

# PDM/FMA Application Checklist

	Section	Notes
<input type="checkbox"/>	<b>1. Subapplicant</b>	<ul style="list-style-type: none"> <li>◦ For the question "Is Subapplication subject to review by Executive Order 12372 Process?"               <ul style="list-style-type: none"> <li>◦ Select "No, program has not been selected by state for review"</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>2. Contact</b>	<ul style="list-style-type: none"> <li>◦ The Authorized Subgrant Agent is the individual with authority to sign legal and financial documents.</li> <li>◦ Authorized Subgrant Agent will also be responsible for signing the Assurances and Certifications referenced in section 13 of this list.</li> </ul>
<input type="checkbox"/>	<b>3. Community</b>	<ul style="list-style-type: none"> <li>◦ List all communities in which activities for this project are to take place.</li> </ul>
<input type="checkbox"/>	<b>4. Mitigation Plan</b>	<ul style="list-style-type: none"> <li>◦ Participation and adoption of a FEMA-approved mitigation plan is required in order to receive funds under this program. Please attach the page from the HM plan which shows the proposed activity is consistent with FEMA-approved mitigation plan. Your local/county OEM official should be able to assist you with obtaining the correct reference.</li> </ul>
<input type="checkbox"/>	<b>5. Scope of Work</b>	<ul style="list-style-type: none"> <li>◦ Carefully read and respond in as much detail as possible to each scope of work question in the application.</li> <li>◦ Mitigation Project Subapplication Scope of Work Examples can be found online: <a href="https://www.fema.gov/application-development-1">https://www.fema.gov/application-development-1</a></li> <li>◦ <b>Acquisition/Elevation - As the program is voluntary, a homeowner may choose to leave the program at any time in the grant process; be sure to include alternate properties that can be used to replace any drop outs.</b></li> </ul>
<input type="checkbox"/>	<b>6. Properties</b>	<ul style="list-style-type: none"> <li>◦ ALL fields should be completed for each property included in the grant.</li> <li>◦ Latitude/Longitude should be given in decimal form (40.123456, -74.123456).</li> <li>◦ <b>Acquisition/Elevation: Include any alternative properties that can replace primary properties should the homeowner choose not to move forward with the grant.</b></li> <li>◦ See Section 14 of this list for attachments required per property.</li> </ul>
<input type="checkbox"/>	<b>7. Schedule</b>	<ul style="list-style-type: none"> <li>◦ The schedule includes all tasks identified in the SOW and the relationship of each activity to the cost estimate. The schedule identifies major milestones with targets dates for meeting each milestone, including anticipated quarterly usage of Federal funds. Proposed schedules must not exceed the POP for the grant. Sufficient detail is provided so FEMA can determine whether the proposed activities can be accomplished within the POP.</li> </ul>

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<input type="checkbox"/>	<b>8. Cost Estimate</b>	<ul style="list-style-type: none"> <li>◦ Provide a detailed cost estimate/budget that supports the SOW:</li> <li>◦ <b>Pre-Award</b> - If any costs to develop the application were already incurred at the time of application submission, they must be listed as "Pre-Award". Any cost incurred prior to award that have not been designated as "Pre-Award" will not be eligible for reimbursement.</li> <li>◦ <b>Contingency Cost:</b> An allowance in the total cost estimate to cover situations that cannot be fully defined at the time the cost estimate is prepared, but that will likely result in additional eligible costs. A Contingency cost should be included as a line item in the budget section of a project application. As with other line items in the budget, the subapplicant should justify the contingency estimate based on the nature of the proposed project. The recommended total contingency range is 1 to 5 percent. Contingency costs may be raised to 7 percent for historic properties as defined under the NHPA.</li> </ul>
<input type="checkbox"/>	<b>9. Cost Share</b>	<ul style="list-style-type: none"> <li>◦ Identify the cost categories and value for anticipated cash and third-party in-kind contributions for meeting the non-Federal cost share.</li> </ul> <p>Provide a commitment of funds letter stating that your Municipality/County/homeowners (whichever is applicable) will be able to provide any required non-federal cost share.</p>
<input type="checkbox"/>	<b>10. Cost Effectiveness</b>	<ul style="list-style-type: none"> <li>◦ The total project cost, which may include contingencies, will be the one used to compute the BCA.</li> <li>◦ Include a FEMA-approved BCA or FEMA-approved alternate cost-effectiveness documentation. A ZIP file attachment of the BCA run is required.</li> <li>◦ If using the FEMA Memo for Acquisition/Elevation Cost Effectiveness, provide a copy of the memo with a spreadsheet indicating the project costs fall below the threshold.</li> </ul>
<input type="checkbox"/>	<b>11. Environmental/Historic Preservation</b>	<ul style="list-style-type: none"> <li>◦ Carefully read and respond to each question in this section.</li> <li>◦ Consultations with appropriate agencies are required. Consultation letters must be included in documentation. See attached sheet for Agency POCs.</li> </ul>
<input type="checkbox"/>	<b>12. Evaluation</b>	<ul style="list-style-type: none"> <li>◦ See the Notice of Funding Opportunity for the explanation of how the evaluation is used to provide a weighted application score.</li> <li>◦ BCEGS information can be found at the following website: <a href="https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.html">https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.html</a></li> </ul>

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<input type="checkbox"/>	<b>13. Assurances &amp; Certifications</b>	<ul style="list-style-type: none"> <li>◦ Assurances and Certifications signed by the authroized subgrant agent mst be uploaded to this section.</li> <li>◦ Assurances and Certifications can be found on Grants.gov: <a href="https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1">https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1</a></li> <li>◦ This section must be completed by an authorized individual directly associated with the sub-applicant account. A consultant creating an application on behalf of a sub-applicant who is not directly linked to the sub-applicant account in egrants will not be able to complete (sign) this section.</li> </ul>
<input type="checkbox"/>	<b>14. Comments &amp; Attachments</b>	<p>The following attachments are required for each section:</p> <ul style="list-style-type: none"> <li>◦ Mitigation Plan               <ul style="list-style-type: none"> <li>◦ Attach HM Plan Reference Page</li> </ul> </li> <li>◦ Properties:               <ul style="list-style-type: none"> <li>◦ Maps - Location, FIRM, Topographic, Wetlands</li> <li>◦ Photographs - At least three sides of property</li> <li>◦ Site/Design Plan</li> <li>◦ See attached Acquisition/Elevation specific attachment list.</li> </ul> </li> <li>◦ Cost Estimate               <ul style="list-style-type: none"> <li>◦ Source materials used to support the cost estimate</li> </ul> </li> <li>◦ Cost Share               <ul style="list-style-type: none"> <li>◦ Commitment of Funds Letter for non-federal cost share.</li> </ul> </li> <li>◦ Cost Effectiveness:               <ul style="list-style-type: none"> <li>◦ FEMA-approved BCA zip file</li> <li>◦ Or FEMA-approved alternate cost-effectiveness documentation</li> </ul> </li> <li>◦ EHP:               <ul style="list-style-type: none"> <li>◦ Consultation Letters to appropriate agencies.</li> </ul> </li> <li>◦ Assurances &amp; Certfcations:               <ul style="list-style-type: none"> <li>◦ Construction (SF-424D)</li> <li>◦ Non-Construction (SF-424B)</li> <li>◦ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements</li> <li>◦ Disclosure of Lobbying Activites (If applicable)</li> </ul> </li> </ul> <p><b>*PLEASE OPEN ATTACHMENTS ONCE UPLOADED TO ENSURE THEY ARE NOT CORRUPTED*</b></p>

## Environmental & Historic Preservation Agency Points of Contact

Appropriate regulatory agencies should be contacted based upon your project type. Below are some points of contact for commonly consulted agencies.

### **New Jersey State Historic Preservation Office (SHPO)**

Historic Preservation Office  
Department of Environmental Protection  
501 E. State Street  
Station Plaza 5, Floor 4  
Trenton, New Jersey 08625-0404

### **New Jersey Dept. of Transportation (NJDOT)**

North Region  
200 Stierli Court  
Mt. Arlington, NJ 07856-1322

### **US Army Corps of Engineers (USACE)**

New York District Public Affairs  
26 Federal Plaza, Rm 2113  
New York, NY 10278

### **US Fish & Wildlife Service (USFW)**

See website for consultation instructions:  
<https://www.fws.gov/northeast/njfieldoffice/endangered/consultation.html>

### **Nation Marine Fisheries Service (NMFS) & National Oceanic & Atmospheric Administration (NOAA)**

Greater Atlantic Region Fisheries Office  
National Marine Fisheries Service  
55 Great Republic Drive  
Gloucester, MA 01930