Lesson 5: Subgrant Application Sections

Objectives

Upon completion of this lesson, you should be able to:

- Complete the Applicant Information section
- Complete the Community Information section
- Describe how to complete the Mitigation Activity section
- Describe how to complete the Scope of Work section
- Complete the Cost Estimate section
- Complete the Match Sources section
- Identify the purpose of the Environmental/Historic Preservation Information section
- Identify the purpose of the Evaluation Information section
- Complete the Comments and Attachments section
- Identify the purpose of the Assurances and Certifications section

Note: Within this lesson, information about each application section covered may be accessed separately.

Application Sections

Each subgrant application contains numerous sections. Planning, project, and technical assistance applications contain different section combinations.

The application sections are available through a sidebar menu. The sections also appear in the main screen when a new application is created.

This lesson describes the purpose of each section and gives you instructions for completing some of the sections.

After completing each section, remember to select **Save and Continue** so that your information isn't lost. Also, remember that every section must be complete before a subgrant application may be successfully submitted.

Applicant Information

The Applicant Information section will appear for all application types. A complete Applicant Information section will contain detailed information about the organization requesting the subgrant. The information includes tax number, Congressional District, type of applicant, and non-profit status, if applicable.

To begin this section, select **Applicant Information** from the Sidebar Menu. From there, complete the fields on the screen. Some of these fields, marked with an asterisk (*), are required, while the remainder are optional.

Community Information

The State, Territory, or Tribal applicant will need details about the organization requesting the subgrant. This assists him or her with effectively combining subgrant applications in the full grant application.

Subgrant applicants should include information defining the project area in the Community Profile field in this section. The project area information will include details such as descriptions of the general population, special populations, significant industries, and businesses.

To begin this section, select **Community Information** from the Sidebar Menu. From there, search for your community in the database, and then provide the required details as prompted by the eGrants system.

Mitigation Activity Information

The Mitigation Activity Information section collects basic information from the applicant on the activity being proposed. The applicant is required to choose one or more of the categories of activities from a drop-down list of pre-defined activities with numeric identifiers. This information is necessary to determine the eligibility of the activity type for different FEMA mitigation programs. For example, a Seismic Retrofit project may be eligible for a Pre-Disaster Mitigation (PDM) grant but is not eligible for Flood Mitigation Assistance (FMA).

To begin this section, select **Mitigation Activity Information** from the Sidebar Menu. Then, select the **Add** button to define the type of activity you are proposing. From there, select an option to describe the intent of the proposal and confirm or correct the activity title. Note that changes made to the activity title here will also be made automatically elsewhere in the system.

Scope of Work

The Scope of Work section collects more detailed information on the activity proposed. This section allows the subgrant applicant to provide project-specific information about the proposed activity, including a detailed description of the goals and objectives of the activity, the method proposed to complete the activity, and a schedule of tasks required to complete the activity. This level of detail will provide the State, Territory, or Tribal official as grant applicant, as well as FEMA, with sufficient information to evaluate the activity for eligibility and effectiveness.

To begin this section, select **Scope of Work** from the Sidebar Menu. From there, follow the prompts to complete Part 1 of this section. In Part 2, you define the tasks that will be included in the activity. For each task, follow the prompts to indicate starting point and duration. For example, for a task that starts two weeks after the beginning of the activity, enter the number **2** as the Starting Point and then select **weeks** as the unit of time.

Cost Estimate

The Cost Estimate section provides the detailed line item budget for the proposed activity. If more than one mitigation activity is proposed, then the Cost Estimate is broken out by the activities identified in the Mitigation Activity section.

To begin this section, select **Cost Estimate** from the Sidebar Menu. From there, select the **Add Item** button to add each new cost item. Information required for each cost item includes the Item Name (i.e., general description of the cost), Subgrant Budget Class (selected from a drop-down list), Unit Quantity (e.g., 1, 2, 3, ... n), Unit Measure (e.g., Each, Lump Sum, Acres, Cubic Feet, etc.), and Unit Cost per item. The total of all cost items will be the total Cost Estimate for the subgrant.

Match Sources

The Match Sources section is required for any grant with a match, or cost share, requirement. For example, the PDM program requires a 25% cost share, by which up to 75% of the total project cost may be met by Federal grant funds and a minimum of 25% must be met from non-Federal funds. This section allows the subgrant applicant to identify the total match amount and the match source. The match amount may be adjusted by percentage or by dollar amount.

To begin this section, select **Match Sources** from the Sidebar Menu. The page that appears shows the amounts that were entered in the Cost Estimate section. If necessary, revise the amount shown as the Proposed Non-Federal Share, and then select the **Recalculate Share** button.

Match Sources (continued)

The Match Sources section also allows the subgrant applicant to identify all of the sources of the matching funds and whether the match will be cash or in-kind services.

Continuing on the page described in the Match Source I section, the subgrant applicant may list the match sources by selecting the **Add Match Source** button. Information required for each match source includes the Funding Source (e.g., State, Local, Private Non-Profit, Tribal, etc.), Name of the Funding Source, Funding Type (Cash or In-Kind), and the Amount. This section also has a placeholder to attach a funds commitment letter.

Environmental/Historic Preservation Information

The Environmental/Historic Preservation Review section is required for every subgrant application. However, because most planning and technical assistance activities qualify for a Categorical Exclusion (or CATEX), the full section is only required to be completed by subgrant applicants for project applications. The section is broken down into 11 parts covering relevant environmental laws and executive orders. Responses to each of these sections allow the reviewers to identify any potential environmental impacts that may result from the mitigation activity, and to identify any remedies to eliminate or lessen any adverse impacts.

To begin this section, select **Environmental/Historic Preservation Information** from the Sidebar Menu. From there, a drop-down list displays resource areas (labeled A–K) that can be selected and completed to describe potential environmental impacts.

Evaluation Information

The Evaluation Information section collects detailed information regarding projects and planning for the PDM grant program’s National Ranking and Evaluation process. Specific details collected include:

- Community participation in programs such as the Community Rating System and Firewise Communities
- Desired outcomes, methodologies, performance expectations, timelines, milestones, and staff/resource plans
- Partners’ involvement, long-term financial and social benefits, and outreach activities
- Percentage of population benefiting, as well as the cost-effectiveness (benefit-cost analysis) information for projects

This section is required only for PDM grant applications and may be checked as **Not Applicable** for other grant program applications.

Comments and Attachments

The Comments and Attachments section will appear for project, planning, and technical assistance applications. This section provides the subgrant applicant with an opportunity to provide information not covered by the application sections. This may include any information that could potentially help the grant applicant come to a decision regarding pursuit of this subgrant application, or provide documentation to support information provided in the application.

- Comments are text only and may provide additional information.
- Attachments may be any file type (e.g., Word documents, Excel spreadsheets, PDF files, etc.).

To begin this section, select **Comments and Attachments** from the Sidebar Menu. From there, select the **Add** button, and then identify the application section to which the document will be attached. Follow screen prompts to complete the process.

Electronic Files

Within the Comments and Attachments section, subgrant applicants are provided with the opportunity to attach various files that provide additional information to the grant applicant. These files may be either paper or electronic.

Continuing with the process described in the Comments and Attachments section, select the **Attachments** button at the bottom of the page. Indicate that the document is an electronic file, and then select the appropriate options for Operating System, File Format, and Compression Format. To indicate the file to be attached, select the **Browse** button. Continue the process until the file is uploaded.

Paper Files

In many cases, documents to be attached within the Comments and Attachments section of a subgrant application may exist only in hard copy or paper form. In that case, the files must be mailed directly to the grant applicant. However, information about the mailing should be entered into the eGrants system. This ensures a complete application file with reference to any non-electronic information.

Continuing with the process described in the Comments and Attachments section, select the **Attachments** button at the bottom of the page. Select **Regular Mail** to indicate that the document is being sent in hard-copy form. Follow the screen prompts to complete the process.

Assurances and Certifications

This section will appear only if it is required by your State, Territory, or Tribal official. The Assurances and Certifications section is intended to provide documents listing Federal requirements for FEMA grants. Different forms appear for planning applications than for project applications. There are four documents that may appear in this section:

- **The Summary Sheet for Assurances and Certification**: This document covers construction programs for planning applications only.
- **The Disclosure of Lobbying Activities:** This document asks applicants to disclose their lobbying activities. Complete this only if you are applying for a grant of more than $100,000 and have lobbying activities using non-Federal funds. If those circumstances do not apply, select **Not Applicable** for this field.
- **The Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements:** This document asks applicants to certify regarding lobbying; debarment, suspension and other responsibility matters as well as drug-free workplace requirements.
- **The Assurances Non-Construction programs:** This document, the Assurances Non-Construction programs, asks applicants to certify that they will comply with a series of requirements including nondiscrimination, environmental standards, and audits. If the application circumstances do not include a Non-Construction program, select **Not Applicable** for this field.

Summary

- The Applicant Information section requires detailed information about the organization requesting the subgrant.
- The Community Information section requires information about the specific community requesting assistance.
- The Mitigation Activity Information section requires information about the proposed activity.
- The Scope of Work section requires a description of the goals and objectives of the activity, the method proposed to complete the activity, and a schedule of tasks required to complete the activity.
- The Cost Estimate section provides the detailed line item budget for each proposed activity identified in the Mitigation Activity section.
- The Match Source section requires the identification of the total match amount and the match source.
- The Environmental/Historic Preservation section requires a review of the historic and environmental impact of the activity.
- The Evaluation Information section collects detailed information regarding projects and planning for the PDM grant program's National Ranking and Evaluation process.
- The Comments and Attachments section allows the applicant to add supporting documents and information to the application.
- The Assurances and Certifications section requires that the applicant comply with various Federal and FEMA regulations.

Lesson 5 Resources

The following is a list of additional resources related to this lesson:

FEMA's Home page – http://www.fema.gov/

FEMA's DHS Integrated Security and Access Control System (ISAACS) Home Page (Secure site; may have long load time and/or security dialogue pop-up) – https://portal.fema.gov/famsVuWeb/home

Flood Mitigation Assistance (FMA) Program – http://www.fema.gov/government/grant/fma/index.shtm

Pre-Disaster Mitigation (PDM) Grant Program – http://www.fema.gov/government/grant/pdm/

Hazard Mitigation Grant Program (HMGP) – http://www.fema.gov/government/grant/hmgp/index.shtm