

Project Submission Guidance

(You must fill out the submission form in WebEOC completely or your project may be denied due to incomplete application. This document will help you to fill out completely)

Record Details

1. Agency Type – Please choose the type of agency you are from the drop-down box. This will change the other boxes based on who you represent.
2. The next box will be more specific based upon what you chose in Question 1. Choose from the drop-down box more specifics about your agency.
3. Project Title – Come up with a short title for your project. Be specific, but don't choose something that others could duplicate (I-Street and E-Street Stormwater Drainage is a good example, instead of Stormwater Drainage which is easily duplicated).
4. Entry Type – New Project unless you are changing a project which is already submitted and ranked.
5. Original Date of Entry – You can't alter this, it is set by the system when you start a new project submission.
6. Last Updated – You can't alter this, it sets it every time you update your project as it moves along.
7. Status – Choose one from the drop-down box. If it is a new project, you should choose "new", "funding applied for", "funding secured", "future unfunded project", or "project in planning stage". The others statuses are for updating an existing project.

Hazard

1. Risk to Community – This answers 2 questions, Exposure and Frequency. Choose the correct answer from the drop-down box that corresponds with the correct exposure and frequency of occurrence.
2. Types of hazards – Choose all of the hazard types that this project mitigates. You will have to choose one at a time, then click the right arrow to get it into the blank box to the right. Keep doing this until you are finished choosing hazard types.

Project Details

1. Project Type – Choose the type of project this is from the drop-down box.
2. Mapper Label – Not used at this time (future expansion), you can leave this blank
3. Address – The exact physical address of where this project is to take place, or the closest physical address to the project if it isn't an addressed property.
4. Longitude – Enter the correct GPS Longitude for the project location
5. Latitude – Enter the correct GPS Latitude for the project location

Flood Basin

1. Choose the Flood basin that this project covers (if not applicable, leave blank)

Project Implementation

1. Completion Time Frame – If this project gets funded, how long will it take to complete? Choose the correct answer in the drop-down box.
2. Mitigation Goals – Choose the answer that best fits what mitigation goal this project will help meet in your community/area of expertise from the drop-down box.
3. Funding Source Process – How will you meet your share of the funding for this project, or if you do it without HMGP funds, how do you expect to pay for the project? Choose the answer from the drop-down box.
4. Matching Funds/In-Kind Services – Do you have matching funds or providing in-kind services to meet your part of the match? If so, how much (as a percentage) do you have or are going to contribute?

Grant Source (Potential or Secured)

1. If you have a grant source for completing this project, please select which grant(s) you will be applying for/have already received towards this project. If none, leave this field blank.

Cost Details

1. Estimated Costs – You must estimate a total project cost for this project. You cannot leave this field blank.
2. Global Match – Are you using other allowable grant funding to match your percentage of the project? Choose yes, no, unknown, or the percentage (if known).

Project Description – Narrative

1. This is your chance to make your case to the project evaluators. One-liners will likely not contain all the information requested, so make sure you **fully** answer all of the questions requested: *Describe the proposed mitigation measure, including the existing hazard(s), frequency of occurrence, community vulnerability, and explanation of how this measure mitigates it. Attach supporting documentation.*

Community Benefit

1. This is your chance to make your case to how this project benefits your community. **Fully** answer all of the questions asked: *What benefit does the community derive from this effort? How and to what extent does this mitigation project benefit the residents of the community? Provide supporting documentation. Explain.*

Project Benefits

1. Benefit Cost Analysis Score – following the instructions, **completely** fill out this box. Failure to do so will likely result in a lower ranking if you tie with another project. Please use a final score to 2 decimal places (example: 2.34), even if the last number is a 0. *Clearly use the Benefit/Cost ratio formula, (Estimated Loss Exposure (\$)) Before*

Project) – *(Estimated Loss Exposure (\$) After Project) / Cost of the Project*. All of this formula must be in the box, not just the final score.

2. Project Benefit to primary or secondary facilities – Does this project benefit known critical facilities or infrastructure in your area? Yes or no?

Area Benefit

1. This is your chance to tell the evaluators how many people this will benefit or if it will benefit multiple communities and neighborhoods. **Fully** answer these questions: *How does the project benefit the citizens of the community? Does it help a few dozen homeowners such as shuttering a neighborhood? Does it shutter a public building that thousands of patrons have access to? Does it have an impact on neighboring jurisdictions by reducing flooding along a major roadway? Explain: **Note: You **must** give a number estimate of how many people this project will benefit and state such in this box, along with answering the other questions.*

Plan Inclusions

1. Only leave this box blank if this project has not been proposed as part of some sort of functional plan for your agency. You should provide documentation of such (example: previous agenda from a city commission meeting where it was placed as part of your CGMP).

Details

1. Attachment #1 – This is where you can upload an attachment to go with this submission (highly recommended)
2. Attachment #2 – This is where you can upload another attachment for this submission (highly recommended)
3. Attachment #3 – This is where you can upload another attachment for this submission (highly recommended)
4. Name – The name of the agency contact for this project, must be available to answer questions if the application is incomplete.
5. Email – The email of the agency contact for this project. This is the email where you will be notified that your application is incomplete and you have 5 days to resubmit or wait until the next submission period.
6. Phone – The phone number of the agency contact for this project.
7. Regulator Framework – *Is the project consistent with existing legal, regulatory, and environmental/cultural framework?* Answer yes or no.
8. Funding Availability – When will the funding be available for your agency to complete this project without any other source of funding? Just because it is available doesn't mean you have to use it and complete the project now, but if it is a necessary project you should complete it within a prescribed timeframe even without federal funding.
9. Public Support – Yes or no. You **must provide documentation** to prove that there has been a public meeting or written evidence of public support for the project if you choose

yes. Please do not answer yes and then not submit documentation, you will be scored as if you answered no.

10. Archived – Leave as No if it is a new project.

11. Inactive – Leave as No if it is a new project

12. Remove Record – DO NOT check this box, you will delete your record and have to start over.

Project Approval

1. Agency Director – This is acknowledging that the agency director/town manager/etc. has approved this project.
2. Email – Email address of the agency director
3. Phone – Phone Number of the agency director

Buttons at the bottom of the submission form:

Save As Draft – This saves your submission form as a draft copy if you have to take multiple sessions to complete all the information asked. It will not submit it to be scored, and it will not be considered for the PPL until it is completed.

Submit for Scoring – This is the final step, once you submit this project for scoring, you will not be able to alter or update it until after the Evaluation Panel has scored it. Make sure you review your work and that all fields are complete before you click this button.

Cancel – You will lose all your work and there will not be a project, only use this if you were just looking at the submission form and had no intent of submitting a project.

END OF SUBMISSION FORM

**Notes – Make sure you fill it out completely. Failure to answer questions can result in rejection of submission until the next project submission period.