MEMORANDUM

To: Local Governments, State and Regional Agencies, Indian Tribal Governments, Local Mitigation Strategy Working Groups, and Private Non-Profit Organizations Submitting Hazard Mitigation Grant Program Applications for COVID-19 Pandemic (DR-4486)

From: Kevin Guthrie, State Coordinating Officer

Subject: Hazard Mitigation Grant Program Notice of Funding Availability

Date: September 20, 2021

Program Summary

The Florida Division of Emergency Management (Division) is pleased to announce the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declaration for the COVID-19 Pandemic (FEMA-4486-DR-FL).

HMGP funding is authorized by Section 404 of the Robert T. Stafford Disaster Relief Act. This funding helps communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The Division encourages all potential applicants to submit applications for projects that address eligible mitigation activities.

Given the unique nature of this disaster declaration, the amount of HMGP funding available to the State is calculated. Additional information can be found in this notice under “County Funding Allocation,” below.

Current Changes

The Division is migrating its processes to a fully digital platform through its FDEM Portal. This includes the HMGP and will encompass everything from the application process to closeout. This migration will ultimately reduce the waste inherent in dealing with physical media, as well as streamline our grants management processes to be more efficient. Applications are currently being accepted through the FDEM Portal and doing so does not require an additional hardcopy submission. Hardcopy applications are permitted pursuant to the Rule 27P-22, Florida Administrative Code; however, the Division highly encourages all applications to solely be uploaded through the FDEM Portal. If an applicant chooses to submit a hardcopy of their application, a digital submission through the FDEM Portal will still be required.
Application Timeline

The application period will close December 21, 2021. The Division encourages potential applicants to submit complete applications before the close of the application period. Applications will only be accepted from eligible applicants as defined in the Minimum Program Eligibility section of this notice.

FDEM Portal Submission: If you have not already registered for access to the FDEM Portal, please see the instructions in Attachment H to do so. The information required for submitting a complete application through the FDEM Portal is the same as the State of Florida HMGP Application (Attachment F), which can be used as reference to collect all the information necessary for your project prior to submittal. If an application is submitted through the FDEM Portal, no hardcopies will be required.

A complete digital submission of your applications, and all necessary supporting documentation, must be uploaded to the FDEM Portal no later than December 21, 2021 11:59 p.m. (EST)

It is imperative that your access request for the FDEM Portal is received by the Division no later than 5:00 p.m. EST on December 21, 2021 in order to meet the application deadline.

Hardcopy Filing: If a hardcopy is filed, please provide just one original of the State of Florida HMGP Application and all appropriate attachments. In addition, submit your project(s) and all relevant documentation to the FDEM Portal using the directions detailed above and in Attachment H.

Any hardcopy applications sent by mail or other carrier to the Division must be postmarked on or before December 21, 2021. Hand-delivered applications must be stamped in at the Division no later than 5:00 p.m. EST on December 21, 2021.
The HMGP application and all other pertinent resources for completing the application may be obtained at the Division’s website located at https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/ in the section HMGP Application and Resources.

Questions regarding the FDEM Portal system may be directed to:
Jared Jaworski
(850)544-8372
Jared.jaworski@em.myflorida.com

Any completed hardcopy applications must be sent to the following address:
ATTN: Kathleen Marshall, Hazard Mitigation Grant Program
Florida Division of Emergency Management
Mitigation Bureau
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Minimum Program Eligibility

**Eligible Applicants:** According to the Code of Federal Regulations (CFR) 44 §206.434(a), the following parties are eligible to apply for Hazard Mitigation Grant Program funds:

- State and local governments who have an approved Local Mitigation Strategy (LMS) in accordance with 44 CFR §201.6, prior to receipt of HMGP subgrant funding for projects;
- Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in §206.221(e); and
- Indian tribes or authorized tribal organizations.

However, be advised that pursuant to Rule 27P-22, Florida Administrative Code, all project applications must go through the Local Mitigation Strategy Working Group (LMSWG) of the county where the project will take place. Any application sent to the Division without a signed endorsement letter, from either the Chair or Vice-Chair of an LMSWG, will be denied.

**Eligible Activities:** Activities include mitigation projects that will result in protection of public or private property from natural hazards. Activities for which implementation has already been initiated or completed are not eligible for funding. Eligible projects include, but are not limited to, the following:

- Acquisition or relocation of hazard-prone structures;
• Retrofitting of existing buildings and facilities that will result in increased protection from hazards;
• Elevation of flood-prone structures;
• Infrastructure protection measures;
• Stormwater management improvements;
• Minor structure flood control;
• Flood diversion and storage;
• Aquifer storage and recovery;
• Floodplain and stream restoration;
• Residential and community safe room construction; and/or
• Generators for a critical facility, provided they are cost-effective, contribute to a long-term solution to the problem that they are intended to address, and meet other project eligibility criteria as required by 44 CFR §206.434(c); or generators that are an integral part of a larger eligible project.

**Ineligible Activities:** The state will **not** consider funding requests for the following:

• Construction of new facilities (Nevertheless, the cost associated with above-code upgrades to new facilities may be considered);
• Equipment such as emergency pumps, vehicles, and communication devices;
• Stand-alone studies, design, and planning-related activities;
• Tree removal, debris removal, and other forms of maintenance; or
• **Projects already in progress** (*Construction may not begin until the contract between the State and subrecipient is executed and the project has met requirements of the National Environmental Policy Act*).

**Eligibility Criteria:** All projects submitted must meet **minimum criteria** to be considered for funding. An eligible project must:

• Conform to the requirements stated in this Notice of Funding Availability;
• Conform to the Florida State Hazard Mitigation Plan and the respective community’s LMS;
• Conform to the funding priorities for the disaster, as established in the appropriate LMS;
• Demonstrate cost-effectiveness;
• Be technically feasible;
• Benefit the designated disaster area;
• Conform to all applicable environmental laws and regulations, as well as Executive Orders;
• Solve a problem independently or constitute a functional part of a solution;
• Benefit a National Flood Insurance Program (NFIP) participating community that is not on probation or suspended from the NFIP; and
• Meet all applicable State and local codes and standards.
State Priorities

The Division identifies the following items as a priority for both HMGP funds for this disaster (DR4486) and for local mitigation efforts. Per the Rule 27P-22, Florida Administrative Code, addressing, or not addressing, these priorities through your county’s Local Mitigation Strategy Working Group (LMSWG) efforts and project submissions will not affect an application’s funding priority beyond your LMSWG’s endorsement. However, addressing them will better help the state meet broader flood mitigation needs and retain HMGP funds by leveraging existing county efforts. The State priorities are as follows.

- Prioritize flood mitigation strategies including, but not limited to,
  - Non-localized flood risk reduction projects (i.e., seawalls/floodwalls; groins; levees; dikes; breakwaters; etc…)
  - Localized flood risk reduction projects (i.e., installation or modification of culverts and other stormwater management facilities; construction or modification of retention and detention basins, floodwalls, dams, and weirs; etc…)
  - Property acquisition and structure demolition/relocation
  - Structure elevation
  - Mitigation reconstruction

- Establish coordination between LMSWGs to address common mitigation issues affecting neighboring counties and/or counties within a region. This effort can include,
  - Identifying shared hazards with neighboring counties and possible solutions for collaboration,
  - Including those shared mitigation activities on your Local Mitigation Strategy’s prioritized project list,
  - Including neighboring/regional counties in your LMSWG meetings when appropriate, and/or
  - Pooling of available HMGP allocations to meet the funding needs of larger shared mitigation activities
**Cost-Share Requirements**

Under the HMGP, FEMA will contribute up to 75-percent of the total amount approved under the grant award to implement eligible, cost-effective mitigation measures. The applicant must provide the remaining 25-percent non-federal share. Contributions, cash, and in-kind services are acceptable as part of the non-federal share. Requirements for in-kind contributions can be found in 2 CFR §200.306. In-kind contributions must be directly related to the eligible project cost and are those personnel, materials, equipment and supplies owned, controlled, and operated by the applicant or a third-party contributor.

Applicants may use the Global Match concept as part of the 25-percent non-federal share. Global Match permits a potential applicant to meet the non-federal share match by receiving credit for state and/or local government funds that were committed to a similar type of project(s). These similar, non-federally funded projects must meet all of the HMGP eligibility requirements. This means that if Global Match is approved, the applicant may receive up to 100 percent federal share.

**Pre-Award Costs**

Prior to receiving a grant award, pre-award costs may be requested. Pre-award costs include items such as engineering, environmental study, permitting, and other "soft" costs associated with a construction project. *Construction activities are not considered pre-award costs*. Pre-award costs must be requested in writing. Guidelines for pre-award costs are included in *Attachment A*.

**Procurement**

Any procurement of property or services under a federal award must conform to 2 CFR §200 Subpart D (§§ 200.317 - 200.326). This also includes any activities performed as a part of the pre-award request.

**Sub-Recipient Management Costs**

Per FEMA Hazard Mitigation Grant Program Interim Policy 104-11-1, HMGP projects awarded under disasters, on or after the effective date, are eligible for sub-recipient management costs (SRMC) up to a hard cap of 5 percent of their eligible and actual project costs. SRMC is a separate pool of funding and will not be calculated as part of the benefit-cost analysis (BCA). SRMC will be reimbursed at a 100 percent federal cost share following the submission of compliant source documentation in conformance with 2 CFR 200 Subpart E. Additional information on SRMC can be found in the attached application (*Attachment F*) and the HMGP SRMC Request Form (*Attachment G*). Any applicant requesting SRMC will need to submit *Attachment G* along with their application.
County Funding Allocation

The HMGP funding made available for the COVID-19 pandemic poses a challenge with the allocation methodology with Rule 27P-22.006(1), Florida Administrative Code, given the unique circumstances of the disaster itself. This establishes that the amount of HMGP funding available to counties included in the relevant disaster declaration is based on a calculation of the proportional share of the total federal assistance under the Public Assistance (PA), Individual Assistance (IA), and Small Business Administration (SBA) programs as of 120 days after the disaster declaration as reported by FEMA.

For DR-4486, only PA was utilized and there were not any PA projects obligated within 120 days of the date of declaration (March 25, 2020). The intent of the allocation methodology in the administrative rule is to ensure HMGP funds are distributed equitably, but with no federal assistance on record at 120 days the normal allocation process cannot be completed as written and therefore must be replaced with a methodology of equal measure and intent.

As a result, the Division will implement the allocation process outlined below, which will apply to just this current disaster (DR-4486) and its unique circumstance. All 67 counties in Florida are considered in the relevant disaster declaration for the COVID-19 pandemic and will be considered eligible to apply for tier 1 and 2 funding, as outlined below. There will not be a tier 3 funding category.

Funding availability for DR-4486 was based on a combination of lump sum and a county’s proportional population. For each county to have an adequate amount of funds to work with, each county was first allocated $100,000.00. The remaining funds were then divided up using a county’s population as a proportion of the total state population. This proportion was then applied to the remaining funds and the resultant amount then added to the initial lump sum for their final allocation amount. To be consistent with the PA reporting process, the 2010 census population data was used for the population calculation. These figures are shown in Attachment B and represent the lock-in amount of HMGP funds currently available. HMGP funding is available only to those counties that have a current FEMA-approved LMS. Project applications will be considered only if:

1. The application is accompanied by an endorsement by the LMS Chairperson or Vice-Chairperson stating that the project is included in the current LMS; and,

2. If more than one project is submitted, the endorsement indicates the prioritization. A sample project submission letter is shown in Attachment C.

The Division will attempt to fund each submitted project in priority order until the county’s allocation has been exhausted. In accordance with the Rule 27P-22.006(1)(a-b) and (2), Florida Administrative Code, the Division uses the following tiered allocation system up until the State application deadline with FEMA:
**Tier 1** Eligible projects submitted by each county included in the relevant Presidential Disaster Declaration will be funded in order of priority as outlined in the LMS Working Group endorsement letter until the allocated funds are exhausted or all eligible projects are funded.

**Tier 2** Any allocation remaining after all eligible projects in any declared county are funded shall be re-allocated to those counties included in the relevant Presidential Disaster Declaration whose allocation was not sufficient to fund all submitted eligible projects. The order of priority for re-allocating funds is detailed in *Attachment D*.

**Tier 3** There is no tier 3 for this disaster.

Please see *Attachment D* for a detailed explanation of funding tiers.

**Funding Availability and Notification**

Typically, FEMA provides funding estimates up to 12-months from the date of declaration, at which time a final lock-in number is provided. This disaster declaration will not have this same schedule, and instead FEMA provided a final lock-in amount in their announcement of DR-4486, which is reflected in *Attachment B* for regular funds.

**Technical Assistance**

Due to the large impact of the COVID-19 pandemic across the state, the Division is in the process of scheduling HMGP application development workshop webinars, as opposed to the standard in-person workshops. The webinars will focus on a handful of counties at a time so that project-specific concerns can still be addressed by state staff. The Division is in the process of scheduling these webinars and will be in touch with each county in the next few weeks to finalize dates and times.

Please check the Division’s website [www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program](http://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program) for additional technical guidance. The Division will provide technical assistance throughout the application process. This includes assistance with the application process, Benefit Cost Analysis, Engineering Feasibility and Environmental/Historical Preservation Compliance. If there are any questions regarding the allocation of funds or the project review and selection criteria, please call Bureau staff at one of the following numbers:

- Program Eligibility: (850) 815-4537 or (850) 815-4503
- Environmental: (850) 815-4514
- Engineering and Technical Feasibility: (850) 254-4573

For additional information and technical assistance, please refer to FEMA’s *Hazard Mitigation Assistance Guidance* document available at [https://www.fema.gov/media-library/assets/documents/103279](https://www.fema.gov/media-library/assets/documents/103279).
To assist you in submitting qualified project applications, the following attachments are located on the Division website https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program:

**Attachment A:** Pre-award Cost Guidance and Form  
**Attachment B:** Lock-in Amount of Available HMGP Funding  
**Attachment C:** Sample LMS Project Submission Letter  
**Attachment D:** Florida Administrative Code 27P-22  
**Attachment E:** Data Collection Worksheet Notice  
**Attachment F:** HMGP Application  
**Attachment G:** HMGP SRMC Request Form  
**Attachment H:** FDEM Portal Access Request and Guidance

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Attachments
Attachment A
Pre-Award Cost Guidance and Request Form

If you wish to request pre-award costs with your project, or would like to know more about them, follow the link below and look under the “Application” menu for both the guidance and request form.

https://floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/

Questions regarding pre-award costs may be directed to:
Jared Jaworski
(850) 544-8372
Jared.jaworski@em.myflorida.com
Attachment B
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Total $135,707,796.00 $45,235,932.00

Based on NEMIS as of 9/1/2021
Attachment C
Date

Mr. Miles Anderson, State Hazard Mitigation Officer Florida
Division of Emergency Management
2555 Shumard Oak Boulevard Tallahassee,
Florida 32399-2100

Re: Hazard Mitigation Grant Program (HMGP) applications for FEMA 4486-DR-FL, COVID-19 Pandemic

Dear Mr. Anderson:

The County Local Mitigation Strategy (LMS) working group has approved by vote and prioritized the following projects for HMGP funding from this disaster. These projects align with our LMS goals and objectives as noted, and with the State’s mitigation goals and objectives (in accordance with the Code of Federal Regulations 44 §201.6).

The County LMS group therefore presents the projects below (or in the attachment) in the order that they are to be considered for funding.

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<th>Project Name or Description</th>
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Etcetera

For further information or inquiry, please contact me at (insert phone number and email).

Sincerely,

________________________________________, LMS Chair
________________________________________, County LMS

cc:
Attachment D
CHAPTER 27P-22
HAZARD MITIGATION GRANT PROGRAM

27P-22.001 Purpose.
This chapter describes the processes for application, project selection and distribution of funds under the Hazard Mitigation Grant Program.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.001.

27P-22.002 Definitions.
(1) “Adoption” means a resolution, ordinance or other formal action taken by the governing body of a county or municipality indicating agreement with and acceptance of the relevant Local Mitigation Strategy.
(2) “Application” means the request for hazard mitigation funding as submitted to the Division of Emergency Management (Division or FDEM) by an Applicant.
(3) “Applicant” means a state agency, local government, Native American tribe or authorized tribal organization or private non-profit organization requesting hazard mitigation funding.
(6) “Hazard” means a condition that exposes human life or property to harm from a man-made or natural disaster.
(7) “Hazard Mitigation” means any action taken to reduce or eliminate the exposure of human life or property to harm from a man-made or natural disaster.
(8) “Hazard Mitigation Grant Program”, herein referred to as HMGP, means the program authorized under Section 404 of the Stafford Act and implemented by 44 C.F.R., Part 206, Subpart N, dated October 1, 2019, hereby incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-12333, a copy of which may be obtained by contacting the Division, which provides funding for mitigation projects as identified in the State Hazard Mitigation Plan.
(9) “Local Mitigation Strategy” or “LMS” means a plan to reduce identified hazards within a county.
(10) “Project” means a hazard mitigation measure as identified in an LMS.
(11) “Repetitive loss structures” means structures that have suffered two or more occurrences of damage due to flooding and which have received payouts from the National Flood Insurance Program as a result of those occurrences.
(13) “Working Group” is the group responsible for the development and implementation of the Local Mitigation Strategy.


27P-22.003 Eligibility.
(1) Eligible types of projects shall include, but not be limited to, the following:
(a) Certain new construction activities that will result in protection from hazards;
(b) Retrofitting of existing facilities that will result in increased protection from hazards;
(c) Elevation of flood prone structures;
(d) Vegetative management/soil stabilization;
(e) Infrastructure protection measures;
(f) Stormwater management/flood control projects;
(g) Property acquisition or relocation; and
(h) Plans that identify and analyze mitigation problems and include funded, scheduled programs for implementing solutions, within the same disaster.

(2) In order to be eligible for funding, projects shall meet the following requirements:
(a) Conform to the State Hazard Mitigation Plan;
(b) Conform to the funding priorities for the disaster as established in the LMS governing the project;
(c) Conform to the following federal regulations incorporated by reference, copies of which may be obtained by contacting the Division:
(d) Eliminate a hazard independently or substantially contribute to the elimination of a hazard where there is reasonable assurance that the project as a whole will be completed; and
(e) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a disaster.


27P-22.004 LMS Working Groups.
Each county electing to participate in the HMGP must have a formal LMS Working Group and a current FEMA approved LMS.

(1) Not later than the last working weekday of January of each year the Chairperson of the Board of County Commissioners shall submit to the Division a list of the members of the Working Group and its designated Chairperson and Vice-Chairperson.

(2) The Working Group shall include, at a minimum:
   (a) Representation from various agencies of county government which may include, but not be limited to, planning and zoning, roads, public works and emergency management;
   (b) Representation from all interested municipalities within the county; and
   (c) Representation from interested private organizations, civic organizations, trade and commercial support groups, property owners associations, Native American Tribes or authorized tribal organizations, water management districts, regional planning councils, independent special districts and non-profit organizations.

(3) The county shall submit documentation to show that within the preceding year it has issued a written invitation to each municipality, private organization, civic organization, Native American Tribe or authorized tribal organization, water management district, independent special district and non-profit organization, as applicable, to participate in the LMS working group. This documentation shall accompany the membership list submitted to the Division.

(4) The Working Group shall have the following responsibilities:
   (a) To designate a Chairperson and Vice-Chairperson;
   (b) To develop and revise an LMS as necessary;
   (c) To coordinate all mitigation activities within the County;
   (d) To set an order of priority for local mitigation projects; and
   (e) To submit annual LMS updates to the Division by the last working weekday of each January. Updates shall address, at a minimum:
1. List of Working Group Members including Chair and Vice-Chair;
2. Changes to the hazard assessment;
3. Updated project priority list including estimated costs and potential funding sources;
4. Changes to the critical facilities list;
5. Changes to the repetitive loss list; and
6. Revisions to any maps.


27P-22.005 Local Mitigation Strategy.
Each LMS shall have the following components:

(1) A description of the activities of local government and private organizations that promote hazard mitigation; a description of the policies, ordinances or programs that guide those activities; and any deficiencies in the policies, ordinances, and programs with recommendations to correct those deficiencies.

(2) A description of the methods used to engage private sector participation.

(3) A statement of general mitigation goals, with Working Group recommendations for implementing these goals, and estimated dates for implementation.

(4) A description of the procedures used by the Working Group to review the LMS at regular intervals to ensure that it reflects current conditions within the County.

(5) A hazard assessment to include, at the minimum, an evaluation of the vulnerability of structures, infrastructure, special risk populations, environmental resources and the economy to storm surge, high winds, flooding, wildfires and any other hazard to which the community is susceptible.

(6) A statement of procedures used to set the order of priority for projects based on project variables which shall include technical and financial feasibility.

(7) A list of approved projects in order of priority with estimated costs and associated funding sources.

(8) A list of critical facilities that must remain operational during and after a disaster.

(9) A list of repetitive loss structures.

(10) Maps, in Geographical Information System (GIS) format, depicting hazard areas, project locations, critical facilities and repetitive loss structures.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.005.

27P-22.006 County Allocations and Project Funding.
(1) The available HMGP funds shall be allocated to the counties included in the relevant presidential disaster declaration, as defined in Section 252.34(2), F.S., in proportion to each county’s share of the federal disaster funding from the Public Assistance, Individual Assistance and Small Business Administration programs as of 120 days after the disaster declaration as reported by FEMA.

(a) Eligible and submitted projects for each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS Working Group endorsement letter until the allocated funds are exhausted, or all eligible projects are funded, whichever occurs first.

(b) Any allocation remaining after all eligible projects in any declared county are funded shall be reallocated to those counties included in the relevant presidential disaster declaration whose allocation was not sufficient to fund all submitted eligible projects in proportion to each county’s share of unfunded projects.

(2) If funds remain after all eligible projects under subsection (1) above have been funded, then they shall be applied to fund eligible projects submitted from counties not included in the relevant presidential disaster declaration on a first-come-first-served basis until all available funds are obligated.

(3) Once a project has been selected for funding, the agreement between the applicant and the Division regarding the terms and conditions of the grant shall be formalized by contract.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.006, Amended 11-
27P-22.007 Application.

(1) The following entities may apply for funding under the program:
   (a) State agencies and local governments;
   (b) Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 C.F.R., §206.221(e), dated October 1, 2019, hereby incorporated by reference, http://www.frules.org/Gateway/reference.asp?No=Ref-12340 a copy of which may be obtained by contacting the Division; and
   (c) Indian tribes or authorized tribal organizations.

(2) The Division shall notify potential applicants of the availability of HMGP funds by publishing a Notice of Funding Availability in the Florida Administrative Register.

(3) Applicants will have not less than ninety (90) days from the date of notification to submit project applications. The opening and closing dates will be specified in the Notice of Funding Availability. Applications mailed to the Division must be postmarked on or before the final due date. Hand-delivered applications must be stamped in at the Division no later than 5:00 p.m. (Eastern Time) on the final due date.

(4) A LMS Working Group endorsement letter shall accompany each application from the Chairperson or Vice-Chairperson of the LMS Working Group endorsing the project. The endorsement shall verify that the proposed project does appear in the current LMS and state its priority in relation to other submitted projects. Applications without this letter of endorsement will not be considered.

(5) Applications must be submitted using FDEM Form No. HMGP Application (01-2020) (Eff. 01-2020) which is incorporated into this rule by reference, http://www.frules.org/Gateway/reference.asp?No=Ref-12341, a copy of which may be obtained by contacting the Division or visiting www.floridadisaster.org. In addition, the application form will be circulated as a part of the Notice of Funding Availability for its respective disaster grant cycle.

(6) If the Division receives an incomplete application, the applicant will be notified in writing of the deficiencies. The applicant will have thirty (30) calendar days from the date of the letter to resolve the deficiencies. If the deficiencies are not corrected by the deadline the application will not be considered for funding.

(7) Applications are to be delivered or sent to:
Division of Emergency Management
Bureau of Mitigation
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399
ATTENTION: Hazard Mitigation Grant Program

Attachment E
Data Collection Worksheet Notice

If you are submitting project applications for the project types listed below, follow the link and look under “Project Worksheets” for the form pertaining to your project. These worksheets will help ensure that the appropriate information is given to the state and assist us in reviewing your application more efficiently.

Project Worksheets

- Wind Retrofit
- Flood Control- Drainage Improvement
- Generator
- Hurricane Safe Rooms
- Tornado Safe Rooms
- Wildfire
- Drought
- Utility Mitigation

In addition, a new worksheet was developed to assist sub-applicants submitting acquisition-related projects. To find this document, follow the same link and look under “For Acquisition Projects.”

https://floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/
Section I – Applicant
A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

Application Sections I-IV: All Applicants must complete these sections
Environmental Review: All Applicants must complete these sections
Maintenance Agreement: Any Applications involving public property, public ownership, or management of property
Flood Control – Drainage Improvement Worksheet: Acquisition, Elevation, Dry Flood Proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure
Generator Worksheet: Permanent, portable generators, and permanent emergency standby pumps
Tornado Safe Room Worksheet: New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room
Hurricane Safe Room Worksheet: New Safe Room, Retrofit of existing structure
Wind Retrofit Worksheet: Wind Retrofit projects only – one worksheet per structure
Wildfire Worksheet: Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other
Drought Worksheet: Aquifers, other
Utility Mitigation Worksheet: Upgrades to sewer systems, upgrading electrical components for a utility, undergrounding electrical systems, etc.
Request for Public Assistance Form: FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.
Acquisition Forms: If project type is Acquisition, these forms must be completed.
(Only one of the two Notice of Voluntary Interest forms is necessary.)
Model Statement of Assurances for Property Acquisition Projects
Declaration and Release
Notice of Voluntary Interest (Town Hall Version)
Notice of Voluntary Interest (Single Site Version)
Statement of Voluntary Participation
FEMA Model Deed Restriction Language

Acquisition Completeness Guidance / Checklist: All applicants are recommended to complete this checklist and utilize the guidance for completing the application.
B. Applicant Information:

FEMA-____-DR-FL DISASTER NAME: ____

Title of Project: ____

1. Applicant (Organization): ____

2. Applicant Type: ☐ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District

3. County: ____

4. State Legislative Senate District(s): ____; State Legislative House District(s): ____; Congressional House District(s): ____

5. Federal Tax I.D. Number: ____

6. Data Universal Numbering System (DUNS): ____

7. Federal Information Processing Standards (FIPS) Code*: ____ (*if your FIPS code is not known, see guidance)

8. National Flood Insurance Program (NFIP) Community Identification Number: ____ (this number can be obtained from the FIRM map for your area)

9. Point of Contact: (Applicant staff serving as the coordinator of project)

☐ Ms. ☐ Mr. First Name: __________________ Last Name: __________________

Title: ____________________________________________

Address: __________________________________________

City: __________________________ State: ___________ Zip Code: ___________

Telephone: __________________ Email: __________________

10. Application Prepared by:

☐ Ms. ☐ Mr. First Name: __________________ Last Name: __________________

Title: ____________________________________________

Address: __________________________________________

City: __________________________ State: ___________ Zip Code: ___________

Telephone: __________________ Email: __________________

Organization: ____________________________________________

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☐ Mr. First Name: __________________ Last Name: __________________

Title: ____________________________________________

Address: __________________________________________

City: __________________________ State: ___________ Zip Code: ___________

Telephone: __________________ Email: __________________

Signature: ____________________________________________

Date: ____________________________

12. Local Mitigation Strategy (LMS) Compliance

a. All proposed projects must be included in the county’s Local Mitigation Strategy (LMS) Project List, and on file with FDEM’s Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☐ Yes ☐ No

b. Attached is a letter of endorsement for this project from the county’s LMS Coordinator. ☐ Yes ☐ No

Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. I.1.) allocated to this project.

c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within $500.00 between the two. ☐ Yes ☐ No

13. Has this project been submitted under a previous disaster event? ☐ No
☐ Yes, provide the disaster number and project number (as applicable): _____
Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
   - [ ] Flood
   - [ ] Wind
   - [ ] Storm surge
   - [ ] Wildfire
   - [ ] Other (list): ______

2. Identify the type of proposed project:
   - [ ] Elevation and retrofitting of residential or non-residential structure
   - [ ] Acquisition and Relocation
   - [ ] Acquisition and Demolition
   - [ ] Wind retrofit
   - [ ] Drainage project that reduces localized flooding
   - [ ] Generator
   - [ ] Other (explain) ______

3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
   ______

4. List how many acres of “Total Impacted Area” is to be protected by the proposed project (include immediate area affected by the project only):
   ______

5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
   ______ structure(s) protected against the ______ -year storm event (10, 25, 50, 100, or 500 year storm event)
   ______ structure(s) protected against ______ mile per hour (mph) winds

6. Check all item(s) the project may impact:
   - [ ] Wetlands
   - [ ] Floodplain
   - [ ] Historic Resources
   - [ ] Vegetation Removal
   - [ ] Health & Safety
   - [ ] Water Quality
   - [ ] Coastal Zone
   - [ ] Fisheries
   - [ ] Public Controversy
   - [ ] Previously Undisturbed Soil
   - [ ] Toxic or Hazardous Substances
   - [ ] Threatened & Endangered Species
   - [ ] Potential for Cumulative Impacts
   - [ ] Public Controversy
   - [ ] Health & Safety

7. Engineered projects: If your project has been already designed and engineering information is available, attach to your application ALL calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). [ ] No [ ] Yes If so, see Attachment #(s) ______

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor’s estimate and/or a contractor’s bid for the scope of work. Ensure that each proposed project is mitigation and not maintenance.

1. Describe the existing problems:
   ______

2. Describe the type(s) of protection that the proposed project will provide:
   ______

3. Scope of Work (describe in detail what you are planning to do):
   ______

4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:
   ______
Section III – Project Location (*Fully describe the location of the proposed project.*)

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:
   - Site Location: __________
   - Address(es): __________
   - GPS coordinates (decimal degree format): __________
   - Project Zip Code(s): __________

2. Titleholder: __________

3. Is the project site seaward of the Coastal Construction Control Line (CCCL)?  □ Yes  □ No

4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include all structures in project area.
   - Residential property: __________
   - Public buildings: __________
   - Businesses/commercial property: __________
   - Schools/hospitals/houses of worship: __________
   - Other: __________

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. □ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. **FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map.** FIRM maps are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRM maps, contact your local agencies or visit the FIRM site on the FEMA Webpage at https://msc.fema.gov/portal.

2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area)
   - VE or V 1-30
   - AO or AH
   - B or X (shaded)
   - Floodway
   - Coastal Barrier Resource Act (CBRA) Zone
   - A (no base flood elevation given)
   - C or X (unshaded)
   - (See FIRM legend for flood zone explanations) (A Zone must be identified)

3. □ If the FIRM Map for your area is not published, attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.

4. □ Attach a copy of a Model Acknowledgement of Conditions for Mitigation in Special Flood Hazard Area

C. Maps with Project Site and Photographs

1. □ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.

2. □ Attach a USGS 1:24,000 TOPO map with project site clearly marked on the map.

3. □ For acquisition or elevation projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.

4. □ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, include the following angles: front, back and both sides.
Section IV – Budget/Costs

In order to assist applicants with filling out the following Budget section, we have provided the following instructions for your convenience. For this section, we ask that you provide details of all the estimated costs of the project, as it is used for the benefit-costs analysis as well as for the feasibility and effectiveness review.

For the cost sections relating to Materials, Labor, and Fees, it is important to note,

- Lump sums without supporting documentation showing a breakdown of those costs are not acceptable. For those items that will not fit in the spaces provided, attach the appropriate documentation to your application.
- Identify your match sources in sections B and I.
- Sub-Total cells will auto sum the costs in their respective columns.
- Do not factor management costs into parts A-C. If management costs are being requested, see part G.
- Contingency Costs need to be justified and reported as a separate line item in part E of this section. From left to right in that part, enter the desired percentage (maximum 5% of Material/Labor), the amount the percentage is to be applied to, and the resulting amount. **PLEASE NOTE**- These cells will not auto-calculate across the row, but the final cell will be calculated into the Final Project Cost below it. Take care that everything is calculated correctly.
- Pre-Award Costs: costs must be identified as a separate line item, AND a completed HMGP Pre-Award Cost Request Form MUST be submitted with this application, detailing the items/cost and requested start date.
- Mark all In-kind (donated) services with (**); In-house (employee) services with (**), per each line item.
- All funding sources (In-kind, In-house, Global Match, and Other Agencies) must be identified (below) AND identified on the Funding Sources - Section IV I.

For project management costs, in compliance with Disaster Relief and Recovery Act of 2018 (DRRA) and the subsequent FEMA Interim Policy #104-11-1, the Florida Division of Emergency Management has included a section for applicants to request, or refuse, project management funds that are available to them. Under this new policy, HMGP projects awarded under disasters declared on or after August 1, 2017, are eligible for project management costs up to 5 percent of their total project costs.

Applicants choosing to apply for this funding must detail the specific administrative costs in Part G of this section. These costs must be eligible administrative costs, conforming to the requirements set in 2 CFR Part 200 Subpart E. Applicants must ensure that their administrative costs are reasonable, allowable, allocable, and necessary for the performance of the federal award.

The State will allot these management costs on a project-by-project basis per the amount requested by the sub-recipient, up to 5 percent of the total project cost. A sub-recipient may request less than this, but no higher. These management costs will be considered a separate pool of funding, and **WILL NOT** affect a project’s benefit-cost analysis.

Management costs will be reimbursed per reimbursement request, and no more than 5 percent of any given reimbursement request amount. All management costs reimbursements will be contingent upon adequate documentation from the sub-recipient.

Management costs will be reimbursed at 100 percent of the amount of management costs requested, so far as they are adequately documented and are no more than 5 percent of the request. Any unused management costs at closeout following the final payment will be de-obligated. If the final total project cost results in an under-run, management costs will be reduced accordingly.

Applicants must make the determination to request or refuse management costs at the time of formal application submittal. The State will accept the initial determination from the applicant. There will be no recourse from the State for applicants wishing to change their initial determination after the application has been formally submitted.
A. Materials

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Sub-Total $0.00

B. Labor Include equipment costs. Indicate all "soft" or in-kind matches (**).

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Sub-Total $0.00

C. Fees Paid Include any other costs associated with the project.

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Sub-Total $0.00

D. Total Estimated Project Cost $0.00

E. Contingency Costs (maximum 5% of Material/Labor) %

F. Final Project Cost $0.00

Note: To be eligible for HMGP Pre-Award costs – the costs must be identified as a separate line item in the estimate above, AND a completed HMGP Pre-Award Cost Request Form MUST be submitted with this application, detailing the items/cost requesting.

Mark all In-kind (donated) services with (**); In-house (employee) services with (**), per each line item.
All funding sources (In-kind, In-house, Global Match, and Other Agencies) must be identified (above) AND identified on the Funding Sources - Section IV I.

G. Project Management Costs

Based on the amount of total project cost being requested in Part D (above), your project is eligible for up to an additional 5% of that amount for project management costs. Indicate below whether or not you would like to request these funds and follow the directions for your selected choice.

**Total Estimated Management Costs Available** (5% of Total Project Costs) $0.00

Note: This number will be generated automatically after Part I is completed

☐ YES, I would like to requests these funds (Fill out the itemized table below, then continue to Part I)*

☐ NO, I do not wish to request these funds. (continue to Part I)*

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*Note: By selecting either "yes" or "no" the applicant is acknowledging that they understand what is being offered to them as it is described in this application.

H. Total Estimated Management Costs Requested $0.00
I. Funding Sources (round figures to the nearest dollar)

*The maximum FEMA share for HMGP projects is 75%.* The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

1. **Estimated Federal Share**
   
   ____________% of Total (Maximum 75%)

2. **Non-Federal Shares**

3. Estimated Local Shares
   
   ____________% of Total (Cash)

4. ____________% of Total (In-Kind**)

5. ____________% of Total (In-House***)

6. ____________% of Total (Global Match****)

7. **Other Agency Share**
   (Identify Non-Federal Agency and availability date)

   ____________% of Total

8. **Total Funding sources from above**

   ____________ $0.00 0.00% Total (Equals 100%)

   □**Identify proposed eligible activities directly related to project to be considered for In-Kind services in Section IV.C. Fees
   □***Identify proposed eligible activities directly related to project to be considered for In-House services in Section IV.C. Fees
   □****Separate project applications must be submitted for each Global Match project.

   Global Match Project Number and Title:

9. **Total Estimated Management Costs**

   Requested
   
   ____________ $0.00 5% of Total (Max Allowed)

   Available

   ____________

J. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimated time-line for the critical activities not to exceed a period of 3 years (36-months) of performance. *(e.g. Contracting, Designing, Engineering, Permitting, Inspections, closeout, etc.)*

<table>
<thead>
<tr>
<th>Milestone(s)</th>
<th>Number of Months to Complete</th>
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Total Months
Section V. Environmental Review and Historic Preservation Compliance
(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project’s size, location, and complexity. However, at a minimum, provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☐ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☐ Project area maps (Section III, part B & C of this application).
3. ☐ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☐ Project alternatives description and impacts (Section V of the application).
6. ☐ Complete the applicable project worksheets.
   Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Provide any applicable information or documentation regarding low income or minority populations in the project area. See Section V.B of this application for details.
8. ☐ Provide any applicable information or documentation referenced on the Information and Documentation Requirements by Project Type below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
   ☐ No ☐ Yes; describe any disproportionate and adverse effects to these populations:

2. ☐ To help evaluate the impact of the project, explain below or attach any other information that describes the population, or portion of the population, that would be either disproportionately or adversely affected. Include specific efforts to address the adverse impacts in your proposal narrative and budget.
C. Tribal Consultation (Information Required)

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions (Information Required)

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list two feasible alternative projects to mitigate the hazards faced in the project area. One alternative is the “No Action Alternative”.

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete all of parts a-e (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

b. Project Location of the Alternative (describe briefly, if different from proposed project)

☐ Attach a map or diagram showing the alternative site in relation to the proposed project site (if different from proposed project)

c. Scope of Work for Alternative Project


d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.
e. **Estimated Budget/Costs for Alternative Project**

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Materials:</td>
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<tr>
<td>Labor:</td>
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<tr>
<td>Fees:</td>
<td></td>
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<tr>
<td><strong>Total Estimated Project Cost:</strong></td>
<td><strong>$ 0.00</strong></td>
</tr>
</tbody>
</table>
# HMGP ENVIRONMENTAL REVIEW

## Information and Documentation Requirements by Project Type

### Retrofits to Existing Facilities/Structures

#### Elevations

#### Acquisitions with Demolition

- ✓ Dates of Construction
- ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance
- ✓ Structure photographs

### Drainage Improvements

- ✓ Engineering plans/drawings
- ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands
  - o Department of Environmental Protection
  - o Water Management District
  - o U.S. Army Corps of Engineers
- ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance.
- ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats.
- ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources.
- ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland.
- ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

**Note:** This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.
Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(Note: Not applicable to projects solely related to residential or private property.)

The ____________________________, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient’s maintenance responsibilities following project award and to show the Sub-recipient’s acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by ____________________________, the duly authorized representative
(printed or typed name of signing official)

________________________________________.
(title)

This _______ (day) of ________________ (month), ______ (year).

Signature* __________________________________________________________

*Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)
HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: _____
Applicant: _____

<table>
<thead>
<tr>
<th>Application Information</th>
<th>Explanation of Information Required</th>
</tr>
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<tbody>
<tr>
<td><strong>Section I</strong></td>
<td></td>
</tr>
<tr>
<td><strong>B. Applicant Information</strong></td>
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<tr>
<td>FEMA____-DR-FL</td>
<td>Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)</td>
</tr>
<tr>
<td>DISASTER NAME</td>
<td>Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)</td>
</tr>
<tr>
<td>Title of Project</td>
<td>The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)</td>
</tr>
<tr>
<td>1. Applicant Name of organization applying. Must be an eligible applicant.</td>
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<tr>
<td>2. Applicant Type State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)</td>
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<tr>
<td>3. County Indicate county in which the project is located.</td>
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<tr>
<td>4. State Legislative and Congressional District(s) Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, list codes for each site. <a href="http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx">http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx</a></td>
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<tr>
<td>5. Federal Tax I.D. Number List the Federal Employer’s Identification Number (FEIN), also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.</td>
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<tr>
<td>6. DUNS Number Include Data Universal Numbering System (DUNS) number in appropriate location on application. Typically, this number can be obtained through your finance department. If not, use the link below to look up your entity. If none, exists you can use the same link to request one. <a href="https://www.dnb.com/duns-number.html">https://www.dnb.com/duns-number.html</a></td>
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<td>7. FIPS Code List the Federal Information Processing Standards (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, submit FEMA Form 90-49. See state website under the relevant disaster [<a href="https://floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/">https://floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/</a>]</td>
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<tr>
<td>8. NFIP ID Number List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Make sure that the number is the same as the panel number on the FIRM provided with the application.</td>
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<tr>
<td>9. Point of Contact Provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.</td>
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<tr>
<td>10. Application Prepared By Provide the preparer information. May be different from the point of contact (line 9) and/or the applicant’s agent (line 11).</td>
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<tr>
<td>11. Authorized Applicant Agent An authorized agent must sign the application. &quot;An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided.&quot;</td>
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For Private Non-Profit: A member of its Board of Directors or whoever has authority to authorize funding for such a project. If this task is delegated down, a copy of a resolution confirming this must be provided.

| 12. LMS Compliance | a) LMS Project List: All proposed projects must be included in the county’s Local Mitigation Strategy (LMS) Project List and must be on file with FDEM’s Mitigation Bureau Planning Unit.  
                               b) LMS Endorsement Letter: All proposed projects must include an endorsement letter from the county’s Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project.  
                               c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within $500.00 of that Project List’s estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator’s Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. I.1.) allocated to this project.  
                                      A letter of endorsement for the project and its priority number from the Local Mitigation Strategy Project List must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans) |

| 13. Previous Submittal | If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project. |

**Section II - Project Description**

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards  
   **Type of Hazards the Proposed Project will Mitigate:** Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.

2. Identify the Type of Project  
   **Identify the Type of Proposed Project:** Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)

3. Number of Persons Protected  
   Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)

4. Total Impacted Area  
   Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.

5. Level of Protection  
   Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)

6. Project Impact  
   Identify all the items the project may impact or are within the project area.

7. Engineered Projects (e.g. Drainage)  
   Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem  
   **Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, describe the 406 activities.**

2. Type of Protection  
   **Determine how the funding will solve the existing problem and provide protection.**

3. Scope of Work:  
   **What the Project Proposes to Do:** Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a}
mitigation action, not maintenance.) Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434(c)[4])? Does the proposed project address a problem that has been repetitive or that poses a significant risk to public health and safety if left unresolved (44 CFR 206.434(c)[5][i])? Projects that merely identify or analyze hazards or problems are not eligible.

4. On-Going or Proposed Projects in the Area
Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with this HMGP application.

Section III - Project Location
A. Site

1. Physical Location
List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.

2. Titleholder
Provide the titleholder’s name.

3. Project Seaward of the CCCL?
Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line

4. Number and Types of Structures Affected
Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.5 – detail of these totals)

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM
Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal. See instructions on How to make a FIRMette.

2. Flood Zone Determination
Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.

3. Flood Hazard Boundary Map (FHBM)
Not required if a copy of the FIRM is attached.

4. Model Acknowledgement of Conditions form
The Model Acknowledgement of Conditions for Mitigation in Special Flood Hazard Area form is required for those structures receiving federal funds that will also remain in the special flood hazard area by the close of the project. This form is required at application. It can be found on FEMA’s website at https://www.fema.gov/media-library/assets/documents/15677

D. C. Maps with Project Site and Photographs

1. City/County Map with Project Site
The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.

2. USGS TOPO with Project Site
The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to https://ngmdb.usgs.gov/topoview/

3. Parcel/Tax Map
A Parcel, Tax or Property Identification map is required only for acquisition and elevation projects. The location of the structure must be clearly identified.

4. Site Photographs
At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with
photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Label photographs appropriately. In addition, CDs may be submitted.

**Section IV - Budget/Costs**

Make sure all calculations are correct. Provide a breakdown of materials, labor and fees for the proposed project. Support documentation must be attached, i.e. vendor’s quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified – Maximum allowed is 5%, and is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

<table>
<thead>
<tr>
<th>A. Materials</th>
<th>List materials and their associated costs. Provide breakdown.</th>
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<tr>
<td>B. Labor</td>
<td>Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind, in-house to detail wages and salaries charged for any contribution. No overtime wages can be used to satisfy match contributions).</td>
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<tr>
<td>C. Fees Paid</td>
<td>Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <em>Pre-award costs may be requested</em> (See Pre-award Costs guidance).</td>
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<tr>
<td>D. Total Estimated Project Cost</td>
<td>This number includes all project costs without contingency costs included. Make sure all calculations are correct.</td>
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<tr>
<td>E. Contingency Cost</td>
<td>Per FEMA’s HMA Guidance (Section VI Part D.3.4), a contingency cost is, “an allowance in the total cost estimate to cover situations that cannot be fully defined at the time the cost estimate is prepared but that will likely result in additional eligible costs. Allowances for major project scope changes, unforeseen risks, or extraordinary events may not be included as contingency costs.” The applicant may request up to 5% of material/labor costs. As with other line items, the applicant must justify these contingency costs based on the nature of the project at application. If an applicant wants to include contingency costs, they will need to enter the percentage that they require as well as what amount they want that percentage to be applied to. Type the resulting calculation in the final cell on the right. These cells will NOT auto-calculate. Be sure that they are calculated correctly.</td>
</tr>
<tr>
<td>F. Final Project Cost</td>
<td>This number includes any contingency costs that were requested. The final BCA will use this number in its final calculation.</td>
</tr>
<tr>
<td>G. Project Management Costs</td>
<td>After reading the guidance provided on pg. 5, select either YES or NO to indicate your need for management costs for this project. If YES, provide a breakdown of description, hours, rate and costs for requested management costs. If NO, continue to Part I.</td>
</tr>
<tr>
<td>H. Total Estimated Management Costs Requested</td>
<td>This will auto complete based on what is entered into the cost cells above. Your request must not exceed 5 percent of the total project cost available for this project.</td>
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</table>

**I. Funding Sources (round figures to the nearest dollar)**

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 2 CFR Part 200.306.

| 1. Estimated Federal Share | The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%. |
| 2. Non-Federal Share | May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding). |
| 3. Cash | Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents. |
| 4. Total In-Kind | May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. *Third party in-kind contributions would be volunteer services, employee services from other* |
organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. **Identify proposed eligible activities in Section IV B. and C. as a separate line with in-kind written as a part of the description.

5. Total In-house
Sub-Recipient employees, equipment, etc. – internal services (must utilize the Personnel Activity Report or the Equipment Activity Report for the Request for Reimbursement)

6. Total Project (Global) Match
Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA’s approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. **Identify proposed eligible activities in Section IV B. and C. as a separate line with in-kind written as a part of the description.

7. Other Agency Share
Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)

8. Total Funding
Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. F. - Total Estimated Project Cost).

9. Your requested amount must be equal to or less than 5 percent of the total project cost

J. Project Milestones/Schedule of Work

1. Milestones (Schedule)
Identify the major milestones in the proposed project and provide an estimated time-line (e.g. Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc.) for the critical activities not to exceed a period of 3 years (36-months) for performance. Milestones should not be grouped together but listed individually. Allot for the appropriate amount of time for final inspection and closeout (about 3 months).

Section V - Environmental Review & Historic Preservation Compliance
No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget
Detailed Project Description, Scope of Work & Budget/Costs. Complete Sections II & IV of the application.

2. Area Maps
Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.

3. Project Area/Structure Photographs
Complete Section III part C of the application.

4. Preliminary Project Plans
For shutters see the scope of work and for drainage & elevation see engineering drawings.

5. Project Alternatives
Complete Section V part D. of this application.

6. Project Worksheets
Dates of construction are required for all structures. See worksheets.

7. Environmental Justice Documentation
See Section V.B for applicable information.

8. Information/Documentation Requirements by Project Type
Provide any of the required documentation as listed at the end of Section V in the Information and Documentation Requirements by Project Type that may have already been obtained.

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Disproportionate Effects
Determine if there are populations in either the project zip code or city that are characterized as having a minority background or living below the poverty level. If yes,
complete the rest of Section V, part B. Describe any disproportionate effects that these populations would experience if the project were completed.

2. Population Affected

Describe the population affected by this project and the portion of the population adversely impacted. Attach any documentation and list the attachments here.

C. Information required for Tribal Consultation

For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.

D. Alternative Actions

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

2. Other Feasible Alternative Action

This is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])

a. Project Description

It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.

b. Project Location of the Alternative

Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

c. Scope of Work – Alternative Project

Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.

d. Impacts of the Alternative Project

Total cost is required.

e. Estimated Budget/Costs for the Alternative Project

Detailed line items are not required. Just enter a total amount.

Total Estimated Project Costs

Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.

Section VI – Maintenance Agreement

Complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.

Other Required Documentation

Go to www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/ for additional documents

1. Maps

All maps must be included with the application.

2. FFATA Form

During contracting with the state, complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.

3. SFHA Acknowledgement of Conditions

Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.

4. Pre-award Cost Form

If pre-award costs are being requested with your project, be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.
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<td><strong>5. Request for Public Assistance Form</strong></td>
<td>Applicable if no FIPS number is assigned to applicant/recipient.</td>
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<td><strong>6. Model Statement of Assurances for Property Acquisition Projects</strong></td>
<td>For Acquisition projects only.</td>
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<td><strong>7. Declaration and Release</strong></td>
<td>For Acquisition projects only. Must be signed by all persons whose names are on the property deed.</td>
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<td><strong>8. Notice of Voluntary Interest</strong></td>
<td>For Acquisition projects only. Two forms are available for your convenience. Use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.</td>
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<tr>
<td><strong>9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space</strong></td>
<td>For Acquisition projects only. Must be signed by all persons whose names are on the property deed.</td>
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| **10. Worksheets** | The appropriate worksheet(s) must be completed and submitted with the application.  
a. Flood Control – Drainage Improvement  
b. Generator  
c. Tornado Safe Room  
d. Hurricane Safe Room  
e. Wind Retrofit  
f. Wildfire  
g. Drought |   |

*Submit 1 original (signed) and 1 full copy of the entire application and backup documentation. Include a full copy of the submittal and all documentation on CD or thumb drive.*
Use the following template to list any supporting documentation that is included on the CD or flashdrive. Clearly and concisely label each attachment on this form to correspond with the file name on the CD or flashdrive. In the first column list which section and item (from the HMGP application) the attachment refers to. Example: Section 2, Item 1. If any required documentation is not included on the CD or flashdrive, the application will be considered incomplete and will not be considered for possible funding.

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<th>Section # &amp; Item</th>
<th>Attached Document Name</th>
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Attachment G
Sub-Recipient Management Cost Request Form

Any applicant requesting sub-recipient management cost (SRMC) in their application for their project must include a completed SRMC request form at application. This form is available on the FDEM’s HMGP site at the link provided. The form itself is underneath the “Application” dropdown menu and contains SRMC forms for phased and non-phased projects, guidance and reference information, and sample forms for phased and non-phased projects. If you have any questions regarding this form, please email the HMGP distribution list at DEM_HazardMitigationGrantProgram@em.myflorida.com.

https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/
Attachment H
The following pages are an excerpt from a larger document, the **Florida Division of Emergency Management Grants Management Community User Training Guide**. The full text can be found on our State HMGP website, linked below, under the “Application” dropdown menu. Additional training will be scheduled for community users on how to use this new system.

[https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/](https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/)
Requesting access

1. **URL:** [https://www.fdemportal.com/grants](https://www.fdemportal.com/grants)
2. The “Register” link will allow you to complete the required contact information to log in to the Florida DEM Grants Management Community Portal. Typically, your email address is also your username. Be sure to remember the password that you set on the initial Sign Up page.

3. Use the Account search to enter in the name of the organization for which you are requesting access. If the Account search does not render the organization, click the button “Can’t Find Account”

4. The next “Register for Access” screens require more information to update your Contact record and indicate the Organization Account for access purposes. Complete the requested information (red asterisk * means required field) and click the Next button at the bottom of each page until you receive the following message:

![Registration Message](image)

This will submit your Contact information for approval by Florida DEM. You will receive email communication from Florida DEM about access to your Organization’s account.

If the “Register for Access” page is presented when you login to the community, it means that your request for access is still in the queue for processing by Florida DEM.
Community Home Screen

After the user has been granted access by Florida DEM personnel to one or more Organization Accounts, the logged in user will see the Florida DEM Grants Management home page described below:

1. Community header provides quick links to return to the HOME screen, the Applications list screen, Agreements list, and Projects list
2. Preparedness Grants: Provides additional information regarding preparedness grants
3. Recovery Grants: Provides additional information regarding recovery grants and clickable links into recovery grant applications
4. Response Grants: Provides additional information regarding response grants
5. Mitigation Grants: Provides additional information regarding mitigation grants.

To update password, contact or user information, navigate to the person icon in the upper right hand corner. Select “My Profile” to make edits and “Save”
Mitigation

Submitting a new HMGP application  (Hazard Mitigation Grant Program ONLY):

An external user logs into the Community and

1. Clicks the Hazard Mitigation Grant Program link to create their application for a specific grant.

2. An automated process walks the applicant through a series of questions to generate the application record.

3. When finished, the application appears with each section to be completed.

   a. As each section is complete and “Saved”, it will turn green. Clicking “Cancel” while in a section will not save entered data
   b. Upon ALL sections being complete/green, the Submit button will turn blue and be clickable.

Application sections:

   i) Applicant Information: Complete requested fields/information

      (1) *NOTE* Authorized Applicant Agent: This is the individual who will receive a completed application for signature to be submitted to FDEM. Options: Checkbox: I am the authorized agent (Application Prepared By individual), OR Name, Title, Address information for someone OTHER than individual preparing.
ii) **Project Description**: Complete requested fields/information

(1) *Note that some questions are multiple select with boxes marked “Available” and “Chosen.” For the Available options you want, highlight and use the arrow to move it to the “Chosen” box.

iii) **Project Location(s)**: Complete requested fields/information

iv) **Budget/Costs**: Complete requested fields/information

(1) *NOTE* Budget amounts must equal Funding Source Amounts. Percentage of each Funding Source is auto-calculated upon updating the table after amounts are entered.

(2) Be sure to click the “Update” button located at the bottom of the Budget table and the Funding Sources table.

v) **Environmental Review and Historic Preservation Compliance**: Complete requested fields/information

vi) **Attachments**: There are 8 required documents that must be uploaded prior to submittal. To attach the required document, select the appropriate document from the files drop down list, click “Upload” to attach the file from your local computer. After the upload is complete, the document file name will appear and the required document checkbox will be marked true.

c. **Submit**: Upon completion of all Application sections, click Submit. This will send an email to the “Authorized Applicant Agent” for signature on the application.