Hazard Mitigation Grant Program State-Wide Applicant Briefing

Hurricane Ian (DR-4673)

Mitigation Bureau
Florida Division of Emergency Management
3/28/23
General Webinar Info

• This webinar will be recorded and posted on the State’s HMPG site for later viewing

• **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.

• All questions asked during the webinar will be answered either at the end or in the meeting minutes afterwards.
Agenda

• Welcome and Introductions
• HMGP Overview
  • Programmatic
  • Engineering
  • Environmental and Historic Preservation
• FDEM Portal Overview
• Closing
Programmatic
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.

Establishes LMS Working Groups
- Outlines project selection process
- LMS annual update
- Additional LMS Requirements

Outlines project eligibility
- Establishes funding allocation
- Sets proportion snapshot date
- Outlines application process
Funding Opportunities

MITIGATION FUNDING PROGRAMS

Federal

Hazard Mitigation Assistance

Non-Disaster

Building Resilient Infrastructure and Communities

Flood Mitigation Assistance

Disaster

Hazard Mitigation Grant Program

State

Hurricane Loss Mitigation Program
Post-Disaster Mitigation Funding

Hazard Mitigation Grant Program (404)

- Vulnerable to any natural event, not just declared event.
- Can be used on private property
- Project can not be eligible under any other federal program
- Must be cost-effective and meet other performance criteria

Public Assistance (406)

- Damaged by the event and site specific mitigation
- Located within defined declaration area
- Can not be used for private property
- Project can not be eligible under any other federal program
- Facility must be in active use at time of disaster
Who Can Apply?

**Government Entities**
- State Agencies
- Local Governments and Agencies
- Special and Regional Districts

**Tribal Nations**

**Certain 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.

All must go through the Local Mitigation Strategy Working Group of the county where the project will take place.
HMGP Authority and Regulations

- Stafford Act
- 44 CFR
- 2 CFR 200

Hazard Mitigation Assistance Guidance
Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program
February 27, 2015

Federal Emergency Management Agency
Department of Homeland Security
500 C Street, S.W.
Washington, DC 20572
<table>
<thead>
<tr>
<th><strong>HMGP is a Cost-Reimbursement Program</strong></th>
<th><strong>Financed by sub-recipient with eligible project costs reimbursed through requests to the State</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEMA Share</strong></td>
<td><strong>Up to 75 percent of all eligible project costs</strong></td>
</tr>
<tr>
<td><strong>Sub-applicant Share</strong></td>
<td><strong>Local share that can be made up from a combination of cash, in-kind sources, and global match</strong></td>
</tr>
<tr>
<td><strong>Sub-Recipient Management Costs</strong></td>
<td><strong>Separate pool of funding and reimbursed at 100 percent of eligible activities</strong></td>
</tr>
</tbody>
</table>
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

**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.
Three-Tiered Funding System

Tier 1
- Federal Assistance (IA/PA/SBA) - 60%
- Available HMGP Funding - 20%
- Remaining Amount Unfunded - 20%

Tier 2
- 50%
- 50%
- 50%

Tier 3
- 100%
- First Come First Serve

Remaining HMGP Funding

Available HMGP Funding

Remaining Amount Unfunded

Federal Assistance (IA/PA/SBA)
HMGP Implementation Timeline

First Actions:
- Notice of Funding Availability (NOFA) published 120 days post-declaration
- Applicant Workshops
- Subapplication deadline for all funding tiers (90-day application period)

Within 12 months:
- FDEM conducts subapplication reviews and recommends to FEMA for approval
- 6-month estimate published
- 12-month application deadline for the State

36 months:
- FEMA project award
- State contracts with SR
- Project starts
- Deliverables completed
- Requests for reimbursements
- Monitoring/Quarterly reporting
- Request for Final Inspection
- Closeout procedures

Disaster Declaration

12 months

90 days

120 days

24 months: FEMA application deadline

36 months

Grant POP Date
# Role of the Applicant and Sub-Recipient

## During Open Application Period
- Coordinate with LMS Working Group
- Secure non-federal funding source(s)
- Ensure project is endorsed by LMS Chairperson/Vice-Chairperson
- Register as a user in FDEM Portal
- Submit a signed fully completed HMGP application and required attachments
- Respond to requests for information in a timely manner

## Post-Award
- Perform Project in accordance with approved scope of work and schedule
- Submit quarterly reports to State no later than the 15th of the month after the quarter end
- Audit projects in accordance with 44 CFR Part 14
- Communicate any and all issues to assigned Project Manager
What Makes an eligible HMGP Project?

- Approved and adopted LMS
- Project appears on the LMS Prioritized Project List (PPL)
- Cost shown on endorsement letter matches PPL and sub-application
- Project consistent with LMS Goals and Objectives
- Project endorsed by LMS Chairperson/Vice-Chairperson
What Makes an eligible HMGP Project?

- Cost-Effective, Technically Feasible, and Effective Mitigation
- Environmental and Historic Preservation Requirements
- National Flood Insurance and Special Flood Hazard Area Requirements
- Any application State and local codes

Conformance with HMA Guidance
What Makes an eligible HMGP Project?

- Application submission process
- Submission deadlines
- State requirements
- Eligibility requirements
- Conformance with NOFA
Eligible Project Activities

- Elevations
- Acquisitions
- Dry Floodproofing
- Flood Risk Reduction

- Structural Retrofitting
- Infrastructure Retrofitting

- Critical Facility Generators
- System Retrofits

- Wildfire Mitigation

- New Construction*
  - Safe rooms, Code Plus, Mitigation
  - Reconstruction, WWTP Relocation
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

- 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
- Sewer backup protection
Some 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
LMS Endorsement Letter

Must have priority number and budget (federal share)

Must identify how project meets LMS goals and objectives

Signed by LMS Chairperson/Vice-Chairperson

Applications without an 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 must be submitted with application

Cannot include construction

If not approved, costs incurred are sole responsibility of the sub-applicant
The Global Match (GM) option allows for sub-recipients to leverage other mitigation efforts at the local level to help offset the non-federal match requirement of HMGP projects.

**Global Match Project Main Requirements**

- Must be funded with 100% non-federal funds
- Must be submitted within the same disaster as the project it’s matching with
- Must be an eligible project type under the HMGP and meet all HMGP criteria (full review)
- Must not begin prior to approval from State and FEMA
- Requires separate project application
- Cannot be phased
Global Match

**PROS**
- Great for projects that need financial help
- Benefits can be shared across counties
- Leverage ongoing mitigation efforts
- Encourage more local participation

**CONS**
- Timing
- If GM project falls through, all projects revert to 75/25
- GM project must go through same HMGP review
- Can’t start until under state contract
Sub-Recipient Management Costs

SRMC is now available upon request

- 5 percent of the HMGP award set-aside for sub-recipients for every disaster
- Keep management funds and project funds separate
- Must be requested at the time of application for specific activities
- Indirect and/or administrative costs only
- Per project SRMC cannot exceed 5 percent of the total projects costs (75/25) or 5 percent of the proportional federal share is cost-share is below 75 percent federal.*

*Application assumes 75/25 cost-share in calculation, but if Fed cost-share ends up <75%, SRMC will be lower based on new proportion (fed share/.75=applicable total project cost for SRMC).
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.

Examples of Allowable SRMC:

- Subapplication development (admin)
- Managing Award (e.g. quarterly reporting and closeout)
- General administration and general expenses
- Personnel and accounting administration
- Cost of operating and maintaining facilities
Request Access ASAP

See NOFA for access request instructions

Deadline to request access closes @5:00PM (EDT) on the application deadline date

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

<table>
<thead>
<tr>
<th>Disaster</th>
<th>FDEM Portal Access Request Deadline</th>
<th>Hard-Copy Submittal Deadline</th>
<th>FDEM Portal Submittal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR-4673</td>
<td>Wednesday May 31, 2023 5:00PM (EDT)</td>
<td>Wednesday May 31, 2023 5:00PM (EDT)</td>
<td>Wednesday May 31, 2023 11:59PM (EDT)</td>
</tr>
</tbody>
</table>
Workshops

In-person Workshops have been scheduled for Mid-April (4/10-21)

There will be a mix of In-person and Virtual

In-person WS focused on the harder hit areas

Possibility for neighboring counties to attend in-person WS near them

Priority will be given to the host county

A list of in-person workshops will be posted on the states website to help neighboring counties coordinate their attendance
Questions?
Break

Up next will be Engineering
Engineering Review

Mitigation Bureau
Florida Division of Emergency Management
The FDEM Technical Team is responsible for working with Florida subapplicants to ensure their project application meets all requirements and will have a smooth award process with FEMA.

We are on your side, and want the best for your project. Our performance is based on awarded mitigation projects.
Three simultaneous reviews

- **PROGRAMMATIC REVIEW**
  - Project Manager (PM)

- **ENGINEERING REVIEW**
  - Engineering (ENG) Specialist

- **ENVIRONMENTAL REVIEW**
  - Environmental (EHP) Specialist
ENGINEERING REVIEW
Purpose:

• Complete application engineering review in behalf of FEMA
• Completeness of your application
• Hazard Mitigation Assistance compliance
• Project Eligibility
• Technical Feasibility
• Cost Effectives (BCA)
• Determine if project should be phased
• Construction activity cost eligibility
• Elaborate the SOW following FEMA’s standards
• Collect adequate documentation

Goal:

• Submit a Project Recommendation to FEMA for funding approval
Application Key Info for ENG Review

- Clear project type
- A detailed description of the problem
- A detailed description of the solution
- Confirmation of the risk you are mitigating against
- Type of Hazard you are mitigating
- Population affected
- Clear Project Location
- A Level of Protection
- Complete project worksheet
The Scope of Work (SOW) should answer the following questions:
- What is the proposed project?
- Will the project solve this problem?
- Who is affected by the project?
- Why were alternative solutions not chosen?
- Who will perform the work?
- Where is the proposed project located (community, neighborhood, physical address, latitude, longitude)?
- What are the code and standards the project will meet?

FEMA’s Hazard Mitigation Assistance Job Aids can provide some guidance to help you build your SOW: https://www.fema.gov/grants/mitigation/job-aids
Cost Estimate

- A detailed budget estimate should be provided (applies to phased projects).
- No lump sums are allowed.
- The FDEM Engineering team will be working directly with all subapplicants and their staff/consultants on budget related documentation to establish:
  - Final Project Cost
  - Adequate sources used to build your budget
  - All activities being eligible under the HMGP program

The cost estimate is your best approach to the final project cost, please try to be as close to reality as possible to avoid any funding issues post award.
Schedule

- The Schedule should:
  - Reflect the time needed to complete and close out the project.
  - Allow time for FEMA’s review and award process.
  - Not exceed the federal period of performance.
  - Align with the SOW and budget.
  - Ensure the tasks/milestones are aligned with funding obligation.
  - Incorporate milestones to help measure the progress of the project.

Please visit FEMA’s HMA Guidance and make sure you understand the program’s Period of Performance.
How do I submit a GOOD application for ENG review?

**SUBMIT A COMPLETE APPLICATION**
- Answer all questions
- Be clear about the hazard you will be mitigating against
- Be consistent on your answers
- Clearly explain the existing problem to mitigate
- Clearly explain the project you want to implement to solve the problem
- Specify what you are trying to achieve

**SUBMIT A COMPLETE PROJECT WORKSHEET**
- Answer all questions on your worksheet
- Provide consistent information
- Attach information related to historical or expected losses
- Include information for the “specific project”
- Include all benefits related to the “specific project”

**RESPOND RFI’S ON A TIMELY MANNER**
- RFI’s will be sent with 3 business days, be ready to answer on time
- List the correct person to contact
- Be ready to contact others that can help you with answers
Application Common Pitfalls

- Projects proposing maintenance and/or repairs
- Projects proposing capital improvement activities
- Vague scope of work
- Providing a schedule under the SOW section
- Incomplete explanation of problem
- Lack of level of protection
- Ineligible construction activities
- Lump sum project cost
- Mixing programmatic, engineering and environmental RFI’s/answers
- Under estimating project cost
- Blank project worksheet
BENEFIT COST ANALYSIS
All projects under HMGP must demonstrate cost effectiveness. The analysis must be conducted using FEMA’s BCA tool 6.0.

![FEMA Benefit-Cost Calculator](image)

**Benefit Cost Analysis**

Projects are considered cost effective with a BCR of **1.00 or greater**.

The FDEM Engineering Team will conduct a Benefit-Cost Analysis for each project, regardless if one is provided.
Benefit Cost Analysis

3 OPTIONS FOR THE ANALYSIS

Modeled Damages
Using available technical data to enter info into the tool and allowing it to calculate damages and benefits.
- Flood Insurance Study
- Elevation Certificate
- Property Appraiser
- ASCE 7-16
- FDOT Traffic counts
- Other

Historical Damages
Using available historical records.
- Flooding pictures
- Insurance claims
- Homeowner affidavits
- Historical road closures
- 911 records
- Utility outages
- Other

Professional Expected Damages
Using expected damages calculated and certified by the correct professional.
- Signed and Sealed information from the Engineer of Record
- Damages using Depth Damaged Function tables
- H&H Studies
- Other
Why is the project worksheet important?

- Provides information to the FDEM Engineering Team to run a BCA for your project as soon as the application is assigned.
- A complete worksheet WILL EXPEDITE the ENG review of your application.
- Will allow the State to ask specific questions, reducing the amount of RFI’s.

Previous version of worksheet will also be accepted
What is new on the worksheets?
What is new on the worksheets (con’t)?

Requirements

To complete a successful project application, a minimum amount of technical information is required for review. Data collected in this worksheet will be used in preliminary information necessary to evaluate project eligibility, feasibility, and cost effectiveness. Carefully review and confirm that you are aware of the following information:

Permanent Generator(s): The generator(s) shall be protected against a 50-year flood event by implementing specific activities or by locating the generator(s) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements, and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. Activities shall be completed in strict compliance with Federal, State, and Local applicable Rules and Regulations.

Portable Generator(s): The portable generator(s) shall be stored at a location protected against a 50-year flood event or located outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements, and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements. Activities shall be completed in strict compliance with Federal, State, and Local applicable Rules and Regulations.

Automatic Transfer Switch (ATS): The automatic transfer switch(es) shall be protected against a 50-year flood event by implementing specific activities or by locating the automatic transfer switches(es) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements, and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. Activities shall be completed in strict compliance with Federal, State, and Local applicable Rules and Regulations.

I confirm that I have reviewed the requirements listed above:

Signature here
BEST PRACTICES FOR COMMON PROJECT TYPES
ACQUISITION / ELEVATIONS / MIT. RECONSTRUCTION PROJECTS

- Consider pre-calculated benefits ($323k for acquisitions and $205k for elevations).
- Identify flood risk (LFE, BFE, etc.).
- Support fair market value (Not equal to building replacement value).
- Evaluate feasibility (can it be elevated?).
- Consider multi-hazard actions.
- Indicate how the project follows ASCE 24.
- Read the guidance and understand the eligible activities under each project type and their limitations on construction cost and total building size.
FLOOD REDUCTION PROJECTS

- Provide conceptual designs.
- Indicate who will benefit from the project.
- Provide any historical info (structure damage, road closures, etc.).
- Indicate if your project will be phased under the specific program.
- If and H&H is available, provide before and after mitigation water surface elevations, or provide historical data.
- Define the level of protection.
- Must be a stand-alone solution.
- All projects must include residual damages after mitigation.
- Address upstream and downstream impact.
UTILITY MITIGATION PROJECTS (Includes Generators)

- Ensure you are proposing mitigation for a critical facility and/or infrastructure.
- Describe the use of the infrastructure or the use of the critical facility.
- Indicate who and how many people will benefit from the avoided loss of service.
- Complete a multi-hazard solution.
- Describe the existing conditions of the infrastructure or the facility the equipment will serve.
- Establish clear risk.
- After mitigation must be considered.
- Provide documentation for loss of function.
  - Historical outages
  - Expected outages
WIND RETROFITS

• Confirm if the building envelope and the structural system can resist current code-level wind speeds.
• Avoid proposing impact protective systems with known vulnerabilities, such as screens and films.
• Provide systemic protection to the building.
• Clearly indicate the type of protection being proposed.
• Verify that impact-protective systems are rated to wind speeds and missile impacts for building location.
• Provide proper documentation to support operational budget.
• Consider pre-calculated benefits.
DRY FLOOPOOFING PROJECTS

- Ensure you are proposing mitigation for a critical facility.
- Provide a flood vulnerability assessment report prepared by a professional that states components in need of mitigation.
- Describe the use of the infrastructure or the use of the critical facility.
- Indicate who and how many people will benefit from the avoided loss of service.
- Complete a multi-hazard solution.
- Describe the existing conditions of the infrastructure or the facility that will be mitigated.
- Provide documentation showing flood risk and design flood elevation.
- Use closure systems that are American National Standards Institute (ANSI)/FM2510 certified.
- Consider including sum pumps and emergency power systems.
SAFE ROOM PROJECTS

- Safe rooms are not long-stay shelters.
- Must comply FEMA P-361/FEMA P-320.
- Include conceptual floor plans showing all areas.
- Provide documentation to support total area, total usable area, design wind speed, safe room type, protected population, and where they are coming from.
- Review requirements and avoid overestimating the number of occupants.
- Size adequate to the number of occupants that will use the safe room.
- Be include a draft Operations and Maintenance (O&M) plan or statement that the final O&M plan will be provided at project closeout.
- Be aware a peer review is required.

Please read the guidance and understand limitations.
COMMON Q&A
How do I know if my project is eligible?

- Consulting FEMA’s HMA guidance.
- Requesting a courtesy review of the project’s SOW to the State Engineering Team before application submittal.
Can I expedite the engineering technical review for my project?

Yes! By doing the following:

- Submitting a complete application.
- Submitting a complete project worksheet.
- Submitting attachments to support your statements and responses.
- Choosing the correct POC to answer RFI’s.
- Responding RFI’s in a timely manner.
Can I appeal the State’s determination?

- There is no appeal process with FEMA for State’s denials.
- There is no appeal process available with the State, but applications may have a chance to be revised with the assistance of FDEM Mitigation Programmatic Team.
- Be aware that most State’s denials have been previously consulted with FEMA.
Would the State use my BCA on their recommendation?

- No, the State Engineering Team will conduct their own BCA.
- Each State Engineer is responsible for the recommendation for funding.
- Only about 0.2% of external BCA’s have been used in the past (estimated over 1,000 projects).
- We recommend spending your resources on collecting information to provide a complete application, project worksheet and attachments.
My project is not cost effective, is there anything I can do?

- Yes! You can continue working with the FDEM Engineering Team on collecting more benefits for your project.
- The assigned State Engineer should provide feedback on what is hurting the cost effectiveness of your project and recommendations for possible changes.
The FDEM Engineering Team can only work with documentation provided by the correct source, per FEMA’s guidance. In most cases, staff members at the County and Local level or utility services, are the correct source of information.

Would FDEM use my consultant’s BCA statements and assumptions?
Engineering Review

Would FDEM work with my consultant?

- Absolutely! We will work with any consultant as long as they are an authorized POC by the subapplicant.
- Please communicate to the FDEM Engineering Team that you would like us to work directly with your consultant.
- We strongly recommend selecting well experienced consultants to work on your application. The FDEM Engineering Team will not be able to provide training to consultants.
Can I contact the State Engineering Team with questions?

- Yes! We are available at any time to provide our subapplicants with support, and ready to answer any questions or concerns at any stage of the review.
What happens if my project is approved with pre-calculated benefits and the cost later goes up?

- The FDEM Engineering Team will work with you on running a BCA until reaching cost effectiveness.
- This is common practice and with a 95% successful result rate.
THANK YOU!
Environmental and Historic Preservation Review

HMGP Applicant Briefing

Mitigation Bureau
Florida Division of Emergency Management
2023
EHP Review

- National Environmental Policy Act (NEPA)
  - Requires Environmental and Historic Preservation (EHP) reviews for all projects with federal agency involvement, such as funding.

- FDEM staff will conduct the EHP review on behalf of FEMA.
  - Review areas: physical, biological, social, and cultural

Photos by Kayla Born
EHP Goals

To document that your project meets the required federal environmental laws and regulations.
What Do We Need From You?

Provide complete and detailed applications with attachments.

Respond to all parts of RFIs in a timely manner.
At minimum, all projects require these documents in the application for EHP:

- Coordinates for the activity (decimal degree format).
- Aerial map outlining all activities.
- Photos: at least 4 with labels explaining content. Should be of the area where the project activities are occurring.
- FIRM/FIRMette with project location indicated.
- Indication of if ground disturbance is occurring or not.
- Documentation showing year built (Property Appraiser)
Examples of Good Information - Coordinates

• Coordinates should always be in decimal degree format as shown below.
• If a project contains more than one location or is a larger scale project, all locations and coordinates should be provided.

### Multiple Locations:

<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>

### Linear Projects:

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

### Large Area Projects:

<table>
<thead>
<tr>
<th>Location</th>
<th>Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny, Florida 32000</td>
<td>NE (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>NW (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>SE (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>SW (28.345678, -82.234567)</td>
</tr>
</tbody>
</table>
A good aerial map will contain a clear indication of where the project will be occurring and will include coordinates to the project area.
Photos should be clear and represent the project area.

Labels should indicate what the photos contain.

There should be photos for all sides of a structure.
Project location should be clearly indicated on the map.

https://msc.fema.gov/portal/home
Additional Required Information

Each project is different and some require additional supporting documentation and information in order to be approved. These questions can help guide you through the application development process.
Does Your Project Require Ground Disturbance?

This could include, but is not limited to, leveling an area, running underground electrical connections, directional boring, or excavation.

If yes, a ground disturbance map and a 1:24,000 topographic map will need to be provided.
Maps need to include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth.
Ground Disturbance Maps

Maps need to include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth.
Flood risk reduction projects could include elevations, acquisition/demolitions, mitigation reconstructions, or drainage projects.

Critical actions such as generator projects or projects involving critical facilities such as EOCs, fire stations, or hospitals are considered in the floodplain if they are located in X (Shaded) zones.

If yes, a public notice will be required. A template can be provided and a draft can be attached to the application. Please do not post the notice until requested to do so.
Public Notice

JOINT FEDERAL, STATE, LOCAL
PUBLIC NOTICE
3/9/2023

The Federal Emergency Management Agency and Florida Division of Emergency Management have received the following application for Federal grant funding. Final notice is hereby given of the Federal Emergency Management Agency’s (FEMA) consideration to provide funding in the form of Flood Mitigation Grant Program. Funds will be provided in accordance with Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 94-298, as amended.

Under the National Environmental Policy Act (NEPA), federal actions must be reviewed and evaluated for feasible alternatives and for social, economic, historic, environmental, legal, and safety considerations. Under Executive Order (EO) 11988 and EO 11990 FEMA is required to consider alternatives to and to provide public notice of any proposed actions in or affected floodplains or wetlands. EO 12898 also requires FEMA to provide the opportunity for public participation in the planning process and to consider potential impacts to minority or low-income populations.

Funding for the proposed project will be conditional upon compliance with all applicable federal, tribal, state and local laws, regulations, floodplain standards, permit requirements and conditions.

Applicant:
Florida Division of Emergency Management

Project Title:
HAGF-4673-(123) Florida Division of Emergency Management, Example Project, Generator

Location of Proposed Works:
The area affected by this project consists of homes in the following locations:
123 Florida Street, Sunny, Florida 32006

Proposed Work and Purpose:
The Florida Division of Emergency Management proposes to install a generator for the State Example Building located at 123 Florida Street, Sunny, Florida 32006. The proposed project will provide power to this critical facility to allow it to remain operational without interruption.

Project Alternatives:
The alternatives to the project that have been and will be considered are 1) the no action alternative and 2) Purchase of a portable generator for the State Example Building. These alternatives to the proposed project are not viable because under Alternative 1) The No Action Alternative would leave the State Example Building without power in the event of a power outage, creating an interruption in operations, and Alternative 2) the purchase of a portable generator is not the most practical option because it requires staff to deploy and install the generator during a time where staffing may be limited.

Comment Period:
Comments are solicited from the public, State, local or Federal agencies, and other interested parties in order to consider and evaluate the impacts of the proposed project. Comments should be made in writing and addressed to the Florida Division of Emergency Management, Bureau of Mitigation, 2555 Shamrock Oak Blvd, Tallahassee, FL 32306-2100. These are due within 30 days of this notice or by 04-27-2023. This State will forward comments to applicable regulatory agencies as needed. Interested persons may submit comments, obtain more detailed information about the proposed action, or request a copy of the findings by contacting:

John Stevens, Head of State Example
Florida Division of Emergency Management
(850) 123-4567
John.Stevens@example.com

Kayla Bom, State Lead Environmental Specialist
Florida Division of Emergency Management
(850) 273-9289
Kayla.Bom@fdem.gov
Is your project in or does it affect wetlands or bodies of water?

If yes, the project will require consultation with FDEP or USACE for Section 404 determination/permitting. The project may also require an Environmental Resource Permit (ERP).

If your project is near water, please indicate if work in water will be required.
Does your project involve changes to a structure over 45 years old?

If yes, FDEM & FEMA will conduct a National Historic Preservation Act consultation with the SHPO and Tribes. We will require additional information on the existing structure and how the proposed changes may impact the structure.

This could include a description of existing windows and a description of new windows that would be installed. Spec sheets or photo examples of new products may be required.
Helpful Resources

- EHP Guidance by Project Type:

- FEMA Region 3 Photo Guide:

- Section 404 Jurisdiction Mapper:
  - [https://fdep.maps.arcgis.com/apps/webappviewer/index.html?id=2cb8724cfd18408db80c8f2d7bb68a2e](https://fdep.maps.arcgis.com/apps/webappviewer/index.html?id=2cb8724cfd18408db80c8f2d7bb68a2e)

- National Wetland Inventory Mapper:

- Flood Maps:
  - [https://msc.fema.gov/portal/home](https://msc.fema.gov/portal/home)
FDEM Portal
Go to www.fdemportal.com/grants

If you do not have an account, click “Register”

Community Guide Video for the FDEM Portal available on State HMGP site.
Community Guide Video for the FDEM Portal available on State HMGP site.
Be sure you register for the correct account. If you’re unsure, contact FDEM.

Community Guide Video for the FDEM Portal available on State HMGP site.
Select the correct User Type

Community Guide Video for the FDEM Portal available on State HMGP site.
Select the correct Bureau, as that is where the access request will go.

Community Guide Video for the FDEM Portal available on State HMGP site.
FDEM Portal

Community Guide Video for the FDEM Portal available on State HMGP site.

For new applications
Select the correct disaster

Community Guide Video for the FDEM Portal available on State HMGP site.
FDEM Portal

For submitted applications or applications in-progress

Community Guide Video for the FDEM Portal available on State HMGP site.
Community Guide Video for the FDEM Portal available on State HMGP site.
FDEM Portal

Community Guide Video for the FDEM Portal available on State HMGP site.

Contact information for assistance

Phone: 850-215-4524
Email: DEM.Hazard.Mitigation

IMPORTANT NOTE: Documents attached within the application will not be visible within the application document for signature. Please be sure prior to uploading the required documents into the application that they are valid and approved.

For questions or assistance concerning the HMGP application, state HMGP staff can be reached through the following methods.

Phone: 850-215-4524
Email: DEM.Hazard.Mitigation

You may also refer to the HMGP Application Checklist for additional guidance.
All communication will primarily be with this contact.

Double-check everything.

Community Guide Video for the FDEM Portal available on State HMGP site.
This person will receive the application to sign.

Double-check everything.

Community Guide Video for the FDEM Portal available on State HMGP site.
Make sure everything is correct on this attachment as it will help us correct any system errors.

Community Guide Video for the FDEM Portal available on State HMGP site.
FDEM Portal

Drop-down menu shows list of attachments.

Community Guide Video for the FDEM Portal available on State HMGP site.
Submit button will turn blue when all fields are complete.

Community Guide Video for the FDEM Portal available on State HMGP site.
Authorized Applicant Agent will receive this email to approve application.

Community Guide Video for the FDEM Portal available on State HMGP site.
Sign all fields and the “Complete Signing” button will activate.

Community Guide Video for the FDEM Portal available on State HMGP site.
MITIGATION DIRECTORY

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