Hazard Mitigation Grant Program
State-Wide Applicant Briefing

Audio available via conference line
1-888-585-9008
Conference Room# 249-440-235
General Webinar Info

• Audio
  • Call-in: 1-888-585-9008
  • Conference Room: 249-440-235

• All lines will be muted for the duration of the webinar.

• If you have a question or issue during the presentation please submit it through the webinar chat.

• Any questions not answered during the presentation will be answered in the meeting minutes and made available to the public.
Welcome and Introductions
What does Mitigation do?

Mitigation breaks the cycle of disaster, damage, reconstruction and repeated damage

$6 is saved in future disaster costs for every $1 of hazard mitigation spent

Natural Hazard Mitigation Saves: 2019 Interim Report
Where Does Mitigation Fit?

**Mitigation**
Reducing the loss of life and property by lessening the impact of disasters

**Recovery**
Putting a community back together after a disaster

**Preparedness**
Getting people and equipment ready to quickly and effectively respond to a disaster before it happens

**Response**
Saving life and property during and immediately after a disaster
Hazard Mitigation Grant Program (HMGP)

Outlines a project selection process implemented at the local level.

Requires brief annual updates from each LMS working group regarding local risk & effort.

Unique funding allocation process maximizes post-disaster federal funding use.
Funding

Who can apply?

What are the different funding options available?

Am I eligible?
Mitigation Funding Programs

Federal
- Hazard Mitigation Assistance
- Non-Disaster
  - Building Resilient Infrastructure and Communities
  - Flood Mitigation Assistance

Disaster
- Hazard Mitigation Grant Program
- Hurricane Loss Mitigation Program

State
Who Can Apply?

Private Non-Profit Organizations
Examples: Medical, Residential Health Care Facilities, Educational, Emergency Utility, Houses of Worship*

*If you have been considered eligible for PA, you are most likely an eligible applicant.

Government Entities
• State Agencies
• Local Governments and Agencies
• Special and Regional Districts

Tribal Nations

All must go through the Local Mitigation Strategy Working Group of the county where the project will take place.
Minimum Applicant Eligibility Criteria

Applicant’s jurisdiction must have a FEMA-approved local mitigation plan as a condition of receiving a project grant

- - -

All jurisdictions included in multi-jurisdictional plan must have formally adopted their respective Local Mitigation Strategy (LMS)

- - -

All jurisdictions must participate in the NFIP (communities on probation or suspended from the NFIP are not eligible).
Eligibility Criteria

All mitigation measures submitted to the state for funding consideration must:

• Be consistent with the State Hazard Mitigation Plan
• Provide a long-term solution
• Be located in a vulnerable area as identified in Local Mitigation Strategy (LMS)
• Be technically feasible and meet cost effectiveness and environmental conformity
• The measure must identify a non-federal match (75/25)
Disaster Funding Programs

- 404/406 Mitigation
- Eligibility
- Tier Funding Process
- Process
<table>
<thead>
<tr>
<th>Hazard Mitigation Grant Program (404)</th>
<th>Public Assistance (406)</th>
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<tbody>
<tr>
<td>• Vulnerable to any natural event, not just declared event</td>
<td>• Damaged by the event-site specific mitigation</td>
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<tr>
<td>• <strong>Can be</strong> used on private property</td>
<td>• Located within defined declaration area</td>
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<tr>
<td>• Project can not be eligible under any other federal program</td>
<td>• <strong>Can not be</strong> used for private property</td>
</tr>
<tr>
<td>• Must be cost effective and meet other performance criteria</td>
<td>• Project can not be eligible under any other federal program</td>
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<td></td>
<td>• Facility must be in active use at time of the disaster</td>
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Program Funding

- HMGP is a cost-reimbursement grant program
- All approved eligible project costs are financed by the subgrantee with reimbursement requested from the State
- FEMA may fund up to 75% of the eligible costs of each project
- Sub-Recipient Management Costs Available
- Project Cost-Share
- The applicant must provide a 25% match, which can be fashioned from a combination of cash and in-kind sources (44CFR 206.432(c)), and project (global) match
Three-Tiered Funding System

- FEMA provides State with initial HMGP funding amount
- State determines County allocations based on the prorated share of federal disaster funds spent in their county on:
  - Public Assistance (PA)
  - Individual Assistance (IA)
  - Small Business Administration (SBA)
- State publishes a Notice of Funding Availability (NOFA) which contains allocations of all designated counties
Three-Tiered Funding System (cont’d)

**Tier One**
Initial allocation of submitted and eligible projects will be funded in order of priority as endorsed by the LMS Working Group.

**Tier Two**
Any allocation remaining after all eligible projects in any designated county are funded will go to another designated county Working Group with a partially funded project contained in original submission.

**Tier Three**
If funds remain after the Tier Two funding process, the un-obligated funds will be provided to any applicant statewide with a project application submitted within the application period, on a first-come-first-serve basis until all available funds are obligated.
Eligible Types of Projects

**Acquisition**
Acquiring and relocating, or demolishing, structures from hazard-prone areas

**Retrofit**
Retrofitting structures to protect them from floods, high winds, earthquakes, or other natural hazards

**Elevation**
Elevating existing structures to avoid flooding damages

**Drainage**
Constructing certain types of minor and localized flood control projects

**Wildfire**
Defensible space/vegetation barriers; retrofitting with fire-resistant materials and vegetation management
Previously Funded HMGP Projects

- Acquisition/relocation
- Elevation of structures
- Elevation of critical infrastructure
- Catch basins/water retention projects
- Wetland restoration
- Flood proofing of non-residential structures
- Drainage improvements
- Flood control gates
- Sewer backup protection

- Erosion and sediment control projects
- Lift/pump stations retrofits
- Structural hazard control or protective actions
- Retrofitting wastewater treatment plant
- Water diversion
- Shuttering/wind protection measures
What Makes An Eligible HMGP Project?

• Conformance with 44CFR Part 201 (Mitigation Planning Req.)

• Provides beneficial impact

• Conformance - 44 CFR part 9 Flood Plain Management and Protection of Wetlands, and 44 CFR part 10 Environmental Considerations

• Solves a problem

• Be technically feasible

• Meets all applicable state and local codes
Project Eligibility (cont’d)

• Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster. The grantee must demonstrate this by documenting that the project:

  • Addresses a repetitive problem or a significant risk
  • Will not cost more than the anticipated value of the benefits
  • Has been determined the most practical, effective, and environmentally sound alternative after consideration of a range of options
  • Contributes to a long-term solution
  • Considers long-term changes to the area and has manageable maintenance and modification requirements

44CFR 206.434
Ineligible Activities

- Generators (unless…)*
- Communications equipment
- Warning systems
- New construction (unless…)*
- Potable water supply
- Studies only
- Sewage extensions in undeveloped areas
- Project for which work commences prior to awarding of grant
- Emergency pumps
HMGP Process

- Notice of Funding Availability
- Applicant development workshops
- LMS Working Group submits priority list to state
- Applications submitted to state for eligibility review
- State conducts project reviews
- State submits eligible projects to FEMA for final approval and potential funding consideration
- Upon FEMA approval, State begins the project/grant management process
STATE SUBMITS LOCAL APPLICATIONS TO FEMA UP TO 12 MONTHS AFTER THE DISASTER DECLARATION (W/O PAS)

- FEMA's goal is to obligate all funds within 24 months of disaster declaration
- Program Administration by States
  - More responsibility on state during review process/project management.
  - Overall quicker state and FEMA approvals.
Role of the Applicant

Develop/submit eligible and **complete** project applications by the deadline outlined in the appropriate Notice of Funding Availability:

- **FM-5307**: May 10, 2021
- **DR-4468**: May 24, 2021
- **DR-4564**: April 2021

- Complete State contracting process as timely as possible
- Perform project in accordance with approved scope of work and milestone schedule
- Manage project and funds received
- Submit quarterly reports to State (due no later than the 15th of the month after quarter end)
- Audit projects in accordance with 44 CFR Part 14
• Use the HMGP Application Checklist as a guide for completing the application

• Make sure the disaster is identified
  • (FEMA-####-DR-FL)

• The descriptive project title (i.e., Volusia County, City of DeBary, West Side Emergency Flood Management System, Drainage)
General Applicant Information

- Name of Applicant Organization
- Applicant type
- County/Counties
- State Legislative/ Congressional District(s)
- Federal Tax Identification Number
- FIPS Code
- DUNS number
- FFATA

- Point of Contact
- National Flood Insurance Program (NFIP) Community Identification Number
- Application Preparer Information
- Duly Authorized Representative
- LMS Letter
LMS Endorsement Letter

- Must have priority number and budget (federal share)
- Must identify how project meets LMS goals and objectives
- Signed by LMS Chair
- Applications without a LMS endorsement letter will NOT be processed.
Pre-Award Costs

- Pre-construction soft costs
  - Activities such as engineering, modeling, permitting, environmental study, etc.

- Only eligible costs incurred after Presidential Declaration Date

- Must be approved by State and FEMA

- A request form must be submitted with application

- Cannot include construction

- If the project is not approved, pre-award costs will be the sole responsibility of the applicant
**Project (Global) Match**

- Any eligible project type under HMGP
- Funded 100% by non-federal funds
- Project must meet HMGP criteria

- Match project must **NOT** begin prior to approval from FEMA.
- Requires separate project application
- Cannot be phased
Provide detailed costs of the project. This information will be used for the Benefit-Cost Analysis. 
(Do not include contingency costs or maintenance costs in the budget)

- Materials costs (include all in-kind matches)
- Labor costs (include all in-kind matches)
- Other costs/fees (permitting, engineering, etc.)
- **DO NOT** include Sub-Recipient Management Costs here

For more information see 44 CFR §13.24
Budget Development (cont’d)

Detail all anticipated project costs

• Lump sum is not acceptable
  • Whenever possible, quantify or provide additional breakdown of large lump sum cost items

• Provide the source of the estimate
  • i.e., documented local costs
  • vendor quotes
**Funding Sources**

- Estimated FEMA Share (maximum federal share is 75%)
- Non-Federal Share
  - 25% (Cash, In-Kind, Project Global Match)

1. **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.*

<table>
<thead>
<tr>
<th>1. Estimated Federal Share</th>
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<th>% of Total (Maximum 75%)</th>
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<tbody>
<tr>
<td>2. Non-Federal Shares</td>
<td></td>
<td>% of Total (Cash)</td>
</tr>
<tr>
<td>3. Estimated Local Shares</td>
<td></td>
<td>% of Total (In-Kind**)</td>
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<td>4.</td>
<td></td>
<td>% of Total (In-House***)</td>
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<tr>
<td>5.</td>
<td></td>
<td>% of Total (Global Match****)</td>
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<th>7. Other Agency Share (Identify Non-Federal Agency and availability date)</th>
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</table>

8. **Total Funding sources from above**

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<tr>
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<th>% of Total (Equals 100%)</th>
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<td>$0.00</td>
<td>0.00%</td>
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**Example** - page 8 of HMGP application

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**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:  [ ]
• SRMC is now available upon request
  • 5 percent of the HMGP award set-aside for subrecipients for every disaster
  • Keeps management funds and project funds separate.
  • Requested at the time of application and must be specific
  • Can only be used for indirect costs and/or administrative expenses associated with the project.
  • Per project SRMC cannot exceed 5% of the total project costs (75/25) or 5% of the proportional federal share if cost-share falls below 75%.*

*Application assumes 75/25 cost-share in calculation, but if Fed cost-share ends up <75%, SRMC will be lower based on new proportion.
Sub-Recipient Management Costs

Management costs are any indirect costs and administrative expenses that are reasonably incurred by a Recipient or subrecipient in administering an award or subaward.

- Subapplication development (admin)
- Examples of Allowable SRMC costs:
  - Managing Award (e.g., quarterly reporting and closeout)
  - General administration and general expenses
  - Personnel and accounting administration
  - Cost of operating and maintaining facilities

*These activities are not an exhaustive list and are subject to State/FEMA approval.*
Sub-Recipient Management Costs

- Request and identify SRMC costs in application

**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.

<table>
<thead>
<tr>
<th>Total Estimated Management Costs Available (5% of Total Project Costs)</th>
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<td>$0.00</td>
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*Note: This number will be generated automatically after Part I is completed*

- **YES**, I would like to request 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)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Cost</th>
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<tr>
<th>Total Estimated Management Costs Requested</th>
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<td>$0.00</td>
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</table>

*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.*
• SRMC is calculated to show available and requested amounts based on full 75/25 cost-share.

<table>
<thead>
<tr>
<th>9. Total Estimated Management Costs</th>
<th>Requested Available</th>
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<td>$0.00</td>
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5% of Total (Max Allowed)

• An SRMC calculator will be available on the state HMGP website to help applicants determine the available SRMC for projects with a Fed cost-share below 75%.
Project Milestones

- Project Schedule of Work (cannot exceed a 3 year period)
  - Identify project milestones, include all phases of the project
  - Milestone example: project design
  - Number of days to complete example: 6 months
  - Keep in mind Strategic Funds Management
Strategic Funds Management (SFM)

- Intended to help FEMA reduce amount of unexpended obligations through incremental obligations.
- Eligible projects will need to have their budgets broken down per year for the expected life of the project.
- Federal funding will be available in increments according to the above schedule.
- State will assist subrecipients with their projects, as needed.
• **Not all** projects are appropriate candidates, such as:
  • Projects with federal share less than $1 million
  • Projects that require an approved source of funding (full obligation) by the State procurement process in order for the subapplicant to enter procurement and contracting.
  • Projects for which most of the funds will be disbursed within 6 months.
A fully digital option is available for the following HMGP grants.

- FM-5307 (Open)
- DR-4468 (Open)

Applications must be submitted through FDEM’s Sharepoint System.

Hard copies are still accepted but will still require a digital submission through Sharepoint.
Request Access ASAP

See NOFA for access request instructions

**Deadline to request access** to the Sharepoint System **closes @5:00PM (EST)** on the application deadline date

All applications are due by **11:59PM (EST)** on the application deadline date.
## Important Dates

<table>
<thead>
<tr>
<th>Disaster</th>
<th>Sharepoint Access Request Deadline</th>
<th>Hard-Copy Submittal Deadline</th>
<th>Sharepoint Submittal Deadline</th>
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</thead>
<tbody>
<tr>
<td><strong>FM-5307</strong></td>
<td>Monday May 10, 2021 5:00PM (EST)</td>
<td>Monday May 10, 2021 5:00PM (EST)</td>
<td>Monday May 10, 2021 11:59PM (EST)</td>
</tr>
<tr>
<td><strong>DR-4468</strong></td>
<td>Monday May 24, 2021 5:00PM (EST)</td>
<td>Monday May 24, 2021 5:00PM (EST)</td>
<td>Monday May 24, 2021 11:59PM (EST)</td>
</tr>
</tbody>
</table>
Application Review

PROJECT MANAGEMENT

ENGINEERING

ENVIRONMENTAL
PAS / TechUnit is responsible for ensuring that projects are:

- Good MITIGATION stand-alone projects
- In compliance with all requirements
- SOW represents best alternative to solve the problem
- Feasible
- Reasonable cost
- Cost effective – State runs a Benefit Cost Analysis (BCA)
Cost-Effective Projects

“The Grantee must demonstrate (that the project is cost effective) by documenting that the project…will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur”

44 CFR Part 206, Section 206.434 Eligibility (c) (5) (ii)
The analysis is done utilizing FEMA’s Benefit Cost Analysis (BCA) tool (version 6.0)

Benefits
Project Cost = 1.0 or greater (Ratio)

Losses over useful life if NO project is implemented
Losses over useful life if project IS implemented
Benefits ($)

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Cost Effectiveness - BCA

- TYPICAL BENEFITS
  - Avoided Physical Damages
  - Avoided Emergency Response Costs
  - Avoided Loss-of-Function Impacts
  - Avoided Injuries and Casualties
  - Non-Traditional Benefits
Acquisitions under $276,000

Elevations under $175,000 (Includes Mitigation Reconstruction)

Requirement: to be located in the Special Flood Hazard Area.

(August 15, 2013)
Wind Retrofit for Non-Residential Buildings with mitigation cost under 10% of the Building Replacement Value.

Requirement: Must have structural framing that consists on steel, concrete or reinforced masonry.

(March 1, 2018)
THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT

BCA Exemptions (Con’t)

Wind Retrofit for Residential Buildings under the cost of specific packages listed on FEMA’s job aid.

Requirement: Must comply with all activities under each package.

(December 2010)
What do we look for on your application?

- Clear explanation of the purpose of the project, identifying the problem.
- Detailed Scope of Work identifying the best solution.
Project Review - BCA (Con’t)

- Project maps identifying the area (location Map, FIRM Map and topographic Maps)
Design drawings, if available.
Project Review – BCA (Con’t)

- Project’s Budget with a break down of every item that is included on the final project cost.
- Project’s Milestone Schedule clearly identifying the stages of the project until completion.
- Complete **Project Worksheet** according to the type of project.
Worksheet is a fundamental part of the application.

Your answers should reflect the benefits of your project.

Answers are used to run a preliminary BCA.

It is VERY important to answer ALL questions.
# Project Worksheets - BCA

## Wind Retrofit Worksheet

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Applicant</th>
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## Flood Control - Drainage Improvement Worksheet

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## Generator Worksheet

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## Hurricane Safe Room Worksheet

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## Wildfire Worksheet

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## Drought Worksheet

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**THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

[State Seal of Florida]
Project Worksheets - BCA

FLOOD CONTROL - DRAINAGE IMPROVEMENT WORKSHEET

For preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Unit.

Applies for the following mitigation activities: Acquisition, Elevation, Dry Flood Proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration and Flood Diversion. For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you to collect support documentation.

SECTION I - PROJECT GENERAL INFORMATION

Project Name:
Applicant:
Point of Contact:
Address:

HMA Program URL FOR VERS 1:

Select the type of critical facility to which the facility is designated:

Address:
City, State and Zip Code:
County:
In this a historical building?:
Year Built:
Source (City Property Appraised):
GENERAL INFORMATION

- PROJECT COST
  - Estimate from Engineering Department
  - Public Works Data
  - Vendor’s Estimate
  - Similar projects

IMPORTANT NOTE: It cannot be a lump sum.
MAINTENANCE COST

- Required for software to escalate that cost over project useful life

*Only for BCA purposes.

PROPERTY INFORMATION

- Location
- Property details (SF, BRV)
  - Property Appraisal
  - Previous assessment
  - RS Means
  - Other
Three ways to run a BCA:

- **Historical Damages**, applying available historical data
- **Modeled damages**, on which the tool calculates losses using technical available data (FIS, H&H, etc.)
- **Professional Expected Damages**, using completed technical data (final designs, H&H, etc.).

*Expected methodology for project ready for construction.*

*In some specific cases historical and expected could be combined.*
HISTORICAL DAMAGES

- Description of what happened
- Photographs
  - Flooded streets, neighborhood pictures.
  - Pictures of home damages.
- Insurance Claims
- Receipts from past repairs.
- Homeowners affidavits
  - Specific date
  - Specific flood depth
HISTORICAL DAMAGES con’t

- Road closures
  - Duration of flooding
  - Traffic count in the affected area
- 911 phone call records.
- Any expenses while attending the emergency.

- Utility Infrastructure
  - Outages
  - Protective measures to avoid outages
  - Affected customers
BCA – Modeled Damages

- **MODELED DAMAGES**
  Using available technical data like FIS STUDY to **demonstrate** that property is at risk

*to be used for specific structures in Coastal or Riverine areas*
Using H&H Study:

- Maps identifying the studied area.
- Preliminary designs
- H&H results
  - Existing Conditions
  - After Mitigation conditions (level of protection)
Using H&H Study (con’t):

- List of structures that could be affected indicating:
  - Building Replacement Value BRV
  - Finished Floor Elevation
  - Survey
  - Lidar
  - GIS information
  - Others
Using H&H Study (con’t):

- **DAMAGE CALCULATION**
  - Calculations over affected properties before and after mitigation, using Replacement Value and the depth of estimated flooding:
    - Building Damage
    - Content Damage
    - Displacement Cost
State ENG team is available to provide guidance to Sub-Applicants on expected methodology for Non-Phase projects (ready for construction)

- Excel spreadsheet sample for damage calculations.
- Excel file with Depth Damage Function Interpolation, as applicable.
- PDF Guidance to complete damage calculations.
The Environmental and Historic Preservation (EHP) Review ensures that projects seeking federal funding are compliant with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).

NEPA stipulates that prior funding ALL federal agencies must consider any effects the proposed action may have on the environment (11 Acts and 4 Executive orders are reviewed).

NHPA requires that ALL Federal Agencies consider the effect of an action on a property listed or eligible for listing on the National Register of Historic Places.
Environmental NEPA

Statutory Exclusion – Emergency Actions
Categorical Exclusion – No significant impact (previously determined)
Environmental Assessment – Brief review to determine effect
Environmental Impact Statement – Extensive review analyzing impact
Application – Walk Through

Acquisition/Demolition Example

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 Division – 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

Request for Public Assistance Form: FEMA Form 90-40 (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 water restriction language

Application Completeness Guidance / Checklist: All applicants are recommended to complete this checklist and utilize the guidance for completing the application.
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. Please ensure that each proposed project is mitigation and not maintenance.

1. Describe the existing problems:

   The structure at 123 Main St, Anytown, FL is a single family slab on grade structure subject to repetitive flood loss as defined by the National Flood Insurance Program. The NFIP claims data indicates that the house flooded in 2005, 2008, and 2011. The house flooded again during the 2014 flood event. Due to the road elevation the water runs onto the property and when the drainage retention area fills up it causes the water to run onto the surrounding properties and floods those homes creating a health and safety issue for the residence.

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

   This acquisition will return the flood prone property to open space and will prevent the flooding of the houses on either side of the property. Acquiring this property will allow the water seep into the open ground which will help protect neighbors from flooding during high rain events.

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

   The scope of work for this project is to acquire the Smith residence located at 123 Main Street, Anytown, FL 32456, demolish the structure, remove debris, abandon the well, and septic tank, disconnect all utilities and conduct site restoration. The land will be converted to open space and deed restricted as set forth in FEMA program requirements as described in 44 CFR 206.434 (e) The completed work shall comply with all Federal, State, and Local Rules and Regulations.
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:

   Location: 
   Address(s): 123 Main St, Anytown, FL
   **GPS coordinates (decimal degree format): 28.40000, -82.50000**
   Project Zip Code(s): 32490

2. Title Holder: Acme Home Property Management Inc.

*Coordinates in degrees, minutes and seconds format are NOT acceptable*
## Application – Location Examples

- **Multiple locations such as Lift Stations**

<table>
<thead>
<tr>
<th>Lift Station</th>
<th>Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 24-1</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>LS 14-1</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>PS 4-3</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>PS 57-3</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>PS 57-2</td>
<td>(28.345678, -82.234567)</td>
</tr>
</tbody>
</table>

- **Multiple buildings**

<table>
<thead>
<tr>
<th>Fire Station</th>
<th>Address</th>
<th>Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>000 Hawk Ridge, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>2</td>
<td>000 Hawk Ridge, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>3</td>
<td>0th Street NE, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>4</td>
<td>000 Heron Road, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>5</td>
<td>000 Sandpiper Road, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
</tbody>
</table>

*If the project will take place outside the building the coordinates provided should correspond to the exact location of project activities.*
Linear Drainage Projects

<table>
<thead>
<tr>
<th>Location</th>
<th>Coordinates</th>
</tr>
</thead>
</table>
| State Road 30-E  
Somewhere in Florida, 32800 | Begin  
(28.345678, -82.234567)  
End  
(28.345678, -82.234567) |

Drainage Projects with Boundaries

<table>
<thead>
<tr>
<th>Location</th>
<th>Coordinates</th>
</tr>
</thead>
</table>
| Sunny, Florida  32000 | NE  
(28.345678, -82.234567)  
NW  
(28.345678, -82.234567)  
SE  
(28.345678, -82.234567)  
SW  
(28.345678, -82.234567) |
### Application – Location

3. Is the project site seaward of the Coastal Construction Control Line (CCCL)?  [ ] Yes [x] 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.

- [x] Residential property: 
- [ ] Businesses/commercial property: 
- [ ] Other: 
- [ ] Public buildings: 
- [ ] Schools/hospitals/houses of worship: 

To determine if the project area is seaward of the CCCL go to:

[http://ca.dep.state.fl.us/mapdirect/?focus=beaches](http://ca.dep.state.fl.us/mapdirect/?focus=beaches)
FDEP Beaches and Coastal Systems

http://ca.dep.state.fl.us/mapdirect/?focus=beaches
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 FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at [https://msc.fema.gov/portal](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) *(See FIRM legend for flood zone explanations) (A Zone must be identified)*

<table>
<thead>
<tr>
<th>Zone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VE or V 1-30</td>
<td></td>
</tr>
<tr>
<td>AO or AH</td>
<td>A (no base flood elevation given)</td>
</tr>
<tr>
<td>B or X (shaded)</td>
<td>C or X (unshaded)</td>
</tr>
<tr>
<td>Floodway</td>
<td></td>
</tr>
<tr>
<td>Coastal Barrier Resource Act (CBRA) Zone</td>
<td>(Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project).</td>
</tr>
</tbody>
</table>

3. **If the FIRM Map for your area is not published,** please 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 Special Flood Hazard Area Flood Insurance Assurance(s).
FIRM

THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT

- Projects located in the floodplain that include new construction or substantial improvement of a structure or facility will require a letter of approval from the local floodplain administrator/manager.

  - Definitions included in 44 CFR § 9.4 FLOODPLAIN MANAGEMENT AND PROTECTION OF WETLANDS
  - Floodplain Administrator List can be found on floridadisaster.org
  - Public Notice Required (a draft may be provided with application)
Public Notice

- Required for projects:
  - With a significant impact to the community and/or environment
  - Impact or located in the floodplain
  - Impact or located in wetlands

- Use State/FEMA Format
  - Comment period from the public
C. City or County Map 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, please include the following angles: front, back and both sides.
Maps and Photographs

- Attach a copy of a city or county scale map with project site and structures marked
  - Google Earth
  - Google Maps: https://www.google.com/maps
  - NEPA Assist
    http://nepassisttool.epa.gov/nepassist/entry.aspx
Maps and Photographs

Drainage Location Map Example
Maps and Photographs

Demolition Location Map Example

THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT
Maps and Photographs

Generator Location Map Example
Maps and Photographs

- Attach USGS TOPO map with project site clearly marked
  - Google Earth
  - NEPA Assist
Maps and Photographs

TOPO Map Example
Demolition
Maps and Photographs

- For acquisition or elevation projects, include copy of Parcel Map.
  - Local Property Appraiser's office
Attach photographs for each project site. Photographs should be representative of the project area, including any streams, creeks, rivers, etc. and drainage areas which affect the project site or will be affected by the project.

- All four sides of structure
- **All** areas of ground disturbance
- Upstream/downstream (drainage)
- **Dry Conditions**
Maps and Photographs

- Photograph Requirements:
  - Images should not be blurry or low resolution.
  - Photographs shall not be more than a year old.
  - Google street photos are not acceptable.
  - Scanned photos with low resolution are not acceptable.
  - Photographs should be labeled
Maps and Photographs

Examples of Good Photographs Demolition and Drainage

Photograph #1 – Existing Subdivision control structure (upstream view).

Photograph #2 – Existing Subdivision control structure (downstream view).

123 Main St facing North
Maps and Photographs

Examples of Bad Photographs
Maps and Photographs

- When including maps and photographs with the application make sure to:
  - Properly name documents
    - Ex: aerial map, topo map, photographs, etc…
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, please 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. ☒ Please complete the applicable project worksheets. Documentation showing dates of construction are required for all structures.
7. ☒ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports, letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
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 ☒ Please describe any disproportionate and adverse effects to these populations:
     - No minority population in area: Anytown FL 23.5% Florida 21.9%
     - Low income population in project area: Anytown FL 20.3% Florida 15.6%
     - No disproportionately high and adverse impact on low income population

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
   - ☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder’s website of the project area [http://www.census.gov/]. Information accessed March 1, 2018 on American FactFinder
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.
   
   The current land use of the project location is residential with low intensity. Future land use is residential with medium intensity. A future land use map has been provided.

2. Provide information on any known site work or historic uses for project location.
   
   The single family residence was built in 1984 in a newly developed community. There are no previous known uses of the project area. All previous site work includes the building and maintenance of a private, single family, residential home.

   ✗ 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.

*If your project will not have 3 inches or more of ground disturbance please include a notation here.*
Ground disturbance map should include:

- Horizontal limits (ft.) and vertical depth of all anticipated ground disturbance.
- Street address and geographic latitude/longitude of the construction area.
- Geographic latitude/longitude of staging areas.

Area of Disturbance: 1073 ft x 15 ft = 16,095 sq ft
Vertical Depth of Disturbance will not exceed 16 feet.
Activities That May Require Tribal Consultation

- Any project with 3” or more of ground disturbing activities, including but not limited to:
  - Drainage projects
  - Demolition
  - Elevation
  - Construction
  - Utility improvements
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.

   If no action is taken the structure at 123 Main St. Anytown, FL will continue to experience flooding from storm events. Also, other structures around the house will be affected since there will be no open space for flood waters to seep into.
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. Please 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.

   Another feasible alternative is to elevate the structure. This will keep the structure from flooding from rain events, however, this action will not allow the same amount of seepage and may not protect the neighbors as efficiently as the open space project will.

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**

The scope of work for this project is to elevate the existing residence located at 123 Main St. The structure was built in 1984 and is a single family residence located in the AE flood zone. The structure will be elevated three (3) feet above the established Base Flood Elevation of 10 feet. The elevated structure should comply with all applicable local, state, and federal code and permitting requirements. The areas below the lowest floor must be used solely for parking of vehicles, building access or storage.

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**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.

No additional impacts will be created with the elevation of the structure. The structure will remain in the floodplain.
Alternative Actions

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>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Project Cost:</strong></td>
<td><strong>$ 0.00</strong></td>
</tr>
</tbody>
</table>
Permits / Concurrence Letters

Most Common:
- USACE Nationwide Permit/FDEP 404
- Water Management District (WMD) Environmental Resource Permit (ERP)
- FDEP NPDES – NOI, NOT, SWPPP (closeout)
- FWC/USFWS if located near critical habitat
- State Historic Preservation Officer* (SHPO)

Public Notice (as applicable)

Age Verification Documents (structures)
Water Management Districts

- If affecting or has potential to affect surface waters, including wetlands, a water management district environmental resource permit (ERP) or no permit required (NPR) must be provided.
  - NEPA Assist Tool
  - National Wetlands Inventory
    http://www.fws.gov/wetlands/Data/Mapper.html
If within 200’ of waterbody and project has associated fill or outfalls affecting wetlands or waters. (any waterbody including streams, creeks, rivers, ponds, lakes, gulf, etc.) you must have:

- USACE Permit or notification from the Regulatory Branch that no permit is required (NPR), or if located near state retained waters, a FDEP 404 permit or no permit required (NPR) (Link to U.S retained waters: https://usace.contentdm.oclc.org/utils/getfile/collection/p16021coll7/id/17255) (Link to map of state regulated waters: https://fdep.maps.arcgis.com/apps/webappviewer/index.html?id=2cb8724cfd18408db80c8f2d7bb68a2e)

- Photographs of project in relation to the waterbody
Things that can **TERMINATE** a Project

- Starting **BEFORE** Environmental and Historic Preservation Review is complete.
- Assuming it does not have to comply with environmental laws if statutorily excluded.
- Not providing a defined scope of work (SOW) and project location.
- **Changing SOW** and not informing the State/FEMA.
QUESTIONS?
Questions?
Contacts

Program Eligibility
Kathleen Marshall
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