantify and document the population at risk and is the size consistent? (Note: For Hurricane safe rooms the population protected is limited to First Responders and Critical & Essential Services Personnel and Facility Occupants (special needs).
For Residential and Small Business Safe Rooms - Does the population protected comply with size (prescriptive design: dimensions 14'x14'=196 sf) limitations by hazard? (Tornado/hurricane residential max occupancy 16; tornado non-residential max occupancy 33; combined tornado/hurricane non-residential max occupancy 8.)
Do the number of toilets and hand washing facilities conform to guidance? Tornado: 2 toilets and 1 additional per 500 occupants (FEMA 361). For safe rooms over 50 occupants, hand washing facilities at 1 per 1,000 occupants (ICC 500). Note: sanitation criterion can be met with temporary facilities (e.g. self-contained chemical-type receptacles/toilets). Hurricane: 2 toilets and 1 additional per 50 occupants (FEMA 361). For safe rooms over 50 occupants, hand washing facilities at 1 per 100 occupants (ICC 500). Tornado/Hurricane: ICC 500 specifies one toilet when the occupancy is less than 50 occupants. Two toilets for safe rooms over 50 occupants, with 1 additional toilet per 500 occupants for tornado or per 50 occupants for hurricane.
For Tornado Safe Rooms Only - Does the Distance & Travel time for the at-risk population conform to the 5 minute walk (pedestrian) or half-mile driving distance calculated by actual travel route? Are people exposed to increased risk while moving to the protected area?

For Tornado Safe Rooms Only - Is documentation included that shows how the population will reach the safe room?
For Tornado Safe Rooms Only - Does the size (area in sq. ft.) conform to criteria established in Policy/Guidance? The standard of 5 s.f. per person, 10 s.f. per wheelchair, 30 s.f. per bed shall be provided. One wheelchair space should be provided per 200 occupants; therefore for 200 occupants, the area would equal 1,005 s.f.
For Tornado Safe Rooms Only - Does the subapplicant demonstrate consideration of warning capabilities, logistics, and operations components that support basic safe room functions?
For Hurricane Safe Rooms Only - Does the applicant demonstrate that a warning system is in place and the notification timeframes are adequate to allow sufficient travel time to the safe room? Note: Travel times are not limited.
For Hurricane Safe Rooms Only - Does the subapplication demonstrate that the Safe Room will be operated in a manner consistent with Local and State Emergency Evacuation plans and requirements?
For Hurricane Safe Rooms Only - Does the size (area in sq. ft.) conform to criteria established in Policy/Guidance? The standard of 20 s.f. per person, 20 s.f. per wheelchair, 40 s.f. per bed shall be provided. One wheelchair space should be provided per 200 occupants; therefore for 200 occupants, the area would equal 4,000 s.f.
Does the subapplication adequately define and document potential Hurricane Safe Room occupants? (1st Responders, Critical Services Personnel)
<b>Pre-Award</b> (Prior to the award of the project)
Has a draft O&M Plan been submitted and reviewed for compliance with HMA Guidance prior to any retrofit or construction activities?
<b>Project Implementation</b> <b>Post-Construction</b> (Post-Award, prior to closeout)
Have EHP conditions during project implementation been met?
<b>Closeout</b>
Has a final O&M Plan been submitted for closeout?
Have photos of the project site before and after construction been provided?
Have the latitude and longitude coordinates at the project site been provided?
Has a FEMA 361: Substantial Completion Certificate been submitted?