

97.039

## HAZARD MITIGATION GRANT PROGRAM

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**State Project/Program:** N. C. MITIGATION

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**Federal Emergency Management Agency**

**Federal Authorization:** Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 404  
Public Law 93-288, as amended  
42 U.S.C. 5121 et seq., and Related Authorities  
2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Award  
44 CFR Emergency Management and Assistance

**N.C. Department of Public Safety  
Division of Emergency Management**

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The auditor should not consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor can consider the supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current.

The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

Auditors may request documentation of monitoring visits by the State Agencies.

This compliance supplement should be used in conjunction with the OMB 2019 Compliance Supplement which will be issued in the summer. This includes “Part 3 - Compliance Requirements,” for the types that apply, “Part 6 - Internal Control,” and “Part 4 - Agency Program” requirements if the Agency issued guidance for a specific program. The OMB Compliance Supplement is Section A of the State Compliance Supplement.

### I. PROGRAM OBJECTIVES

The purpose of Hazard Mitigation Grant Program (HMGP) is to help states and local governments financial assistance implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive.

The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters through safer building practices and improving existing structures and supporting infrastructure.

## II. PROGRAM PROCEDURES

The HMPG is a state-administered federal program for which states and local communities submit project applications on behalf of the affected citizens in their communities. In North Carolina, the Division of Emergency Management, within the Department Public Safety administers HMGP.

During the open application cycle, subapplicants (Territories, federally-recognized tribes and local communities) submit mitigation planning and project subapplications through the Application Development Module of the National Emergency Management Information System (NEMIS). The planning subapplications submitted for consideration for HMGP funding must be used in accordance with the State's mitigation plans to meet the requirements outlined in 44 CFR Part 201 Mitigation Planning. Private Non-Profits (PNP) subapplicants are eligible for HMGP but do not have mitigation plan requirements as a condition of subapplicant eligibility. Projects submitted must also be consistent with the goals and objectives identified in the current FEMA-approved State hazard mitigation plan, along with local hazard mitigation plans. After reviewing project and planning applications to determine if they meet the programs' requirements, the State prioritizes and forwards the applications to their FEMA Regional Office.

The amount of funding available for these projects is based on yearly HMGP awards. FEMA may contribute up to 75 percent of the total eligible costs of each grant for mitigation activities. At least 25 percent of the total eligible costs will be provided from a nonFederal source. FEMA may provide up to 100 percent for the State Management Costs.

FEMA approves the State application and grants the award through a FEMA Award Letter.

## III. COMPLIANCE REQUIREMENTS

### A. Activities Allowed or Unallowed

#### Compliance Requirement

Only relevant and necessary measures taken to eliminate future losses from natural hazards are allowed.

The test of eligibility of a given activity will be whether it contributes to a State or Community's capability to reduce losses to disasters. There are four types of HMGP grants, (1) Updating or enhancing sections of the current FEMA-approved mitigation plan; (2) Integrating information from mitigation plans, specifically risk assessment or mitigation strategies; (3) Building capability through delivery of technical assistance and training; and (4) Evaluating adoption and/or implementation of ordinances that reduce risk and/or increase resilience. HMGP requirements change frequently as described in the FEMA Hazard Mitigation Guidance (HMA).

In order to qualify for a Project Grant, an applicant must have an adopted mitigation plan that addresses repetitive loss properties and has been approved by the Division and FEMA for purposes of the HMGP Program. In addition, the project must:

- Meet HMA requirements;
- Be cost-effective;
- Be technically feasible;
- Conform with the adopted Local Mitigation Plan;
- Conform with applicable Federal and State regulations; and

- Be physically located in an eligible community.

Suggested Audit Procedures

- Review Hazard Mitigation Assistance Guidance and Notice of Funds Availability requirements and cross-check against awarded projects.
- Test expenditures and related records for adherence to approved budget activity.

**B. Allowable Costs/Cost Principles**

Compliance Requirement

Costs for eligible activities in accordance with Hazard Mitigation Assistance Guidance must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200 Subpart E, applicable program regulations, and this guidance.

Suggested Audit Procedures

- Review Hazard Mitigation Assistance Guidance and Notice of Funds Availability requirements and cross-check against awarded projects.
- Test expenditures and related records for adherence to approved budget activity.

**C. Cash Management**

Compliance Requirement

Funds are submitted to all sub-grantees on a reimbursement basis. The only exception to this is when an acquisition project is being closed on (real estate transaction) and the local government does not have sufficient funds on hand. In this case, a request is made for the exact amount of the closing amount.

Suggested Audit Procedures

Review Cost Reports to ensure that all payment requests are made on a reimbursement basis, except in circumstances when an advance has been made for a real estate closing in an acquisition and demolition project.

**D. Reserve**

**E. Eligibility**

Compliance Requirement

In accordance with the Hazard Mitigation Assistance Guidance, the State and local governments, private nonprofits organizations, Indian tribes or authorizations, and Alaska Native villages or organization other than corporations, are eligible to apply for grants in accordance with 44 CFR Section 206.434(a).

Suggested Audit Procedures

Review Hazard Mitigation Assistance Guidance and Notice of Funds Availability requirements and cross-check against awarded projects.

**F. Equipment and Real Property Management**

Compliance Requirement

Federally-tracked equipment is not purchased under the HMGP for either the pass-through entity nor sub-recipient. However, specific equipment may be purchased in accordance with Hazard

Mitigation Assistance Guidance. Real property is not directly managed by the pass-through entity, although local governments can acquire parcels of land under the HMGP which are maintained in open space in perpetuity.

Suggested Audit Procedures

Ensure that acquisition projects conform to FEMA open space requirements per the HMA Guidance by ensuring that monitoring is taking place during project implementation and closeout.

**G. Matching, Level of Effort, Earmarking**

Compliance Requirement

Based on HMA and Notice of Funds Availability requirements, matching for projects can vary in a given year. FEMA may contribute up to 75 percent of the total eligible costs of each grant. At least 25 percent of the total eligible costs will be provided from a non-Federal source. Of this amount, not more than one half will be provided from in-kind contributions. The remaining non-federal share must be provided as a local match from non-federal sources by the applicant.

Suggested Audit Procedures

- Review Hazard Mitigation Assistance Guidance, Notice of Funds Availability and FEMA Award Letters for matching totals for each project.
- Verify the source of the non-Federal matching funds letter(s).

**H. Period of Performance**

Compliance Requirement

HMGP period of performance (POP) begins with the opening of the application period and ends no later than 36 months from the date of subapplication selection. However, the POP is subject to change based on changes in the HMA Guidance and Notice of Funds Availability. The FEMA Award Letter will affirm the assigned POP for each sub-award. A Grant Agreement between NCEM and the sub-recipient establishes the State POP, either mirroring the Federal PoP, or requiring a shorter timeframe based on programmatic decisions to complete ahead of schedule.

Suggested Audit Procedures

- Verify Federal POP in FEMA Award Letters
- Verify State POP in Grant Agreements either mirrors or is less than the Federal PoP.

**I. Procurement and Suspension and Debarment**

Grantees should follow the Uniform Guidance procurement requirements found in Title 2 Part 2 of the Code of Federal Regulations, §200.318 to §200.326 ([2 CFR Part 200 Uniform Guidance](#)) unless the NC State procurement requirements described in the North Carolina General Statutes and the North Carolina Administrative Code are more restrictive. Please refer to the North Carolina Agency Purchasing Manual accessible at: [NC Agency Purchasing Manual](#).

Compliance Requirement

The HMGP Program follows 2 CFR Section 200.338 standard regarding Procurement, Suspension and Debarment.

Suggested Audit Procedures

- Confirm that sub-recipients have been provided information on CFR 2 Procurement, Suspension, and Debarment standards
- Confirm that sub-recipient contracting is being monitored by the pass-through entity throughout the Grants Management life cycle.

## **J. Program Income**

### Compliance Requirement

FEMA encourages non-Federal entities to generate program income to help defray program costs. Program income is gross income received by the non-Federal entity directly generated by an award-supported activity or earned only as a result of the award during the award POP. Program income may be derived from use or rental of real or personal property acquired with award funds, and sale of commodities or items fabricated under the award. Subrecipients must deduct this income from total project costs as specified in 2 CFR Sections 200.80 and 200.307

### Suggested Audit Procedures

- Confirm tracking of program income through reporting procedures and monitoring of reimbursement requests.
- Verification that any program income has been deducted from total project costs as specified in 2 CFR Section 200.307

## **K. Reserve**

## **L. Reporting**

### Compliance Requirement

Quarterly financial and performance reports are due to FEMA on January 30, April 30, July 30, and October 30. The first quarterly reports are due within 30 days of the end of the first Federal quarter following the initial award. FEMA may waive the initial reports. The Recipient shall submit quarterly financial status and performance reports thereafter until the grant ends. Failure to submit financial and performance reports to FEMA in a timely manner may result in an inability to access grant funds until proper reports are received by FEMA. Recipients are encouraged to contact FEMA should this occur.

For HMGP, the Department of Health and Human Services, Division of Payment Management, Payment Management System, SMARTLINK, is used to transfer funds between FEMA and Recipients. HMGP recipients shall submit a quarterly FFR via SMARTLINK. The SF-PPR must be submitted for HMGP via NEMIS by directly entering data into the Quarterly Report module or by sending a pre-approved Excel spreadsheet.

Obligations and expenditures must be reported on a quarterly basis using the FFR (SF-425), which is due to FEMA within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the POP, including partial calendar quarters, as well as for periods where no activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the POP.

HMGP recipients shall submit a quarterly performance report SF-PPR for each award to include the following:

- Reporting period, date of report, and Recipient POC name and contact information.
- Project identification information including disaster number and declaration date.
- Significant activities and developments that have occurred or have shown progress during the quarter.
- Percent completion and whether completion of work is on schedule; a discussion of any problems, delays, or adverse conditions.
- Status of costs, including whether the costs are (1) unchanged, (2) overrun, or (3) underrun, and narrative to address change in cost status.
- A statement of whether a request to extend the award POP is anticipated.
- Incremental funding amounts (SFM) and progress completed.
- For acquisition projects, the current status of each property for which settlement was completed in that quarter.
- Additional information as required by FEMA to assess the progress of an award.

Final reports must be submitted when it determines that all administrative actions and required work have been completed. This final report may be submitted prior to the end of the POP. The pass-through entity must submit a final SF-425 and Performance Report no later than 90 days after the end date of the POP, per 2 CFR Section 200.343.

#### Suggested Audit Procedures

Confirm that Quarterly Reports are being submitted to FEMA each quarter by DPS-Fiscal (financial) and NCEM (programmatic).

### **M. Subrecipient Monitoring**

#### Compliance Requirement

Sub-recipients are monitored for HMGP projects upon award and following execution of a Grant Agreement (project start-up/ “implementation meeting”), and during project closeout, when a final site inspection report is required. Field-based monitoring between these milestones takes place on an as-needed basis. Desk monitoring occurs via regular customer service interactions (Grant Contact Log), as well as by obtaining Monthly Progress Reports (Progress Reports) from sub-recipients.

#### Suggested Audit Procedures

- Confirm that Implementation meetings are being conducted during project start-up
- Confirm that closeout site inspections take place
- Confirm desk monitoring via customer service interactions (Contact Log) and monthly Progress Reports.

### **N. Special Tests and Provisions**

Not applicable.