

Project Proposal List Overview:

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.

There are **18 fields** to fill out for each proposed project. FEMA aims to reduce the burden of the PPL:

- 5 fields related to the proposed loan recipient
- 7 fields are dropdowns
- 2 fields serve as space for manual input if the entity selects "other"

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" sheet.

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.

Project ID Number	Loan Recipient	Benefiting Community (ies)	Benefiting Census Tracts	County(ies)	Project Title
Unique Identifier for the proposed project as determined by the entity.	Name of the eligible proposed loan recipient.	Community(ies) experiencing hazard mitigation benefits. Please include any tribal governments or authorized tribal organization if applicable.	Census tracts where the project will mitigate natural hazards. Please use the 11-digit census tract code. Directions can be found in the Data Dictionary sheet.	County(ies) experiencing hazard mitigation benefits.	Unique name of the project.

Project Description	Projected Loan Amount	Project Type
<p>Provide a paragraph describing the following elements of the project:</p> <ul style="list-style-type: none"> • How the project will reduce risk or increase resilience <ul style="list-style-type: none"> • Major items in the scope of work • The infrastructure being protected • How the project will reduce risk to life and property • Other items describing how the project mitigates natural hazards. <p>• A description of how the project conforms to the Hazard Mitigation Plan of the applicant and the local government</p>	<p>The dollar amount of the proposed loan. If the loan amount equals or exceeds the statutory maximum loan amount of \$5 million, the cell will turn red.</p>	<p>Select a dropdown project type that best aligns with the proposed project. If not listed, input a project type manually.</p>

If "Other" for the project type, please manually enter the hazard(s)	What hazard is this project mitigating?	If "Other" for the hazard mitigated, please manually enter the hazard(s)	What community lifeline does the project stabilize?
Some projects may be comprehensive and incorporate multiple project types. Insert the project types in the cell below.	Select a hazard from the dropdown. If not listed, input a project type manually.	Some projects may be mitigating multiple hazards. Insert the hazards in the cell below.	Select a community lifeline from the dropdown.

If this loan will be used towards the non-federal cost share for a grant under another HMA grant program, which HMA grant program will it support?	Has the project already started?	Does the project include any work that will be subject to Environmental Planning and Historic Preservation (EHP) review?	For non-revenue generating projects, please identify the local government's revenue stream to support projects.
Select a HMA program from the dropdown.	Projects where actual physical activity, such as groundbreaking, construction, or demolition has commenced prior to completion of EHP review, are ineligible. Select from the dropdown.	Projects that require EHP review include any ground disturbing studies or construction projects including but not limited to retrofits, acquisition of flood-prone properties, hazardous fuels reduction, and flood risk reduction projects.	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).

Is the community a low-income geographic area as defined in 42 U.S.C. 5135 § (m)(6)

Loan recipients that are low-income geographic areas can receive different loan terms. The data dictionary sheet has a link for calculation guidance.

Number	Project Information	Description of Data
1	ID Number	Project ID numbers are the unique identifiers for the projects and are determined by the entity.
2	Loan Recipient	Name of the borrower
3	Benefiting Community(ies)	Name of the community(ies) receiving benefits from the project, as determined by the borrower. This may include tribal governments.
4	Benefiting Census Tract(s)	Insert the 11-digit code for the census tracts receiving hazard mitigation benefits. Please use the map on the CEJST website to identify the census tract number: https://screeningtool.geoplatform.gov/en/
5	County(ies)	Name of the County(ies) receiving benefits from the project, as determined by the borrower.
6	Project Title	Name of specific projects as determined by the borrower.
7	Project Description	<p>General description of the project and how it aligns to the program's priorities and objectives in hazard mitigation.</p> <p>Provide a paragraph describing the following elements of the project:</p> <ul style="list-style-type: none"> • How the project will reduce risk or increase resilience • Major items in the scope of work • The infrastructure being protected • How the project will reduce risk to life and property • Other items describing how the project mitigates natural hazards. • A description of how the project conforms to the Hazard Mitigation Plan of the applicant and the local government
8	Projected Loan Amount	Requested loan amount by the borrower.
9	Project Type	Select the drop-down of the project type.
10	"Other" Project Type	If "other" is selected for Project Type, complete enter the project type manually.
11	Hazard Type being Mitigated by the Project	Dropdown of the primary hazard in the Entity Hazard Mitigation Plan the project mitigates.
12	"Other" Hazard Type	If "other" is selected for Hazard Type, complete enter the project type manually.
13	What community lifeline does the project stabilize?	Dropdown of the community lifeline the project benefits.
14	If this loan will be used towards the non-federal cost share for a grant under another HMA grant program, which HMA grant program will it support?	Select the drop-down to display which HMA program for which the loan will be used.
15	Has the project already started?	Select "Yes" or "No" if the project proposed has already begun. This may impact eligibility under EHP.
16	Does the project include any work that will be subject to Environmental Planning and Historic Preservation (EHP)?	Select "Yes" or "No" if the project proposed has already begun. This will impact EHP processes.
17	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?
18	Is the community a low-income geographic area as defined in Section 205(m)(6)	<p>Select "Yes" or "No" on whether a census tract(s) is (are) low-income geographic areas.</p> <p>Entities will need to determine whether a census tract is a low-income geographic area using one of two methodologies.</p> <p>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/). 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.</p> <p>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/). 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.</p>