

Safeguarding Tomorrow Revolving Loan Fund Program

Components of a Complete Application

2024



FEMA

Agenda

- Capitalization Grant Application Requirements Checklist
- Capitalization Grant Application Package
- Cost Match Requirement
- Technical Assistance



Capitalization Grant Application Requirements Checklist

Capitalization Grant Application Requirements Checklist

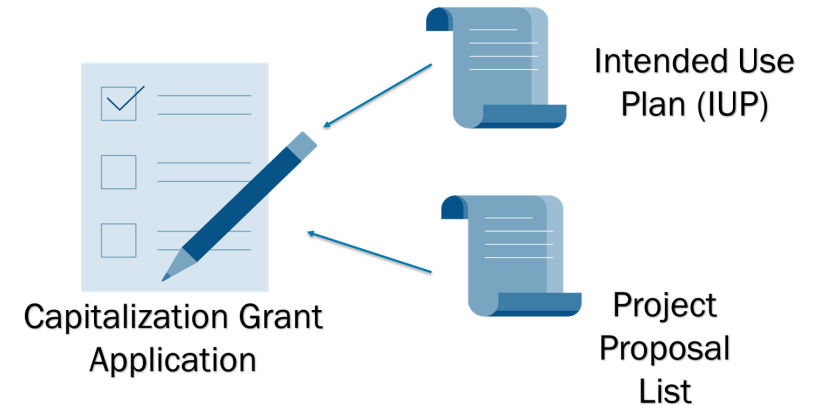
- To be eligible for a grant award, an eligible entity must fulfill the following statutory requirements:
 - Have a FEMA-approved State or Tribal **Hazard Mitigation Plan**
 - **Issue a public notice of no less than (6) weeks** in length inviting hazard mitigation project proposals from local governments that result in a Project Proposal List
 - Develop a complete capitalization **grant application package**, including a **Project Proposal List** documenting projects that the entity is interested in funding with loans
 - Post the entity-developed Intended Use Plan for **public comment** prior to submitting the application
 - **Establish a Revolving Loan Fund** from which the entity's emergency management agency has authority to manage the Safeguarding Tomorrow RLF program
 - Determine how the **entity cost match (10% contribution)** will be met



Capitalization Grant Application Package

Capitalization Grant Application Package

- The Grant Application Package includes:
 - A completed Standard Form 424 (SF-424)
 - Attachments
 - Capitalization Grant Application Form
 - Intended Use Plan
 - Project Proposal List
 - Documentation of Public Comment for Intended Use Plan
 - Documentation of Public Notice for Project Proposal List



- Use [Non-Disaster \(ND\) Grants Management System \(ND Grants\)](https://www.fema.gov/grants/tools/non-disaster-grants-management-system) to apply.
(<https://www.fema.gov/grants/tools/non-disaster-grants-management-system>)
- Application materials and templates are available on FEMA.gov and ND Grants system.

Capitalization Grant Application Form

- **Purpose:** The Capitalization Grant Application Form is used to determine the risks, vulnerabilities, and needs of an entity applying for funding
 - Applicants are **required** to fill out and upload this specific FEMA-developed, program-specific form as an application attachment into ND Grants
 - The form focuses on the basic statutory requirements for the program and refers to Hazard Mitigation Plan and Intended Use Plan as applicable
 - This approach allows entities to use their existing documentation in a way that is best suited to their programs and needs

21. Does the Intended Use Plan include a description of how the Safeguarding Tomorrow RLF Program will be leveraged in a systematic and regional approach to achieve resilience, which may include impacts to river basins, river corridors, watersheds, estuaries, bays, coastal regions, micro-basins, micro-watersheds, ecosystems, and areas at risk of earthquakes, tsunamis, droughts, severe storms, and wildfires, including the wildland-urban interface (42 U.S.C. § 5135(b)(1)(E))?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, please provide the page number where the projects are listed in the Intended Use Plan.	
b. If No, please provide the location in the Hazard Mitigation Plan that will state how the Safeguarding Tomorrow RLF Program will be leveraged in a systematic and regional approach to achieve resilience in future updates.	

Capitalization Grant Application Form Example

Intended Use Plan

- **Purpose:** Provides information to FEMA about the entity's goals for the program, the process for the management of the entity loan fund, and the criteria for the distribution of loans
 - Entities must document their plan for entity loan fund administration, including how they will meet statutory and program requirements, and entity-specific priorities and objectives
 - An entity must post their Intended Use Plan for public comment prior to submitting their grant application package



Completing the Intended Use Plan – Program Priorities

- Entities are encouraged to describe how they will prioritize projects, specifically in these categories:
 - **Leveraging of partnership** between two or more eligible entities to implement projects
 - Consideration of **regional impacts** of hazards on river basins, river corridors, micro-watersheds, macro-watersheds, estuaries, lakes, bays, and coastal regions
 - **Areas at risk** such as earthquakes, tsunamis, droughts, severe storms, and wildfires, including the wildland-urban interface
 - Projects **demonstrating innovation, resilience** of major economic sectors or critical national infrastructure
- Entities can either describe prioritization of these projects in their:
 - Intended Use Plan or
 - Reference other plans in their Intended Use Plan, such as the entity's Hazard Mitigation Plan, that describe the entity's efforts to prioritize these categories



Completing the Intended Use Plan – Fund Structure

- The entity's Intended Use Plan should include information about the following:
 - Entity agency responsible for emergency management and for programmatic administration of the entity loan fund
 - Body in charge of financially administering the fund*
 - Any other entity, agency, or other party involved in administering the fund
 - Meet all statutory requirements for the IUP from 42 USC § 5135

*If the entity intends to combine the financial administration with another revolving loan fund established by the entity:

- Describe how the amounts in the entity loan funds will be separately accounted for
- Describe how the agency responsible for emergency management would remain in control of establishing assistance priorities and carrying out oversight activities

Allowable Uses

Activities that mitigate the impact of natural hazards

Non-federal cost-share requirements for other Hazard Mitigation Assistance programs

Zoning and land use planning

Mitigation planning

Building code adoption and enforcement

Technical assistance to loan recipients

- Major project types from previous funding:
 - Stormwater and flooding mitigation
 - Elevation and relocation
 - Wind retrofits
- Unique program objectives from previous applicants:
 - Projects not eligible for other HMA funds due to BCA requirement
 - Non-Federal cost-share for other HMA grant programs
 - Focusing on underserved communities



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Project Proposal List

- **Purpose:** Contains the planned local government projects and activities that the entity plans to award
 - The entity is expected to communicate the funding opportunity with local governments to identify local hazard mitigation projects and activities and incorporate them into their list
 - An entity must issue a public notice soliciting proposals from local governments **no less than six (6) weeks** prior to the submission of the grant application

Project Information	Description of Data
ID Number	Project ID numbers are the unique identifiers
Project Title	Name of specific projects as determined by the
Loan Applicant (Borrower)	Name of the borrower
Community Name(s)	Name of the community(ies) receiving benefits
Community Identification Number (CID)	Community Identification number
County(ies)	Name of the County(ies) receiving benefits from
Census Tract(s)	Census Tract(s) number receiving benefits from
Community Rating System Class	SVI score of the census tract(s) receiving benefits
Center for Disease Control Social Vulnerability Index Score(s) of Census Tract(s)	Entities will need to determine the SVI status for each census tract. The SVI status can be found here. Entities should set the following: <ul style="list-style-type: none">- SVI Theme: "Overall SVI"- Geographic Comparison: "Nationwide"- State Selection: "N/A"- Geographic Unit: "Census Tract"- Data Year: "2020"
Percent of Benefiting Census Tracts that have a Center	Entities can then search for counties in the selected state.

Project Proposal List Example



Public Comment vs Public Notice

	Public Comment	Public Notice
Requirement	Intended Use Plan	Project Proposal List
Purpose	Allow public comment and review, and consultation with government agencies of the State or Tribal government, Federal agencies, and interest groups	Solicit hazard mitigation project/activity proposals from local governments to align with loan funding
Timeframe	No specific timeline required	The entity provides public notice <u>not less than six (6) weeks prior to the submission</u> of an application
Documentation	Copy of the appropriate documentation with the source and method of the public comment opportunity and date	Public Notice or Publishers Affidavit with the source of the publication and date

Cost Match Requirement

Cost Match Requirement

- The entity must contribute not less than 10% of the proposed grant to the entity loan fund
 - The entity must confirm its intent to contribute this match and determine how the funds will be provided within the grant application materials
 - The match must be deposited into the fund to receive a grant award
 - FEMA will reduce the amount of the capitalization grant to whatever amount is 10 times that of what the entity contributes
- Cost match is a grant requirement, not a loan requirement



Technical Assistance

Technical Assistance

<https://www.fema.gov/grants/mitigation/storm-rlf>

FEMA-STORMRLF@fema.dhs.gov



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