Safeguarding Tomorrow Revolving Loan Fund (STRLF)
Project Information Form Guide

To be eligible to apply for a loan if funding becomes available, jurisdictions must complete the Microsoft Form linked below. This form is not a loan application, but must be completed for a community to gain eligibility to later apply for a loan. If funding becomes available, loan applications will be completed at a later date.

This document shall be used as a guide when submitting a STRLF Project Information Form and shall not be used as a replacement to the Microsoft Form that must be submitted through the link provided below. The sample form on the following pages provides fields that can be filled in and then copy/pasted into the Microsoft Form.

The Microsoft Form must be completed in its entirety to submit the information. It is strongly recommended that potential applicants review this document and collect all of the required information prior to accessing the Form link. Potential applicants will not be able to save any partially submitted information in the Microsoft Form before completing the form.

Below is a list of resources that should be referenced prior to submitting the Project Information Form and may be used to aid in responding to the form questions:

* [Safeguarding Tomorrow Revolving Loan Fund Program](https://www.fema.gov/grants/mitigation/storm-rlf) (Federal Emergency Management Agency (FEMA) website)
* [Resources and Technical Assistance for Safeguarding Tomorrow Revolving Loan Fund Program](https://www.fema.gov/grants/mitigation/storm-rlf/resources) (FEMA website)
* [Safeguarding Tomorrow through Ongoing Risk Mitigation (STORM) Act](https://www.govinfo.gov/content/pkg/BILLS-116s3418enr/pdf/BILLS-116s3418enr.pdf) (PDF)
* [Hazard Mitigation Assistance Program and Policy Guide](https://www.fema.gov/grants/mitigation/guide) (FEMA website)
	+ Note that referencing this document may be beneficial when addressing questions in Section 3: Project Information.

Microsoft Form Link: [Safeguarding Tomorrow Revolving Loan Fund (STRLF) Project Information Form](https://forms.office.com/Pages/ResponsePage.aspx?id=h3D71Xc3rUKWaoku9HIl0aplZq75ek9Hq_Kk-Ln334ZUME43V0VUQjdTUldaRFZCRU9CSEo2QzhHSSQlQCN0PWcu)

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| Section 1: Contact InformationPrimary contact information must be provided as part of the project information form. While a secondary contact is not required, it is recommended. The submitted Microsoft Form Project Information will be sent to the email(s) provided in this. If a primary and a secondary contact are provided, both contacts will receive emails. |
| Section 1.1: Primary Contact Information |
| First Name:Click or tap here to enter text. | Last Name:Click or tap here to enter text. |
| Organization/Agency:Click or tap here to enter text. |
| Title/Position:Click or tap here to enter text. |
| Email:Click or tap here to enter text. | Phone:Click or tap here to enter text. |
| Section 1.2: Secondary Contact Information (optional) |
| First Name:Click or tap here to enter text. | Last Name:Click or tap here to enter text. |
| Organization/Agency:Click or tap here to enter text. |
| Title/Position:Click or tap here to enter text. |
| Email:Click or tap here to enter text. | Phone:Click or tap here to enter text. |
| Section 2: Applicant InformationThe following information is specific to the local or tribal government that would be the loan recipient. This form is not intended for individual use. |
| Applicant Organization/Agency:Click or tap here to enter text. |
| Section 2.1: Hazard Mitigation Plan Information: |
| Does the applicant have an existing Federal EmergencyManagement Agency (FEMA) approved Hazard Mitigation Plan? | [ ]  Yes[ ]  No |
| If yes: | What is the Hazard Mitigation Plan Title?Click or tap here to enter text. |
| Plan expiration date:(Click on the link to look up date: <https://bit.ly/3oJRt6x>)Click or tap to enter a date. |
| If no: | Is the Hazard Mitigation Plan in the process of being developed or updated and if so, when is it anticipated to be complete?Click or tap here to enter text. |

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| Section 3: Project Information |
| Project Title:Click or tap here to enter text. |
| Project Location:(Prove the latitude and longitude if applicable.)Click or tap here to enter text. |
| What is the project type?(Select all that apply) | [ ]  Acquisition and Demolition/Relocation[ ]  Aquifer Storage and Recovery (ASR)[ ]  Codes, Standards, Ordinances and Regulations[ ]  Community Flood Mitigation Project[ ]  Dry Floodproofing[ ]  Elevation of Structures[ ]  Feasibility, Engineering and Design Studies[ ]  Flood Control (e.g., Berm, Levee, Dike, Dam, or Floodwall)[ ]  Floodplain and Stream Restoration[ ]  Floodwater Storage and Diversion[ ]  Generators[ ]  Green Infrastructure[ ]  Hazard Identification[ ]  Hazardous Fuels Reduction/Defensible Space/Ignition-Resistant Construction[ ]  Infrastructure Protective Measures[ ]  Local Multihazard Mitigation Plan | [ ]  Miscellaneous[ ]  Mitigation Reconstruction[ ]  Other Equipment Purchase and Installation[ ]  Other Non Construction[ ]  Planning Related Activities[ ]  Post-wildfire Remediation[ ]  Professional Education (Building Inspectors, Architects, Engineers, Contractors, etc.)[ ]  Public Awareness and Education (Brochures, Workshops, Videos, etc.)[ ]  Risk Assessment[ ]  Safe Room[ ]  Shoreline Stabilization (Riprap, etc.)[ ]  Stormwater Management[ ]  Structural Retrofitting[ ]  Technical Assistance[ ]  Utility Protective Measures[ ]  Warning Systems (as a Component of a Planned, Adopted, and Exercised Risk Reduction Plan)[ ]  Water and Sanitary Sewer System Protective Measures[ ]  Wet Floodproofing[ ]  Wetland Restoration/Creation |

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| What type of natural hazard(s) will the project prevent damages from?(Select all that apply) | [ ]  Cyclone[ ]  Drought[ ]  Extreme Heat[ ]  Earthquakes[ ]  Flooding[ ]  High Water Levels[ ]  Hurricane | [ ]  Severe Storms[ ]  Severe Winter Storm[ ]  Shoreline Erosion[ ]  Storm Surges[ ]  Tornado[ ]  Wildfires[ ]  Windstorm |
| What community lifeline does the project stabilize? | [ ]  Communications[ ]  Energy[ ]  Food, Water, Shelter[ ]  Hazardous Material | [ ]  Health and Medical[ ]  Safety and Security[ ]  Transportation |
| Will the project prevent loss of life? | [ ]  Yes[ ]  No |
| Section 3.1: Project Description: |
| Describe in detail the major items in the scope of work.Click or tap here to enter text. |
| Describe in detail how the project will reduce risk to life and property.Click or tap here to enter text. |
| Describe in detail the infrastructure, community property, residential properties, etc. that will be protected.Click or tap here to enter text. |
| Describe in detail the specific damages that result from the natural hazard(s) identified and what damages will be prevented by this project.Click or tap here to enter text. |
| Have damages occurred in the past and/or if the project is being based on anticipated damages? If damages have occurred previously, indicate the frequency of damages.Click or tap here to enter text. |
| Will the project be implemented in partnership with other communities, particularly a nearby jurisdiction in another state? Please explain.Click or tap here to enter text. |
| Does the project mitigate natural hazards that have regional impacts/benefits? Please explain.Click or tap here to enter text. |
| Does the project demonstrate innovation, resilience of major economic sectors, or critical national infrastructure? Please explain.Click or tap here to enter text. |
| Describe in detail how the project conforms to the Hazard Mitigation Plan identified in the previous section.Click or tap here to enter text. |
| Does the project include any work that will be subject to Environmental Planning and Historic Preservation (EHP) review? | [ ]  Yes[ ]  No |
| Section 3.2: Project Useful Life: |
| How long will the project continue to provide benefit once complete (what is the project useful life)? | Click or tap here to enter text. |
| Once complete, will the project require regular maintenance to continue to be effective at preventing damages? | [ ]  Yes[ ]  No |
| If yes: | Does the community agree to maintain the project so that it continues to provide benefit for the useful life? | [ ]  Yes[ ]  No |
| If yes: | What source of funding will be used to maintain the project?Click or tap here to enter text. |
| What will the annual cost of maintenance be for the project?Click or tap here to enter text. |

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| Section 4: Population Benefited |
| What quantity (e.g., percent) of the community’s population will directly benefit from the project? | Click or tap here to enter text. |
| How is this estimate calculated?Click or tap here to enter text. |
| List the Community Name(s) that would benefit from this project:(This may include tribal governments.)Click or tap here to enter text. |
| List the Census Tract(s) that would benefit from this project:(This number should be an 11-digit code. Use the map on the Climate and Economic Justice Screening Tool (CEJST) website to identify the census tract number: <https://screeningtool.geoplatform.gov/en/>)Click or tap here to enter text. |
| Does the project benefit a low-income geographic area?(Reference instructions provided in the end of this form on how to determine the following: Pursuant to 42 United States Code Section 3161(a)(1), this is defined as: (1) “the area has a per capita income of 80% or less of the national average,” or (2) “the area has an unemployment rate that is, for the most recent 24-month period for which data are available, at least 1% greater than the national average unemployment rate.”) | [ ]  Yes[ ]  No |
| Will the project provide benefits to any underserved communities?(Underserved community means "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life...” and includes communities such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. Underserved communities also include “communities environmentally overburdened,” which are communities adversely and disproportionately affected by environmental and human health harms or risks, and “disadvantaged communities,” as referenced in Executive Order 14008.) | [ ]  Yes[ ]  No |
| If yes: | To what extent does the project’s expected direct and indirect impacts benefit an underserved community? Please explain in detail.Click or tap here to enter text. |
| List the County(ies) that would benefit from this project:(List all that apply)Click or tap here to enter text. |

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| Section 5: Project Budget and Loan Information |
| Estimated Total Project Cost: | $Click or tap here to enter text. |
| Requested Loan Amount: | $Click or tap here to enter text. |
| Source(s) of loan repayment:(How will the local government repay the loan principal and interest for projects that will not generate revenue? Identify the government's revenue stream that will support the project. Note that loan recipients are required to establish a dedicated source of revenue for repayment of the loan per 42 U.S.C. 5135 § (f)(1)(A)(iii).)Click or tap here to enter text. |
| Has the loan repayment source been approved? | [ ]  Yes[ ]  No |
| If yes: | When will the funding be available for repayment? | Click or tap here to enter text. |
| How much funding for repayment has been identified/authorized? | Click or tap here to enter text. |
| Is this a one-time funding source or a multi-year commitment? | [ ]  One-time funding source[ ]  Multi-year commitment |
| If no: | Describe the process required to gain approval for loan repayment funds. Will voter approval be necessary (i.e. propose millage)? Will approval be needed from a governing body, like a municipal board? What is the timeline for completing the necessary process to secure funding for repayment of loan?Click or tap here to enter text. |
| If the proposed project exceeds $5 million, what other funding sources will be used to complete the project and have these funds been approved?Click or tap here to enter text. |
| If the project exceeds $5 million, will a loan from the revolving loan fund make the difference in whether the project can be implemented or not? Please explain.Click or tap here to enter text. |
| Will this project leverage funding from a federal Hazard Mitigation Assistance (HMA) grant? | [ ]  Yes[ ]  No |
| If yes: | Select the HMA program:[ ]  Building Resilience Infrastructure Communities (BRIC)[ ]  Flood Mitigation Assistance (FMA)[ ]  BRC/FMA[ ]  Hazard Mitigation Grant Program (HMGP)[ ]  HMGP Post Fire[ ]  Pre-Disaster Mitigation (PDM) |

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| Section 6: Project Schedule |
| Has the project already started?(This includes design/engineering and construction.) | [ ]  Yes[ ]  No |
| If yes: | Has design/engineering begun or been completed for the project? | [ ]  Yes[ ]  No |
| If yes: | What level and percentage of design have been completed? (schematic, design development, construction documents)Click or tap here to enter text. |
| Have documents been designed in a way that the project could be constructed in phases? If yes, how many construction phases would occur and would they have to be completed in a specified sequential order or could they be constructed independently of one another? If documents have been developed in phases, have estimated budgets been developed for each phase? Please explain in detail.Click or tap here to enter text. |
| Has construction begun?(This includes groundbreaking, demolition, renovation, new construction) | [ ]  Yes[ ]  No |
| If yes: | Explain in detail what elements of the project have begun.Click or tap here to enter text. |
| If no: | Has a request for proposals already been developed for architectural/engineering design work? | [ ]  Yes[ ]  No |
| If yes: | Has an architect/engineer been contracted with? | [ ]  Yes[ ]  No |
| If yes: | How long will it take to complete the design/engineering and when are documents anticipated to be complete?Click or tap here to enter text. |
| If no: | If you are seeking loan funding for a construction project but design has not yet been started, it may be more efficient for the loan program to initially only fund design and engineering. Would consideration be made to utilize the RLF for completion of design only and complete construction as a separate project at a later date? | [ ]  Yes[ ]  No |
| Has a project schedule, which includes design/engineering, construction and procurement, been established? | [ ]  Yes[ ]  No |
| What is the estimated time it will take to complete the project after a loan has been issued?Click or tap here to enter text. |
| Anticipated Start Date: Click or tap to enter a date. | Anticipated End Date: Click or tap to enter a date. |

Instruction for completing Section 4: Population Benefited question:

To determine if the project benefits a low-income geographic area, use one of the following methods:

Methodology 1: Low-income geographic area determined by per capita income.

Per capita income can be found through the [Explore Census Data](https://data.census.gov/). The FEMA recommends using the most recent “ACS 5-year Estimates Detailed Tables.” Entities can determine if a census tract is a low-income geographic area using the following steps:

1. Click on “Advanced Search”.
2. In the search bar, input table “B19301” as a search parameter.
3. Below, click on “Geography,” then “Census Tract.” Select the “Entity,” then “County,” then choose the Census Tracts.
4. Click “Search” in the bottom right-hand corner.
5. Compare the identified census tract per capita income against the 2021 ACS 5-Year Estimate National Per Capita Income ($37,638).
6. If the census tract per capita income is 80 percent or less of the national average, then the census tract is identified as a low-income geographic area.

Methodology 2: Low-income geographic area determined by unemployment data.

The unemployment rate can be found through the [Explore Census Data](https://data.census.gov/). The FEMA recommends using the most recent “ACS 5-year Estimates Detailed Tables.” Entities can determine if a census tract is a low-income geographic area using the following steps:

1. Click on “Advanced Search”.
2. In the search bar, input table “DP03” as a search parameter.
3. Below, click on “Geography,” then “Census Tract.” Select the “Entity,” then “County,” then choose the Census Tracts.
4. Click “Search” in the bottom right-hand corner.
5. Find “Unemployment Rate” under “EMPLOYMENT STATUS” and document the percent.
6. Compare the identified census tract per capita income against the 2021 ACS 5-Year Estimate National Average Unemployment Rate (6.3%).
7. If the census tract per capita income is at least one (1) percent greater than the national average unemployment rate, then the census tract is identified as a low-income geographic area.