

20, 2003), directs FEMA to provide \$250,000 of the \$150M appropriated in FY 2003 for each of the fifty States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, and American Samoa for eligible State and local (to include Indian tribal governments) hazard mitigation planning. However, a general provision in the law directs that every program, project, and activity be reduced by .65 percent. Therefore, the maximum Federal share is \$248,375. We are requesting applications for mitigation planning grants from these entities.

### Background

44 CFR part 201, Hazard Mitigation Planning, establishes criteria for State and local hazard mitigation planning, pursuant to section 322 of the Stafford Act, as amended by section 104 of the DMA. After November 1, 2003, FEMA-approved local mitigation plans will be required as a condition of receiving Pre-Disaster Mitigation grants for local mitigation project grants. After November 1, 2004, a FEMA-approved Standard State mitigation plan will be required as a condition of receiving Pre-Disaster Mitigation grants for State and local mitigation project activities. The Standard State Mitigation Plan will also be required for non-emergency assistance provided under the Stafford Act, including Public Assistance restoration of damaged facilities and Hazard Mitigation Grant Program funding. Therefore, the development of State and local multi-hazard mitigation plans is key to maintaining eligibility for future FEMA mitigation funding.

For FY 2003 PDM planning funds, awards will be governed by H.J. Res. 2 (February 20, 2003), section 203 of the Stafford Act, this notice, and program guidance, which will be made available to the public on the FEMA Internet site: <http://www.fema.gov>.

### Applicant Eligibility

Each of the fifty States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, and American Samoa is eligible to apply to FEMA for assistance as a grantee under this Notice of Funds Availability.

Local governments and Indian Tribal governments should consult the official designated point of contact in their State/Territory for more information on the process the State requires to be followed in applying for assistance.

All applicants must be participating in the National Flood Insurance Program (NFIP) if they have been identified through the NFIP as having a Special Flood Hazard Area (a Flood Hazard Boundary Map (FHBM) or Flood

Insurance Rate Map (FIRM) has been issued). In addition, the community must not be suspended or on probation from the NFIP (except as directed by H.J. Res 2, February 20, 2003).

### Grant Application Process

Local governments and Indian Tribal governments should consult the official designated point of contact in their State for more information on the process the State requires to be followed in applying for assistance.

Each of the fifty States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, and American Samoa are requested to submit to the appropriate FEMA Regional Office the grant application, which can be obtained from the FEMA Regional Office.

The grant application should include:

- Application for Federal Assistance, Standard Form 424;
- Budget Information—Non-Construction Program, FEMA Form 20–20;
- Budget Narrative explaining cost items that have been budgeted;
- Summary Sheet for Assurances and Certification, FEMA Form 20–16;
- Assurances—Non-Construction Program, FEMA Form 20–16A;
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsible Matters; and Drug-Free Workplace Requirements, FEMA Form 20–16C;
- Disclosure of Lobbying Activities, Standard Form LLL;
- Approved Indirect Cost Agreement, if applicable; and,
- Program Narrative identifying the activities for which funding is requested.

The Program Narrative should include the following:

- Individual planning locations and name of Sub-grantees;
- Individual planning costs, including Federal and non-Federal shares;
- Individual planning scopes of work, including timelines and key milestones;
- Certification that the included planning activities have been evaluated, meet all PDM Program eligibility criteria, and will be implemented in accordance with 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- Assessment of the extent to which communities meet the relevant criteria under section 203(g) of the Stafford Act.

All planning activities included in the Program Narrative should be ranked in order of priority to the grantee.

### Eligible Activities

Funds may be used to develop State, Tribal, and local hazard mitigation plans that meet the planning criteria outlined in 44 CFR part 201, which implements § 322 of the Stafford Act. This may include developing countywide or multi-jurisdictional plans (must be adopted by all jurisdictions participating) since many issues are better resolved by evaluating hazards in a more comprehensive fashion. Multi-hazard mitigation planning may include hazards caused by non-natural forces but must be primarily focused on natural hazards. Risk assessments for mitigation plans are also eligible.

As part of the planning grant, up to 10 percent of the funds awarded may be used to fund activities to disseminate information regarding cost-effective mitigation technologies. These activities include marketing, outreach, training and education (including planning workshops), as related to plan development.

Up to 5 percent of the funds awarded may be used to assist in soliciting and reviewing PDM applications and for providing technical assistance to sub-grantees. Sub-grantee management costs to implement awarded activities will be limited to 5 percent of the sub-grant award and may be included as part of the activity costs. Indirect costs should be included as part of management costs, if applicable, and must be supported with a current Indirect Cost Rate approved by a Federal Cognizant Agency.

### Reporting Requirements

The following reports are required:

- Federal Cash Transaction Reports. If the Grantee uses the HHS Payment Management System-SMARTLINK, the Grantee shall submit a copy of the PMS 272 Cash Transaction Report submitted to the Federal Health and Human Services (HHS) to FEMA.
- Financial Status Reports. The Grantee shall submit Financial Status Reports, SF 269 or FF 20–10, to the FEMA regional office within 30 days from the end of the first federal quarter following the initial grant award. The Regional Director may waive this initial report. The Grantee shall submit quarterly financial status reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30.
- Performance Reports:

1. The Grantee shall submit performance reports (no required format) to the FEMA Regional Office within 30 days after end of each quarter.