

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)

Google Chrome is the recommended browser for WebEOC®, as per the software developers; other browsers may not save information correctly or format copied text appropriately

Applicant Details

1. Agency Type – Please choose the type of agency you are from the drop-down box. This will add another box below it to select what the name of the agency is based on what type of agency you are.
2. The next box will be more specific based upon what you chose in Agency Type. Choose from the drop-down box more specifics about your agency.
3. Name – Insert the name of the Point-of-Contact (POC) for this project. This should be someone who can be reached quickly in case of questions, such as the LMS contact for the agency/municipality, not the Mayor or Town Manager.
4. Email – The email address for the POC.
5. Phone – The phone number (direct line if possible) for the POC.

Project Summary

1. 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). Try to keep the title brief, as you will put this title on everything you apply for in the future related to grant funding.
2. Project Type – Choose the type of project this is from the drop-down box.
3. Project Location - 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. Project Description - 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 describe the project in as much detail as possible, including: 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 if necessary. You can click the bottom right-hand corner of the box and stretch it out across the page to make it easier for you to view.
5. Estimated Project Costs – You must estimate a total project cost for this project. You cannot leave this field blank. Use the TOTAL cost of the project, not the Federal share you expect to get when applying for grants. You will be authorized for 75% of this

number in your LMS support letter when applying for grants in the future. Either describe how you came up with your project cost by putting information in #4 Project Description, or attach a document that shows a breakdown of project costs (materials, labor, and costs paid).

6. Application Status – New Project unless you are changing a project that is already submitted and ranked. If that is the case, use Update and be sure to reference the project title and tracking number of the old project in the project description so they can be linked.
7. Original Date of Entry – You can't alter this, it is set by the system when you start a new project submission.
8. Last Updated – You can't alter this, it time stamps each time the project is updated as it moves along in the process.
9. Anniversary – You can't alter this, it is a new feature which will remind the Administrator to email you annually to update/remove/resubmit projects once they have reached their end of life cycle and verify validity of older projects.
10. Project Status – This should always be “new” when submitting a project for evaluation, whether an old project to be re-evaluated or a new project going to the PPL for the first time. Any other choice may cause the system to not send the project for review and scoring. The other choices are for projects that are already ranked on the PPL as the project progresses.

Community Benefit

1. This is your chance to make your case as 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.* *Note – You can click and drag the bottom right-hand side of the box across the screen to make the box bigger and easier to read.
2. Choose File – this is a clickable box that will allow you to add the attachment required to support your answer in the question above.
3. This project benefits: a) a primary critical facility; b) a secondary critical facility; c) a public convenience facility; or d) a residential structure. Only choose one of these if it is applicable to your project, otherwise, leave unchecked. If you check it, you will be asked to name that facility.
4. 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 (how high is the exposure to the hazard you chose above) and frequency of occurrence (how often does this hazard occur at/near this project location).
5. 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. Your project WILL NOT receive a score, if you do not fill out this box completely, it is the biggest requirement for all grant funding streams that it must have more benefit than cost.

6. Area Benefit - 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. You can click on the lower right-hand corner and drag the box to make it easier to read.

Project Implementation

1. Regulatory Framework – *Is the project consistent with existing legal, regulatory, and environmental/cultural framework?* Check one box only.
2. Plan Inclusions - What plans has this project or projects of this type (i.e. drainage projects may be in the CIP year after year) been included in or proposed as a part of? You should provide documentation of such (example: previous agenda from a city commission meeting where it was included as part of your CGMP or CIP, a copy of the pages from the CGMP, CIP, or EM Plan that highlights this proposed project). Click on the question mark in the box and it will give you the options you can choose from, and you can click and choose as many as necessary. Be sure to click “choose file” below that question to attach the supporting documentation.

Community Commitment

1. Public Support – Yes or no. You **must provide documentation on the “choose file” button** to prove that there has been a public meeting or written evidence of public support for the project if you choose yes. **If you choose yes and submit without adding the verifying documentation, you will be scored as if you said no.**
2. Funding Availability – When will the funding be available for your agency to complete this project? Choose one from the drop-down menu.
3. Grant Source – What grant(s) do you intend to apply for to fund this project? Click the question mark and choose from the available options (you can choose as many as you intend on applying for, but please don’t choose all of them and not apply for those grants).
4. Matching Funds/In-kind Services – Do you have matching funds or are providing in-kind services to meet your part of the match? If yes, how much (as a percentage) do you have or are going to contribute? If no, choose no. Mitigation grants require a minimum of 25% matching funds to qualify.
5. Global Match – Are you using other allowable non-federal grant funding to match your percentage of the project? Choose yes or no.

6. Mitigation Goals – Choose the answer that best fits what mitigation goal from the LMS this project will help meet in your community/area of expertise from the drop-down box.
7. Completion Time Frame – If this project gets funded, how long will it take to complete and achieve the goal in the question above? Choose an answer in the drop-down box.

Hazards and Flood Basin Information

1. Hazards – Choose all of the hazard types that this project mitigates. Use the question mark to see a list of hazards, and choose as many as the project will mitigate.
2. Choose the flood basin(s) that this project covers using the question mark to see the list. (if not applicable, leave blank)

Additional Attachments

1. Attachment #1 – This is where you can upload any additional attachments that you weren't able to upload earlier in the form. PLEASE put in a file description.
2. Attachment #2 – This is where you can upload any additional attachments that you weren't able to upload earlier in the form. PLEASE put in a file description.

Project Approval

1. Agency Director – This is acknowledging that the agency director/town manager/etc. has approved this project for submission and that if awarded, a match will be required.
2. Email – Email address of the agency director.
3. Phone – Phone Number of the agency director.

Application Progress:

Draft – This indicates that this is a draft, in the event 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 marked “submit for scoring”.

Submit for Scoring – 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.

Removed – DO NOT click this button unless you change your mind and decide not to submit a project. Once clicked, you will lose all information and must start over.

Cancel or Save:

Cancel will discard your work. Save is the final step to save the form in the status above.

END OF SUBMISSION FORM – Congratulations!

****Note – Make sure you fill it out completely. Failure to answer questions can result in the overall project score and cannot be corrected until the next project submission period.**