

PDM grants for local mitigation project grants. FEMA-approved local mitigation plans are not required for project grants awarded with FY 2003 PDM funds. FEMA is in the process of clarifying language to reflect that local mitigation plans are not required for project grants awarded with FY 2003 PDM funds competed as of the date of this Notice. After November 1, 2004, a FEMA-approved Standard State mitigation plan will also be required as a condition of receiving PDM project grants for State and local mitigation activities. The Standard State Mitigation Plan also will be required for non-emergency assistance provided under the Stafford Act, including Public Assistance funds for 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 funding.

### Applicant Eligibility

Only the state emergency management agencies or a similar office (*i.e.*, the office that has emergency management responsibility) of the State, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, as well as Federally recognized Indian Tribal governments are eligible to apply to FEMA for assistance as Applicants under this program.

In keeping with the intent of FEMA's overall policy, "Government-to-Government Relations with American Indian and Alaska Native Tribal Governments," published at 64 FR 2095, January 12, 1999, Federally recognized Indian Tribal governments may choose to apply for PDM grants either through the State as a Sub-applicant or directly to FEMA as an Applicant. (This choice is independent of a designation under other FEMA grants and programs.) Some State regulations prohibit the State from acting as an Applicant for an Indian Tribe. In such cases, or if the Tribe chooses, the Tribal government may act as its own Applicant. However, when legally permitted, Indian Tribal governments are encouraged to continue existing relationships with the State as the Applicant.

### Sub-applicant Eligibility

Other state agencies, Federally recognized Indian Tribal governments, and local governments, to include state recognized Indian Tribes, authorized tribal organizations, and Alaska Native villages are eligible to apply to the Applicant as Sub-applicants. Private non-profit organizations are not eligible

to apply as Sub-applicants; however, they may request a local government to submit an application for their proposed activity on their behalf.

All Applicants and Sub-applicants must be participating in the NFIP if they have been identified through the NFIP as having a Special Flood Hazard Area (SFHA) (a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM) has been issued). In addition, the community must not be on probation, suspended or withdrawn from the NFIP.

### Grant Application Process

Potential Sub-applicants should consult the official designated point of contact in their State/Tribe for more information pertaining to their application process.

FEMA's electronic grants (e-Grants) system should be used by Applicants and Sub-applicants whenever possible. FEMA has developed the e-Grants system to meet the intent of the eGovernment initiative, authorized by Pub. L. 106-107, passed on November 20, 1999. This initiative requires that all government agencies both streamline grant application processes and provide for the means to electronically create, review, and submit a grant application via the Internet. Use of the e-Grants system will greatly assist FEMA in rapidly reviewing and evaluating the applications for the PDM program. FEMA's e-Grants system incorporates all of the elements noted below for the PDM application in a user-friendly format for both Applicant and Sub-applicant use. The electronic process may substitute for the paper-based process in that Sub-applicants' applications are electronically transmitted to the Applicant for review and action. It will be the Applicant's responsibility to determine which sub-applications will be included in their final application to FEMA. The Applicant also must prioritize the sub-applications included in its application to FEMA. FEMA will use the information transmitted through the e-Grants system to evaluate applications and make award decisions, monitor ongoing performance and manage the flow of federal funds, and to closeout the grant award when all work is completed.

If an Applicant does not use the e-Grants system, the Applicant may submit a paper application, which can be obtained from the FEMA Regional Office. The grant application should include:

- Application for Federal Assistance, Standard Form 424;

- Budget Information—Construction Program, FEMA Form 20-15; or
- 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; or,
- Assurances—Construction Program, FEMA Form 20-16B;
- 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;
- Documentation to support Sub-applicant status as a small, impoverished community, if appropriate, for Federal cost share of up to 90 percent;
- Documentation for the hazard risk assessment determination. This is only required as part of mitigation planning sub-applications;
- Complete Benefit-Cost Analysis documentation for mitigation projects;
- The Applicant should include a Program Narrative for all the sub-applications for which PDM funding is requested. The Applicant must rank each sub-application included in the Program Narrative in order of their priority based on the Applicant's mitigation plan. Only one sub-application should be ranked number 1, 2, 3, etc. The Program Narrative should include:
  - (1) Individual activity location and name of Sub-Applicant;
  - (2) Timeline/schedule for each activity;
  - (3) Individual activity costs, including Federal and non-Federal shares;
  - (4) Activity-specific scopes of work, including a list of properties, if applicable;
  - (5) Certification that the Applicant has evaluated the included activities, that they meet all PDM program eligibility criteria, and that they will be implemented in accordance with 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
  - (6) Responses to the Supplemental Questions for each Sub-applicant activity for competitive ranking and evaluation (Supplemental Questions are available for Applicants and Sub-applicants on the FEMA Web site: <http://www.fema.gov/fima/pdm.shtm>);