

Instructions:

The Project Proposal List Template provides information to the Federal Emergency Management Agency (FEMA), potential loan recipients, and other interested parties on the projects proposed for funding. The entity must provide public notice not less than six weeks before the submission of an application to allow local governments time to submit projects to the entity.

FEMA will review the Project Proposal List to ensure it is developed in accordance with the requirements outlined in 42 U.S.C. § 5135(b)(1)(A). Entities will be required to update their Project Proposal List on an annual basis to ensure continued compliance with statutory requirements.

Entities will need to coordinate with potential borrowers to complete the required information. Entities must fill in the cells for each project proposal in the "Project Proposal List" tab.

[illegible]

Project Information	Description of Data
ID Number	Project ID numbers are the unique identifiers for the projects and are determined by the entity. FEMA suggests using the following naming convention (xxxxx)
Project Title	Name of specific projects as determined by the borrower.
Loan Applicant (Borrower)	Name of the borrower
Community Name(s)	Name of the community(ies) receiving benefits from the project, as determined by the borrower.
Community Identification Number (CID)	Community Identification number
County(ies)	Name of the County(ies) receiving benefits from the project, as determined by the borrower.
Census Tract(s)	Census Tract(s) number receiving benefits from the project, as determined by the borrower.
Community Rating System Class	
Center for Disease Control Social Vulnerability Index Score(s) of Census Tract(s)	SVI score of the census tract(s) receiving benefits from the project. Entities can identify CDC SVI score using the following steps. Entities will need to determine the SVI status for the census tracts that benefit from the project. Information on census tract SVI scores for the 2020 Census can be found here. Entities should set the following parameters on the map for determining SVI scores: - SVI Theme: "Overall SVI" - Geographic Comparison: "Nationwide" - State Selection: N/A - Geographic Unit: "Census Tract" - Data Year: "2020" Entities can then search for counties in the search bar or zoom to the geography. When zooming in, clicking on the census tract(s) will reveal the SVI score.
Percent of Benefiting Census Tracts that have a Center for Disease Control Social Vulnerability Index Score > 0.8	The calculation of how many benefiting census tracts are socially vulnerable (>.8) to the total number of benefiting census tracts.
Is the community a low-income geographic area as defined in Section 205(m)(6)	Yes or No on whether a census tract(s) is/are 0 low-income geographic areas. Entities will need to determine whether a census tract is a low-income geographic area using one of two methodologies. Methodology 1: Low-income geographic area determined by per capita income. Per capita income can be found through the Explore Census Data. 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: - Click on "Advanced Search" - In the search bar, input table "B19301" as a search parameter - Below, click on "Geography," then "Census Tract." Select the "Entity," then "County," then choose the Census Tracts. - Click "Search" in the bottom right-hand corner. - Compare the identified census tract per capita income against the 2021 ACS 5-Year Estimate National Per Capita Income (\$37,638) - 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. 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: - Click on "Advanced Search" - In the search bar, input table "DP03" as a search parameter - Below, click on "Geography," then "Census Tract." Select the "Entity," then "County," then choose the Census Tracts. - Click "Search" in the bottom right-hand corner. - Find "Unemployment Rate" under "EMPLOYMENT STATUS" and document the percent. - Compare the identified census tract per capita income against the 2021 ACS 5-Year Estimate National Average Unemployment Rate (6.3%). - If the census tract per capita income is at least 1 percent greater than the national average unemployment rate, then the census tract is identified as a low-income geographic area.
Percent of Benefiting Census Tracts that are low-income geographic areas.	The calculation of how many benefiting census tracts are low-income geographic areas to the total number of benefiting census tracts.
Project Type Code	Select the drop-down of the project type. If not listed, complete manually.
Will this loan be used towards the non-federal cost share for a grant under another grant program?	Yes or no on whether the loan will be used as a non-federal cost share for another grant.
Primary Safeguarding Tomorrow RLF Program Priority	Dropdown on whether the project is a Primary Safeguarding Tomorrow RLF program priority
Vulnerable Area(s)	
Listed in Section 205 (b)(1)(E) & (d)(3)(C)	Dropdown on vulnerable areas the project benefits.
Major Economic Sector (if applicable) Listed in Section 205 (d)(3)(D)	Dropdown of the major economic sector the project benefits.
What community lifeline does the project stabilize?	Dropdown of the community lifeline the project benefits.
Project Description	General description of the project and how it aligns to the program's priorities and objectives in hazard mitigation.
Primary Hazard Listed in the Entity Hazard Mitigation Plan Mitigated by the Project	Dropdown of the primary hazard in the Entity Hazard Mitigation Plan the project mitigates.
Primary Hazard Listed in the Local Government Hazard Mitigation Plan Mitigated by the Project	Dropdown of the primary hazard in the local government's Hazard Mitigation Plan the project mitigates, as determined by the borrower.
Secondary Hazard Mitigated by the Project	Dropdown of the secondary hazard in the project mitigates.
Project Location (Lat/Long)	Latitude and Longitude of the project, if applicable.
Estimated Total Cost	Estimated total cost of the project.
Requested Loan Amount	Requested loan amount by the borrower.
Population Served	The total population that will benefit from the project. Determined by the population count of the census tract(s) benefiting from the project.
Project Anticipated Start Date	The anticipated start date of incurring costs.
Project Anticipated End Date	The anticipated end date when all project activity finishes.
For non-revenue generating projects, please identify the local government's revenue stream to support projects.	How will the local government repay the loan principal and interest for projects that will not generate revenue?