Project Subapplications Checklist

Background Information

This checklist was created to support Subapplicants preparing Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) project subapplications in FEMA's Mitigation eGrants system. If you have eGrants system access, log in and access the Subgrant Applicant Homepage, then follow the steps below to create a project subapplication. If you are a first-time user, you will first need to obtain an Access Identification (ID) code from your state, territorial, or tribal Applicant and create a FEMA Enterprise Identity Management System (FEIMS) account. You can request a paper copy of the subapplication from your Applicant to allow you to preview the information required in each section of the subapplication.

- For more detailed information, consult the EMI Independent Study course [IS-0030.b: Mitigation eGrants System for the Subapplicant] available at https://training.fema.gov/is/courseoverview.aspx?code=IS-30.a
- For more detailed information on each screen and the steps to be completed for each task in eGrants related to award packages, refer to *FEMA Mitigation eGrants Subapplicant Quick Reference Guide* on the FEMA web site.

Project Subapplication Checklist

Done	Steps
❐ Yes ❐ No	On the Subgrant Application Homepage click: **Create New Application**. Type the title for your subapplication, including the location and type of activity. Select the **Project Application** option from the drop-down menu and **Save and Continue**. • Is a pre-application required? Your Applicant may or may not require a pre-application prior to submitting a full project subapplication. If a pre-application is required, you will see options for **Start New Pre-Application** or **Copy Existing Pre-Application**. If a pre-application is not required, you will see the options to **Start New Application** or **Copy Existing Application**. See Unit 5 of the *Quick Reference Guide* for more information about these options. Click **Save and Continue**.

Done	Steps
❐ Yes ❐ No	• Is a pre-application required? If yes, complete the Pre-Application (Part I) section by providing information about your organization. Click **Find Organization.** Enter the first few letters of your organization's name. Click **Search**. Select the **radio button** for your organization name in the eGrants system. Click **Select Organization**. Complete the remaining inputs on this screen. Click **Save and Continue**. Complete Pre-Application (Part II) section by providing details about the community, the proposed project, its cost, and available matching funds. Click **Attach File** to attach any documentation. (See Unit 5 of the *Quick Reference Guide* for more information.) Click **Save and Continue**. Click **Edit Application** to make changes. An authorized Subapplicant agent with Sign/Submit access can click **Submit Application**. See "Access Tips" for more information. When approved by the Applicant, the pre-application automatically becomes an un-submitted subapplication and can be access by clicking **Update/Complete Un-submitted Application(s)** from the Subapplicant Homepage. • If no, the Application Status screen displays. To navigate through the subapplication, you have the option to click on an **Incomplete** link for a section in the Status column or a section name link in the sidebar menu to jump directly to that section. You can also click **Save and Continue** to move through the subapplication screens sequentially.
❐	**Subapplicant:** Complete this section by providing information about your organization. Click **Find Organization.** Enter the first few letters of your organization's name. Click **Search**. Select the **radio button** for your organization name in the eGrants system. Click **Select Organization**. Complete the remaining inputs on this screen. Click **Save and Continue**.
❐	**Contact:** Complete this section by providing the contact information for the Authorized Subgrant Agent, or the person FEMA should contact if there are questions about the subapplication. You can also enter an alternative Point of Contact. NOTE: If copying an existing subapplication, make sure all information is still current and relevant. Click **Save and Continue**.
❐	**Community:** Complete this section by providing details about <u>each</u> community that will benefit from the funds. Select **Find Community**. Enter search criteria. Click **Search.** Select radio button for community affected. Click **Select Community.** Add comments and click **Attach File** to upload supporting documents, if necessary. (see Unit 5 of the *Quick Reference Guide* for more information.) Click **Save and Continue**. Click **Save and Continue**.
❐	**Mitigation Plan:** Complete the inputs for the local and state hazard mitigation plan questions. Use **Find Plan** to locate a mitigation plan on file with FEMA, if applicable. Click **Save and Continue**.
❐	**Scope of Work:** Complete all three pages, providing detailed information about each proposed mitigation activity. For page 1, click **Add Activity** and check a box for the type of activity. Click **Add Activity**. Provide a clear and detailed description of your proposed activity and the activity's location (including supporting documentation). Click **Save and Continue**. On page 2, provide the latitude and longitude values for the project area, then provide descriptions of the need for the project, who will benefit from the project, how the activity will be implemented, how the project is technically feasible in reducing risk, and who will manage and complete the mitigation activity. Click **Save and Continue.** For page 3, provide descriptions for the residual risk, when the activity will take place, why the project is the best alternative, and future maintenance required to keep the project operating at designed effectiveness. Click **Save and Continue**.
❐	**Properties:** If the project type is relevant to specific structures (e.g., acquisition and elevation), complete the four pages of information for each property. On page 1, click **Add Property**. On page 2, enter the property address and owner information and co-owner information, if applicable. On page 3, provide information about the property (e.g., latitude and longitude, age, type of structure, purchase price, National Flood Insurance Program policy number, hazard(s) to be mitigated, the property action, etc.). For page 4, enter information about the property like whether it is substantially damaged, the base flood elevation and first floor elevations, flood zone, and how cost effectiveness was determined. Instead of **Add Property**, it is possible to click **Import Property** to upload a spreadsheet with property information. (See Unit 5 of the *Quick Reference Guide* for more information.) Click **Save and Continue**.

Done	Steps
❒	**Schedule:** Complete this section by selecting **Add Task** and providing the information requested for activities (e.g., task description, how much time it will take, and at which point in the sequence it will be completed, and who will complete the work). Click **Save and Continue**.
❒	**Cost Estimate:** Complete this section by clicking **Add Item**, then providing budget line-item information for each activity, including Subgrant Budget Class, Unit Quantity, Unit of Measure, and Unit Cost. Click **Save and Continue** to return to the main Cost Estimate screen after your cost estimate is complete. Click **Save and Continue** to go to the next section.
❒	**Cost Share:** Complete this section by clicking **Add Cost Share** to detail non-federal funds committed to the planning activity (e.g., name and type of funding source, type of funding, amount, and date of availability). Use **Attach File** to attach a funds commitment letter (see Unit 5 of the *Quick Reference Guide* for more information.) Click **Save and Continue**, and continue to **Add Cost Share** commitments as applicable, including in-kind services (e.g., labor, equipment rental) in lieu of cash. On the Cost Share screen, the cost share automatically starts with 75% Federal/25% non-Federal, but the dollar amounts are automatically updated as cost share sources and values are added. Click **Recalculate Share** to compute the new percentages, if needed. Click **Save and Continue.**
❒	**Cost Effectiveness:** Complete this section for the entire project. Click **Attach** to attach a Benefit-Cost Analysis (BCA) that has been exported from the BCA Tool or other cost effectiveness documentation such as a narrative description. Click **Save and Continue.**
❒	**Environmental/Historic Preservation Review:** Complete Parts A-K to help reviewers identify potential environmental and historic preservation issues that must be addressed. Click **Save and Continue** after completing each part.
❒ PDM ❒ FMA	• For PDM subapplications: Complete both pages of the **Evaluation** section by answering questions about the community, community involvement, and benefits to the community. Click **Save and Continue**. • For FMA subapplications: Check the **Not Applicable** box. Click **Save and Continue**.
❒	**Assurances and Certifications:** Complete this section by clicking on the Click the **Grants.gov** link URL: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 to download and complete the appropriate fillable forms. Then, click **Attach File** to upload each form to the corresponding screen. Click **Save and Continue**.
❒	**Comments and Attachments:** This section consolidates all the comments and attachments for review and modification. NOTE: If you need to update or add new attachments or comments, it is recommended that you do so on the relevant application section screen. If you attach a document in the Comments and Attachments section, reviewers will not be able to associate the attachment with the subapplication section it is intended to accompany. Click **Save and Continue**.
❒	**FEMA Grants Application:** Select the **Review and Submit Application** link in the sidebar menu. Select the **Incomplete** status link for the FEMA Grants Application section. Click the **Grants.gov** link URL: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 to download the Standard Form (SF) 424, Application for Federal Assistance. An authorized Applicant agent must sign the form. To upload the scanned, completed form, click **Attach File**. Click **Save and Continue**.
❒	**Review and Submit Application:** Click the **Review and Submit Application** link on the sidebar menu. Click the **Complete** or **Incomplete** links to review each subapplication section for accuracy and completion. You will not be able to submit your subapplication if Incomplete links are displayed on this screen. NOTE: The **Sign/Submit** button is active only for Applicant users with Sign/Submit access.

Done	Steps
	ACCESS TIPS: • You may provide other eGrants users access to your subapplication for collaborative work and review. • To submit, an eGrants user with organizational signature authority will need access to your subapplication. You can provide, update, or revoke access to your subapplication (see Unit 5 of the *FEMA Mitigation System Subapplicant Quick Reference Guide* for more information). To change access rights to your subapplication, in the Grant Applicant Acting as Subgrant Applicant section of the Grant Applicant Homepage, click the **Work on Un-submitted Subgrant Application(s)** link. Click the **View Details** link for the subapplication. Click **Authorize Access**. Search for the user's name. Click the **radio button** for the user. Click **Authorize Access**. Select the checkbox(es) for the desired access level(s) (View/Print, Create/Edit, or Sign/Submit) and enter the duration for access to your subapplication. NOTE: For higher level access, you must select the lower level access box(es) also. Click **Save and Continue**.