Soil Stabilization: Application

**The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand FEMA Hazard Mitigation Grant Program (HMGP) application process.*

A. Applicant/Subapplicant Information

1. **Applicant/Subapplicant Legal Name:** _____
2. **Organizational Unit:** _____
3. **Project Title:** _____
4. **Applicant/Subapplicant Type:**
   - ☐ Local Government
   - ☐ State Government
   - ☐ Private Nonprofit (attach copy of Form 501c3)
   - ☐ Other: _____
   - ☐ Territory/Commonwealth
   - ☐ Federally Recognized Tribal Government
5. **Proposed Project Total Cost:** $ _____

   Federal Share (_____%): $ _____ **Local Share** (_____%): $ _____
6. **Certifications**

The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program, as contained in the program guidelines, and affirms that all information contained herein is true and correct to the best of my knowledge. The governing body of the applicant duly authorized the document, and hereby applies for the assistance documented in this application. The applicant recognizes that the project may proceed ONLY AFTER FEMA APPROVAL is granted.

_____	_____	_____
Typed Name of Authorized Representative/Applicant Agent	*Title*	*Phone Number*

_____	_____
Signature of Authorized Representative/Applicant Agent	*Date Signed*

FEMA

7. Does your community or Tribe have a current FEMA approved hazard mitigation plan?

   ☐ Yes ☐ No

   Title of the Plan: _____ Adoption date: _____

   Location of proposed project in mitigation plan strategies: Page ____ Section _____

   Does the project align with the State/Territorial/Tribal Hazard Mitigation Plan?

   ☐ Yes Page ____ Section _____

8. Does the community participate in the National Flood Insurance Program? ☐ Yes ☐ No
9. Tax ID Number: _____ FIPS Code (5 digits): _____

   Community ID Number (6 digits): _____ DUNS Number (9 characters): _____

10. U.S. Congressional District: _____
11. State Legislative District: _____
12. Primary Point of Contact

If the project is awarded, person responsible for coordinating the implementation of this grant throughout the application process.

First Name: _____ Last Name: _____

Title: _____

Address Line 1: _____

Address Line 2: _____

City:_____ State: _____ Zip: _____

Office Phone: _____ Mobile Phone: _____ Fax Number: _____

Email Address: _____

13. Alternate Point of Contact

First Name: _____ Last Name: _____

Title: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Mobile Phone: _____ Fax Number: _____

Email Address: _____

14. Authorized Applicant/Subapplicant Agent

MUST be the chief executive officer, mayor, or person of comparable status who is authorized to sign contracts, authorize funding allocations or payments, etc.

First Name: _____ **Last Name:** _____

Title: _____

Address Line 1: _____

Address Line 2: _____

City: _____ **State:** _____ **Zip:** _____

Office Phone: _____ **Mobile Phone:** _____ **Fax Number:** _____

Email Address: _____

B. Project Narrative and Scope of Work

1. Describe the risks being mitigated, including a damage history in the project area, if available. Describe the need for the project and how the project will reduce/eliminate the risk of future damage and protect individuals, structures and/or infrastructure.

Explain how the project will mitigate the identified risk(s).

2. Provide a project narrative clearly describing the existing conditions of the project site, the proposed mitigation activity and the mechanism(s) to stabilize the slope. Include a clear description of the project purpose, risk being mitigated and past events that have affected the properties proposed for mitigation. Include any information on past damages and the federal disaster declaration number, if applicable.

Provide the location of the proposed project. Provide a detailed description of the existing conditions of the project site, the proposed mitigation activity, and the mechanism(s) to stabilize the slope.

3. Provide a detailed scope of work.

Describe in detail the proposed activity and tasks to implement the soil stabilization project.

4. Describe how the scope of work solves a problem independently or is a functional portion of a solution where there is verification that the overall project is being completed.

Describe in detail. Provide supporting material, if needed.

5. Provide technical data to support the scope of work. Describe any engineering analyses, drawings or plans included in the project documentation. Specify if signed/stamped design drawings matching the project scope and level of protection are provided, or are conceptual designs (to be finalized later) provided? Briefly describe the documentation attached to support the scope of work; list the names and relevant page numbers for each attachment.

Describe and provide copies of technical data to support the proposed level of protection.

6. Describe if there will be upstream and downstream impacts due to the project being implemented.

Describe in detail.

C. Alternatives Considered

Include details for one No Action Alternative and consequences of at least one Alternative Action. Include a description of why the selected project was chosen.

No Action Alternative and resulting consequences, and why this alternative was not selected.

Alternative Action considered but not selected, and why.

Additional Alternative Actions, if applicable.

Explain why the selected project was the best alternative.

D. Environmental Planning and Historic Preservation Considerations

FEMA recommends incorporating bioengineering techniques into soil stabilization projects (i.e., use of vegetation or a combination of vegetation and construction materials; the use of living and non-living plant materials in combination with natural and synthetic support materials).

Provide a geographic information system (GIS), computer-aided design, Google Earth files (.kmz), or map or image that clearly shows the boundaries of the project area. If your project area has a complex boundary, a GIS or .kmz file if preferred. The information provided should show the boundaries of all temporary and permanent project activities including staging areas, access routes, any vegetation removal, and the affected structure(s) or infrastructure.

1. What length of system is being modified/improved? _____ distance in linear feet

2. What is the acreage and maximum depth of ground disturbance? _____ acres, _____ feet

3. List the affected and/or surrounding buildings that are at risk from slope instability identified in this application in the table below.

Structure Provide Latitude & Longitude and/or Address Provide Date Each Structure was Built
Example: Culvert – constructed in 2005, outlet location (39.6490, -104.0010)

4. Is the project part of an upgrade to an existing system or new construction?

☐ Upgrade ☐ New Construction

Is the project area previously disturbed or improved? ☐ Yes ☐ No

If yes, what type of disturbance has occurred (pavement, existing underground utility lines, existing vegetation, landscape grass, shrubs, trees, etc.).

Explain.

5. Describe the vehicles and equipment that would be used to implement the project. Describe any local restrictions on equipment use (seasonal or daily restrictions, work hours, local noise ordinance).

Explain.

6. Describe how the project area would be accessed. Show the boundaries of the access routes or points on a map or plan view of the project area and describe the surface type (asphalt, dirt gravel). If any new access routes would need to be created for the work to be completed, show where the routes would be located on a map or plan view of the project area.

Explain.

7. Describe where materials and equipment would be stored and staged during construction. Show the boundaries of the staging areas on a map or plan view of the project area and describe the existing surface type (asphalt, dirt, gravel).

Explain.

8. Has the public been notified or provided input? Is so, provide dates and methods of outreach. If not, describe any planned public engagement activities for the project.

Explain.

9. Describe any coordination and permits obtained for the project.

Explain.

10. Provide any environmental or historic studies that have been conducted for the project.

Explain.

11. Describe the project activities in the floodplain, if applicable.

Explain. If not applicable, write N/A.

12. Describe any surface waters in or near the project area (ponds, lakes, rivers, streams, wetlands, other waterbodies). Describe any measures that would be used to avoid waterbodies or avoid impacting water (setbacks, cofferdams, silt fence).

Explain. If not applicable, write N/A.

13. What are the soil and topographic conditions in the project area? Describe any erosion conditions in the project area or conditions that may lead to erosion or slope failure.

Explain.

14. Describe any hazardous or contaminated materials at the project site. If the project requires the use of hazardous materials, describe their use and best management practices to minimize environmental exposure.

Explain. If not applicable, write N/A.

15. Does your project involve the use of imported fill?

☐ Yes ☐ No

If yes, describe the type and source of the fill material.

Explain. If not applicable, write N/A.

16. If the project would remove vegetation for any reason, describe the type and amount or area of vegetation (two oak trees, one-quarter acre of turf grass). Describe how vegetation would be removed, if applicable (root ball removal, flush cut, dug up, chemical weed killer). If using herbicides, describe best management practices for their use.

Explain. If not applicable, write N/A.

17. List any best management practices that would be used during project construction.

Explain.

E. Estimated Work Schedule

Enter the estimated duration for each listed activity. Although the activities listed may not be necessarily sequential, the total grant timeline cannot exceed 36 months.

Task/Activity	Start Month	End Month	Timeline
Total timeline (must not exceed 36 months):			

F. Budget Estimating

1. Costing Methodology

The method(s) used to estimate project costs is (provide backup documentation for method(s) used):

☐ Estimates obtained from contractors/consultants and similar vendors

☐ Historical data from previous projects/activities with an inflation factor, as needed

☐ Public Works personnel or other qualified staff from local jurisdiction provided estimates based on experience or field associate experience

☐ RS Means, Marshall & Swift or other national cost estimating service

☐ Other, please explain.

Enter explanations, as needed.

2. Cost Estimate

The Applicant/Subapplicant must ensure that all project costs are reasonable and necessary for the activity according to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Line Item	Unit Quantity	Unit Measure	Unit Cost	Line-Item Cost
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
Total costs				$
Total federal share (%)				$
Total nonfederal share (%)				$

Note: If project is to be phased, note which phase a budget line item refers to in the table above. Indicate any pre-award line items in the table above.

3. Budget Narrative

Provide a budget narrative with explanations, justifications, and line-item details of the project costs noted in the table above. Attach an additional sheet, if necessary.

Define cost line items, provide information of how they were estimated, and disclose any assumptions to justify the values used.

4. Describe the items included in the contingency cost, if applicable.

Explain.

G. Nonfederal Funding Share (25% of Total Project Costs)

List all sources and amounts used in the nonfederal share, including all in-kind services. In-kind services may not exceed the 25% nonfederal share. Attach letters of funding commitment for each source.

Source	Name of Source Agency	Type of Funding	Amount	Commitment Letter Attached
			$	☐ Yes ☐ No
			$	☐ Yes ☐ No
			$	☐ Yes ☐ No

H. Operations and Maintenance

1. Who will be responsible for maintenance of the project once it is complete, and what will they do to maintain the soil stabilization project?

Describe the maintenance activities of the project post-construction and who will perform them.

2. The jurisdiction will be responsible for maintenance of the soil stabilization project estimated at $_____ per year for the entire useful life of the project. The cost estimate is based on:

Describe how costs were estimated.

I. Cost-Effectiveness

1. Benefit-Cost Analysis (BCA) Toolkit: Cost-effectiveness for the project was calculated using the FEMA-approved BCA software. The Benefit-Cost Ratio has been determined to be _____.

   An export of the BCA Tool and .pdf of the BCA report from the toolkit is to be included with this application as required documentation. It is recommended that the application includes a BCA narrative describing the methodology, assumptions, and justifications for all inputs to the subapplication documentation. Provide a brief explanation of the BCA methodology below and list the documents attached to this application that are provided in support of the application.

Describe the BCA methodology and list the documents attached to the applicaiton that support the BCA.

2. If the FEMA standard project useful life (PUL) was not used, was documentation provided to justify usage of a different value? (The PUL value cannot be higher than the highest acceptable limits as indicated in the PUL table in the BCA Toolkit Help Menu.)

☐ Yes ☐ No, the FEMA standard PUL was used

3. Maintenance Costs: Annual maintenance costs for the soil stabilization project are $_____.

- Attach an assurance letter from the signature authority that indicates the annual maintenance costs, what position or department will be responsible for maintenance, and how often it will be performed.
- The annual maintenance cost should cover the necessary annual maintenance for the soil stabilization to remain functional for the entire PUL.

J. Required Documentation Attached

☐ Site Photographs (see **Step 7** of the **Technical Job Aid**)

☐ Figure of site layout

☐ Vicinity map with project location clearly marked (see **Step 5** of the **Technical Job Aid**)

☐ FIRMette with project location(s) clearly marked. FIRMetts can be accessed in the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home)

☐ Export of the BCA Tool and .pdf of BCA Report from the toolkit, if applicable, and supporting documentation

☐ BCA narrative (recommended)

☐ Engineering studies, if applicable

☐ Project drawings, if available

☐ Detailed budget with budget narrative and documentation to support all costs, including:

- Estimates or quotes from construction contractors and similar vendors
- Historical data from previous projects/activities
- Estimates from Public Works personnel or personnel with experience on similar projects
- Copies of information from national cost estimating services or guides

☐ Schedule

☐ Consultation documentation (Hazar Mitigation Assistance Guidance Addendum, A.6.6)

- **USACE** – the jurisdiction must demonstrate that it has consulted with USACE regarding each subject property's potential use for the construction of a flood levee system (including berms, floodwalls, and dikes).
- **Department of Transportation** – the jurisdiction must demonstrate that it has consulted with the relevant state Department of Transportation to ensure that plans do not contain any improvements or enhancements

to federal aid systems or other state transportation projects that would affect the proposed project area under consideration.

- **Other Federal Agency** – the jurisdiction must demonstrate that it has consulted with other federal agencies as appropriate, regarding other program requirements and/or activities, and have identified the relationship between them to FEMA mitigation grant activities and funding.
- **Other consultation**

☐ **State Historic Preservation Office Consultation**

State Historic Preservation Office response needed if:
(1) structure is or will be 45 years or older at the time of FEMA application review
(2) new ground is being disturbed
(3) project is located in a Historic District.
This applies to all properties including alternates.

☐ Fund commitment letter(s) that list(s) the sources and amounts used in the nonfederal share requirement, including all in-kind services.

☐ Completed and signed assurances (FEMA Form 112-0-3C or 20-16c (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), and SF-LLL (Disclosure of Lobbying Programs) if applicable)

- FEMA Form 112-0-3C will also be accepted in place of 20-16c.

☐ SF-424 (Application for Federal Assistance) (optional for subapplications in HMGP)

☐ SF-424d (Construction Programs) (if required by the Grantee; contact applicant agency)

☐ SF-424c (Budget Information for Construction Programs) (if required by the Grantee; contact applicant agency)

☐ Designated Authorized Agent Documentation, designating the Chief Executive Officer or Mayor to be able to sign contracts, authorize funding allocations or payments, etc., and signed by the ruling body of the applicant

☐ Public Notice documentation, if working in the floodplain (date and media outlet)

Other comments, information, or explanation:

Enter explanations, justifications, and other details, as needed.