

**Hazard Mitigation Assistance (HMA)
Application Review Tool (ART)**

Application	GRANT NUMBER:						KEY	
	SUBGRANT NUMBER:							
	SUBGRANT TITLE:							All GREEN fields must be completed during Regional Application Reviews. (A.1-A.22)
	SUBGRANTEE NAME:							
	SUBGRANTEE TYPE:							All BLUE fields must be completed during a LATER part of the Review process. (A.23-A.40)
	FEDERAL SHARE:							
	NON-FEDERAL SHARE:							
TOTAL ESTIMATED COST:								
Reviewer	REGIONAL PROGRAM REVIEWER:							
	PROGRAM REVIEW COMPLETION DATE:							
	REGIONAL PLANNER REVIEWER:							
	PLANNER REVIEW COMPLETION DATE:							
Program	APPLICATION FOR HMA PROGRAM:							
	OTHER PROGRAM REVIEWS REQUESTED:							
	<small>Note: Applicants must include a statement in their grant application under the "Comments for FEMA" field in eGrants indicating their interest to have any subapplications considered for another mitigation grant program (specify the additional mitigation grant program(s) and corresponding Catalog of Federal Domestic Assistance (CFDA) number(s)). Comments for FEMA is the last section of the application in eGrants after the SF-424. Including this comment does not commit FEMA or guarantee the application will be considered under another grant program.</small>							
GENERAL COMMENTS								
APPLICANT and SUBAPPLICANT Application Review GENERAL FACTORS		HMGP	PDM	RFC	SRL	FMA	COMMENTS and NOTES <small>(will be viewed by National Evaluation panelists)</small>	Links/Examples
A.1	Is the Applicant eligible? <small>(Required YES for ALL)</small>							HMA Guidance
A.2	Is the Subapplicant eligible? <small>(Required YES for ALL)</small>							HMA Guidance
A.3	Was point-of-contact information provided for the applicant and subapplicant? <small>(Required YES for ALL)</small>							HMA Guidance
A.4	Is the proposed project type eligible under the requested funding program? <small>(Required YES for ALL)</small>							HMA Guidance
A.5	Select the project type: <small>(Required for ALL)</small>	Please select in comment field						HMA Guidance
A.6	Was the subapplication previously submitted under another FEMA Program? <small>(If YES, Identify project Name and # in comment field)</small>							HMA Guidance
A.7	Is the subapplication previously funded under another FEMA Program, including HMGP? <small>(Required NO for ALL)</small>							

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A.8	Has construction started for this project? (NO required for all)							
A.9	Does another Federal entity have primary funding authority for this project? NO required for ALL							44 CFR 206.434(f)
A.10	Does the subapplicant participate in the National Flood Insurance Program (NFIP)? If yes, please indicate participation status in comment field. (Required YES for: HMGP, PDM, RFC, SRL, FMA)							HMA Guidance
A.11	If the location of the project is in an identified Special Flood Hazard Area, are all NFIP requirements being addressed? (Required YES for ALL)							HMA Guidance
A.12	Is a pre-award consultation agreement attached? (Required YES for SRL)	n/a	n/a	n/a		n/a		HMA Guidance
A.13	Do all the properties included in the subgrant application have flood insurance? (Not required for minor localized flood control projects.) (Required YES for FMA, RFC and SRL)	n/a	n/a					HMA Guidance
A.14	Will the proposed project solve the problem independently or constitute a functional part of a solution? (Required YES for ALL)							HMA Guidance
A.15	Is the SOW complete and well-described, and does it match the Mitigation Activity? (Required YES for ALL)							
A.16	Is the Period of Performance 3 years or less? (Required YES for ALL)							
A.17	Does the Work Schedule accurately reflect the description of the mitigation activity provided in the SOW, and are milestones and associated timeframes reasonable and complete? (Required YES for: ALL)							
A.18	Have alternative project types been considered, and was the decision-making process for the chosen activity type described?							

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APPLICANT and SUBAPPLICANT Application Review PLAN STATUS FACTORS		HMGP	PDM	RFC	SRL	FMA	COMMENTS and NOTES <small>(will be viewed by National Evaluation panelists)</small>	Links/Examples
A.19	Does the Applicant have a current FEMA-approved Part 201 State/Tribal hazard mitigation plan? <i>(Required YES for ALL)</i>							44 CFR § 201
A.20	If the subapplication is not for a new local mitigation plan (LMP), does the subapplicant have a current FEMA-approved LMP? <i>(Required YES for HMGP, PDM, SRL, FMA)</i>			n/a				44 CFR § 201
A.21	Is the project described in this subapplication consistent with the goals and objectives of the Part 201 local hazard mitigation plan? <i>(Required YES for ALL)</i>							How-To Guide #9: Using the Hazard Mitigation Plan to Prepare Successful Mitigation Projects
APPLICANT and SUBAPPLICANT Application Review COST EFFECTIVENESS FACTOR		HMGP	PDM	RFC	SRL	FMA	COMMENTS and NOTES <small>(will be viewed by National Evaluation panelists)</small>	Links/Examples
A.22	Is the calculated Benefit Cost Ratio (BCR) 1.0 or over, and does it match the BCR given elsewhere in the subapplication? <i>(Required YES for ALL)</i>							
A.23	The data fields below are required components of a COMPLETE application, and may be used to establish valid ranking for competitive programs. Failure to provide this data at initial submittal will result in delayed eligibility decision and funding, and may contribute to the project being 'not selected for further review'. A non-selected project may be re-submitted at a later date with additional information if the application period for the requested program funding is open.							
A.24	Select the project suffix: <i>(Required for HMGP)</i>		n/a	n/a	n/a	n/a		HMA Guidance
A.25	Will the project have a beneficial impact upon the designated disaster area, whether or not located in the designated disaster area? <i>(Required YES for HMGP)</i>		n/a	n/a	n/a	n/a		CFR 206.435
A.26	Are all of the "evaluation information questions" answered? <i>(Required YES for PDM)</i>	n/a		n/a	n/a	n/a		
A.27	Are all appropriate assurances provided (424, maintenance, etc)? <i>(Required YES for ALL)</i>							
A.28	Does the subapplicant provide adequate details about the community/ies? <i>(Required YES for ALL)</i>							FEMA: The National Flood Insurance Program Community Status Book
A.29	Was the CID Number provided? <i>(Required YES for ALL)</i>							HMA Guidance
A.30	Are the hazard problems and impacts explained in detail? <i>(Required YES for ALL)</i>							
A.31	If the project application will protect specific properties, is detailed information provided on each property? <i>(Required YES for ALL)</i>							

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A.32	Was the DUNS Number provided?						A.33-41 are needed prior to requesting funding for an eligible project.	What is a DUNS Number
A.33	Was the FIPS Code provided?							
A.34	Was the U.S. congressional district provided?							US Congressional District Locator
A.35	Was the State Legislative District provided?							
A.36	In what County(s) is the project located?	Please answer in comment field						
A.37	Is the location of the project adequately described in the application including latitude and longitude coordinates consistent with geocoding policy							Guidance for Geocoding Mitigation Data
A.38	If approved, is a Public Notice required?							Executive Order 11988 and Executive Order 11990
A.39	If approved, is a Press Release required?							
A.40	If approved, is a Large Project Notification required?							
Go to Next Worksheet for Section B. Plan Status & Planning Subapplication								