



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CRIST
Governor

W. CRAIG FUGATE
Director

MEMORANDUM

To: Local Governments, State and Regional Agencies, Indian Tribal Governments, Local Mitigation Strategy Working Groups, Private Non-Profit Organizations Submitting Hazard Mitigation Grant Program Applications for the Tropical Storm Fay

From: W. Craig Fugate, State Coordinating Officer

Subject: Hazard Mitigation Grant Program Funding Summary

Date: January 2, 2008

Program Summary

The Florida Division of Emergency Management is pleased to announce the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declarations (**FEMA-1785-DR-FL**). The HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief Act and is offered to assist communities in implementing mitigation measures designed to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The Division is soliciting applications and encourages all eligible applicants to identify and submit applications that address eligible mitigation activities. The amount of funding available to the state is based on 15% of the total federal disaster assistance for these events. The application period will close April 6, 2009. **Therefore, all applications must be postmarked by April 6, 2009.** The Division encourages and welcomes the submittal of complete applications at anytime during this cycle.

Application Timeline

Applications are currently being accepted. The deadline for the submission of applications is April 6, 2009 (postmarked). Applications will only be accepted from eligible applicants as defined in the *Minimum Program Eligibility* section of this notice. Please **provide four completed copies** of the State of Florida Joint Hazard Mitigation Grant Program and Flood Mitigation Assistance Application and all appropriate attachments. The Joint application and all other pertinent forms may be obtained at the Divisions website located at <http://www.floridadisaster.org/Mitigation/Hazard/forms.htm>.

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Alternatively, you may contact the Division directly at (850) 922-4182. In order to be considered, completed applications must be sent to the following address:

Florida Division of Emergency Management
Mitigation Section
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
ATTN: Kathleen Marshall, Hazard Mitigation Grant Program

Minimum Program Eligibility

Eligible Applicants: According to the C.F.R. 44 §206.434(a) applicants eligible to apply for Hazard Mitigation Grant Program funds include: State and local governments who have an approved Local Mitigation Plan (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 a qualified conservation organization as defined at 44 CFR §80.3(h); Indian tribes or authorized tribal organizations.

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:

- a. Acquisition or relocation of hazard prone structures;
- b. Retrofitting of existing buildings and facilities that will result in increased protection from hazards;
- c. Elevation of flood prone structures;
- d. Infrastructure protection measures;
- e. Stormwater management improvements;
- f. Minor structure flood control projects; and
- g. Retrofitting of existing buildings and facilities for shelters.

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The state will **not** consider funding requests for:

- Generators-unless they are an integral part of a larger eligible project (see *Attachment A*).
- Construction of new facilities – *however*, the cost associated with above code upgrades can be considered.
- Equipment such as emergency pumps, vehicles and communication devices (see *Attachment A*).
- Tree removal.
- ***Projects already in progress.*** (*Construction may not begin until the project has met requirements of the National Environmental Policy Act. In addition the contract between the State and subgrantee must be executed.*)

Eligibility Criteria: All projects submitted must meet the following *minimum criteria* to be considered for funding:

- (a) Conform to the Florida Hazard Mitigation Plan and the respective community's Local Mitigation Strategy (LMS);
- (b) Conform to the funding priorities for the disaster as established in the respective community's LMS governing the project;
- (c) Demonstrate cost-effectiveness;
- (d) Is technically feasible;
- (e) Provide a beneficial impact upon the designated disaster area;
- (f) Conform to all applicable environmental laws and regulations and Executive Orders;
- (g) Solve a problem independently or constitutes a functional part of a solution;
- (h) Is in an National Flood Insurance Program (NFIP) participating community that is not on probation or have been suspended from the NFIP; and
- (i) Meet all applicable State and local codes and standards.

Cost-Share Requirements

Under the HMGP, FEMA will contribute up to 75 percent (75%) of the total amount approved under the grant award to implement eligible cost-effective mitigation measures. The applicant must provide the remaining 25 percent (25%) non-federal share. All contributions, cash or in-kind services, are acceptable as part of the non-federal share. Requirements for in-kind contributions can be found in 44 CFR §13.24. In-kind contributions must be directly related to the eligible project cost. In-kind resources are those personnel, materials, equipment and supplies owned, controlled and operated by the applicant or a third party contributor.

Applicants will also be able to use the Global Match concept as part of the 25% non-federal share match. Which means if the Match project is approved you will be eligible to receive up to 100% federal share. Global Match is when non-federal contributions are derived from one

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single non-federally funded project or several non-federally funded projects that are “pooled” together to match one or more federally funded projects to attain the required 25% or greater program share for a HMGP grant. In other words, 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 similar type project(s). These similar non-federally funded projects must meet all of the eligibility requirements as specified by the federal funding source for which it is matching.

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, see *Attachment B*.

County Fund Allocation

To ensure funds are distributed equitably, designated counties have been assigned a portion of the total HMGP grant. The amount 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 November 2008. Commitment of project funds by the Division is contingent upon receipt of appropriate Legislative Budget Authority.

These figures are shown in *Attachment D* and represent the estimated amount of HMGP funds currently available. HMGP funding is available only to those counties that have a FEMA approved Disaster Mitigation Act of 2000 compliant Local Mitigation Strategy (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 E*.

DEM will attempt to fund each submitted project in priority order until the county's allocation has been exhausted. In accordance with 9G-22.006 F.S., the Division uses the following tiered allocation system up until the State application deadline with FEMA:

Tier 1 The available HMGP funds are allocated to counties included in the relevant presidential disaster declaration in proportion to each county's share of federal disaster funding from the Public Assistance (PA), Individual Assistance (IA) and Small Business

Administration (SBA) Disaster Loan Program as of the date of receipt of the FEMA funding notice described above. 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 until the allocated funds (through the 12-Month Lock-in) 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 will begin with the declared county with the lowest initial allocation.

Tier 3 If funds remain after all eligible projects under subsection (1) above have been funded, then they shall be applied to fund eligible projects submitted first-come-first-served from counties that did not receive a Tier 1 allocation because they were not included for IA, PA or SBA loans in the relevant presidential disaster declaration.

Please see Attachment E for a detailed explanation of funding tiers.

Funding Availability and Notification

FEMA notifies the State of HMGP funding availability at several milestones:

1. Initial Estimate

This represents an early estimate only, is not an actual commitment of funding by FEMA. It may increase or decrease based on actual disaster claims during the declaration period. These estimates are provided for planning purposes and to jump-start the HMGP application process.

2. 180 Days from the Date of Declaration

This represents the State's Lock-in Amount. It is the minimum the State can expect to receive from FEMA. County allocations listed in *Attachment D* are based on this estimate. After this disclosure, HMGP funds to the State cannot be decreased.

It is important for potential applicants to recognize that HMGP funds are contingent upon FEMA's reexamination of the disaster figures at the given time intervals. A county's funding allocation can increase or decrease after it has submitted an application.

Technical Assistance

The Division of Emergency Management (DEM) is in the process of scheduling HMGP application development workshops. Please check the DEM website for date, time, location and a short overview of the workshops which will be posted on the DEM website <http://www.floridadisaster.org/Mitigation/Hazard> as they are scheduled. DEM 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:

(850) 922-5944 (Program Eligibility)

(850) 922-5779 (Environmental)

(850) 922-0602 (Engineering and Technical Feasibility)

To assist you in submitting qualified project applications, the following attachments are located on the DEM website <http://www.floridadisaster.org/Mitigation/Hazard> :

Attachment A: HMGP Policy on Generators and other Equipment
Attachment B: HMGP Program Policy on Pre-award Cost and Form
Attachment C: FEMA Memorandum-Clarification of Requirements for HMGP Wind Retrofit Projects
Attachment D: Initial Estimate of Available HMGP Funding
Attachment E: Sample Project Submission Letter and Explanation of Tier Funding
Attachment F: Hazard Mitigation Grant Program Application and Application Completeness Checklist

KM/mg

Attachments

ATTACHMENT A



FEMA

September 16, 2004

MEMORANDUM FOR: FEMA Regional Directors
Regions I - X

ATTENTION: Mitigation Division Directors
Regions I - X

FROM: *David I. Maurstad*
David I. Maurstad
Acting Director
Mitigation Division

SUBJECT: Guidance on the Eligibility of Generator Purchases under the Hazard Mitigation Grant Program (HMGP)

The purpose of this memorandum is to provide guidance on the purchase of generators through the Hazard Mitigation Grant Program (HMGP) authorized under Section 404 (42 U.S.C. §5170c) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act). This memorandum clarifies the existing policy with the determination that mitigation activities for the sole purpose of purchasing generators or related equipment purchases, such as generator hook-ups, may be considered under the HMGP "Five Percent Initiative" but are not eligible activities under regular HMGP funding.

On September 19, 1996, James Lee Witt, Director of the Federal Emergency Management Agency (FEMA), established the "Five Percent Initiative" under the HMGP. This policy allows States to set-aside up to five percent of the total HMGP funds available for mitigation activities that are difficult to evaluate against traditional program cost-effectiveness and eligibility criteria. In lieu of a benefit cost analysis, the State should include a narrative that identifies benefits and indicates that there is reasonable expectation that future damage or loss of life or injury will be reduced or prevented.

Introduction of the HMGP "Five Percent Initiative" resulted in a range of interpretations regarding the eligibility of mitigation projects including those for the sole purpose of purchasing generators or related equipment purchases, such as generator hook-ups. As a result, some Regions have allowed mitigation activities with the sole purpose of purchasing generators under the HMGP "Five Percent Initiative," while others have not. This memorandum clarifies these activities as eligible for consideration under the HMGP "Five Percent Initiative" in all FEMA Regions.

FEMA Regional Directors
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Although stand-alone generators and related equipment purchases are not eligible for regular HMGP funding, mitigation activities designed to provide a long-term, comprehensive and independent solution to a critical facility could include the purchase of a generator or related equipment purchases, such as generator hook-ups, as a functional portion to the larger eligible mitigation activity, as long as the generator or related equipment purchase directly relates to the hazard(s) that threaten the facility. Critical facilities are defined under the PDM program guidance, issued under the authority of Section 203 of the Stafford Act, as amended by Section 102 of the Disaster Mitigation Assistance Act of 2000. Mitigation activities must adhere to all other HMGP statutes and regulations that apply to this funding category, including: Sections 404 of the Stafford Act; Hazard Mitigation Grant Program (44 CFR Subpart N); Section 1366 of the NFIA; Mitigation Planning (44 CFR Part 201); Floodplain Management and Protection of Wetlands (44 CFR Part 9); Environmental Considerations (44 CFR Part 10 and other applicable federal environmental laws); as well as applicable program guidance.

ATTACHMENT B

Guidance on Pre-award Cost Associated with HMGP Projects

Pre-award costs are costs incurred by a sub-grantee before the grant was awarded. Any and all pre-award costs associated with an HMGP project must be incurred after the date of declaration of a disaster under which the project is proposed for funding (GAO 10-80 & GAO 10-82).

All **construction** associated with an HMGP project must be incurred after approval by FEMA and after the State of Florida and the sub-grantee have executed a project contract. According to Webster's II New Riverside Dictionary Revised Edition, the word construction means "the act, process, or work of building." Breaking ground, installing a shutter, taking out a window to replace with impact glass, are all examples of "construction."

FEMA may approve pre-award costs. These costs include study or research required to plan a construction project. Such activity may include engineering, modeling, permitting, environmental study, benefit-cost analysis, etc. These are soft costs and not to be confused with hard construction costs. Construction costs may not be included as pre-award costs.

The applicant may request pre-award costs any time after the disaster declaration. The request must be in writing and include the type of activity or activities proposed and estimated cost. All pre-award activity must clearly be associated with the applicant's proposed project. The State and FEMA will do a preliminary review of the request and may concur that the activities are necessary for the type of project envisioned or may consult with the applicant on an identified activity that the State or FEMA does not feel is necessary for a proposed project. Conversely, the State or FEMA may suggest additional study or research the applicant has not identified for a particular project. Review by the State and FEMA of pre-award activities may save money and time for the State, FEMA, and the applicant. Letters and documentation of all pre-award activities will need to be submitted to the State with the project application. ***Preliminary review by the State or FEMA of pre-award activities is no guarantee of eligibility or approval of the activities or the proposed project.*** FEMA will provide a written final determination on the pre-award request.

An alternative is for the applicant to request approval of pre-award cost by letter attached to the project application. The request must include the type of activity or activities and costs incurred by the applicant. There is greater risk to the applicant with this alternative that incurred costs may not be considered eligible.

If the proposed project meets all eligibility criteria and is approved by FEMA, then pre-award costs identified by the applicant prior to project submittal, or identified by the applicant in documentation attached to the application, will be considered project costs eligible for 75/25 re-imburement (same as other project costs).

All pre-award costs are subject to an approved grant award and available funding. If funding is not available, even if pre-award costs are approved in writing, they will not be reimbursed and will be solely the responsibility of the applicant.

Guidance on Pre-award Cost Associated with HMGP Projects (Cont.)

REFERENCES

General Accounting Office, Principles of Federal Appropriations Law, July 1991

Excerpts from OMB Cost Principle Circulars:

OMB Circular A-87 and A-122 - Pre-award costs are those incurred prior to the effective date of the award directly pursuant to the negotiation and in anticipation of the award where such costs are necessary to comply with the proposed delivery schedule or period of performance. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the award and only with the written approval of the awarding agency.

OMB Circular A-21 – Pre-agreement costs incurred prior to the effective date of the sponsored agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable unless approved by the sponsoring agency.

44 CFR Part 13.22(b) lists the circulars above as the applicable cost principles for HMGP applicants; governments (**A-87**), private non-profits (**A-122**), & educational institutions (**A-21**).



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CRIST
Governor

W. CRAIG FUGATE
Director

HAZARD MITIGATION GRANT PROGRAM PRE-AWARD COST REQUEST FORM

To request Pre-Award Costs, please complete this form and submit with your HMGP application. All ELIGIBLE pre-award costs are subject to an approved grant award and availability of funding. If funding is not available or the project is not approved, pre-award costs will NOT be reimbursed and will be solely the responsibility of the applicant. If your project is approved and pre-award costs are eligible, the cost share for the reimbursement of these activities is 75/25 (same as other projects).

Disaster: _____

Name of Applicant: _____

Project Title: _____

Start Date for Pre-Award Activities: _____

Pre-award costs associated with this request incurred prior to the date of declaration are NOT eligible. These costs include: study or research to plan project, engineering, modeling, permitting or environmental study. These costs must be reflected as a line item in the project budget. Construction costs should NOT be included. Construction activities may NOT begin until after a contract has been fully executed with the State for this project.

Activity	Estimated Cost	Estimated Start Date

Point of Contact Information:

Name: _____ Title: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

Authorized Applicant Agent:

Name: _____ Title: _____

Signature: _____ Date: _____

ATTACHMENT C



FEMA

October 16, 2006

MEMORANDUM FOR: Scott Morris
Director
FEMA Florida Long-Term Recovery Office

Phil May
Regional Director
FEMA Region IV

FROM: 
David I. Maurstad
Director
Mitigation Division

SUBJECT: Clarification of Requirements for HMGP Wind Retrofit Projects in the State of Florida

This memo provides the Florida Long-Term Recovery Office (FLTRO) and FEMA Region IV with guidance on implementing policy requirements for wind mitigation projects submitted by the State for Hazard Mitigation Grant Program (HMGP) funding. This guidance applies to those projects submitted to FEMA by the State as a result of disasters DR-1539, DR-1545, DR-1551, DR-1561, DR-1595, DR-1602, DR-1609, that have not been funded as of the date of this memo, and for all disasters declared for the State of Florida after the date of this memo.

Many of the FLTRO projects under the noted disasters are intended to serve as community shelters. These projects support the State goal of providing community-wide, shelter-in-place facilities in the interest of keeping roads and vital services from shutting down during major events and minimizing the economic impacts of mass evacuations. The FLTRO projects currently under review (approximately 200) do not meet FEMA 361 criteria; however, many appear to meet the requirements identified in the State of Florida's shelter selection criteria, which may make the structures eligible for inclusion on the State's survey of community shelters.

This guidance is being provided to ensure that HMGP projects for the purpose of wind mitigation incorporate an appropriate level of protection for public health and safety. FEMA does not want to create a false sense of safety and security for members of the general public seeking shelter during a disaster event. FEMA recognizes that wind retrofits that enable community shelters to offer some level of safety and life protection are eligible mitigation activities under the HMGP. This guidance thus pertains to all Florida HMGP wind mitigation projects related to community shelters, and provides an exception to the use of the FEMA 361 criteria required for community shelters. For the

purposes of the FLTRO and FEMA Region IV, this guidance applies to all wind retrofit projects that have been identified in the presently established FLTRO review tracking system as Category 3, community shelter wind retrofits, and Category 4, multi-use wind retrofits involving structures intended for use as a community shelter. General procedures for implementing this guidance are found at the end of this memo.

It is well documented that FEMA encourages the use of a reasonable standard proportionate to identified risk. The State of Florida has adopted, in Section 423.25 of the State Building Code, community shelter criteria proportional to an identification of risk at the site of a community shelter. The State has thus evaluated site-specific risks and adopted mitigation standards in proportion to those risks.

This guidance provides to the State of Florida an exception to current FEMA wind mitigation policy requiring FEMA 361 design criteria for community shelter projects funded under the HMGP. Anticipated publication of the International Code Council Storm Shelter Consensus Standard may result in a re-evaluation of FEMA's wind mitigation policy on a national basis, at which time this exception will also be reviewed.

Current FEMA Wind Mitigation Policy

A January 2001 Memorandum from Michael J. Armstrong, former FEMA Mitigation Division Director, established current policy for wind mitigation projects. The policy, primarily focused on the construction or retrofit of Community Shelters and/or Safe Rooms, is as follows:

- FEMA funded activities for the construction or enhancement of community shelters and safe rooms must meet FEMA's published standards:
 - FEMA Publication 320 for safe rooms; and
 - FEMA Publication 361 for community shelters.
- These standards were designed in partnership with leading wind engineers, building officials and the American Red Cross, and provide "near absolute protection."¹
- Any design for a lesser wind event or for a lower threshold of protection exposes lives to a greater degree of risk than is acceptable.
- HMGP funded safe room and community shelter projects must be cost-effective.

¹ Near Absolute Protection means that, based on our knowledge of tornadoes and hurricanes, the occupants of a shelter built according to this guidance will be protected from injury or death. Our knowledge of hurricanes and tornadoes is based on substantial meteorological records as well as extensive investigations of damage from extreme winds. However, more extreme wind events may hypothetically exist, although they have not been observed. For this reason, the protection provided by these shelters is called near-absolute rather than absolute. See FEMA Publication 361 at 1-2 (2000).

Current Provisions Under State Law and Guidance

Florida's State Legislature has expressed their intention that the State not have a deficit of safe public hurricane evacuation shelter space in any region. Thus, the Florida Department of Community Affairs (FDCA) Division of Emergency Management (DEM) administers a program to survey existing schools, universities, community colleges, and other State-owned, municipally-owned, and county-owned public buildings to identify those that are appropriately designed and located to serve as public hurricane evacuation shelters. Private facilities can choose to be included in the survey, as long as the owner agrees in writing to provide their facility for use as a public hurricane evacuation shelter (Fla. Stat. § 252.385 (2006)). According to Florida Statute § 1013.372(1), the Florida Department of Education has responsibility to develop shelter design criteria to ensure that new educational facilities can serve as public shelters. These criteria have been incorporated into Section 423.25 of the Florida Building Code.

The DEM also prepares a Statewide Emergency Shelter Plan biennially. The Plan, updated April 30, 2006, guides local shelter planning and provides consultative assistance with the construction of educational facilities to provide public shelter space. The Plan identifies the general location and square footage of existing and needed shelters, and identifies the types of educational facilities which should be constructed to comply with public shelter design criteria (Fla. Stat. § 1013.372(2) (2006)). It should be noted that the State does not certify, approve, or designate hurricane shelters. The State only provides data and assistance to local emergency managers, who then use the State's developed criteria as one factor in the selection of appropriate community shelters (2006 Statewide Emergency Shelter Plan, at 1-5).

The State has recognized the American Red Cross (ARC) *Standards for Hurricane Evacuation Shelter Selection* (ARC 4496) as the basis for minimum hurricane shelter evaluation criteria. According to the Shelter Plan, in order for a facility to be described as "safe," "suitable," or "appropriate" for use as a public hurricane shelter, it must at least meet the ARC 4496 criteria. In determining their standard, the State relied on the findings of a University of Florida advisory committee. The committee was comprised of Federal, State, and local emergency management agencies, architects, engineers, school boards, and shelter operations experts from the ARC, and focused on providing a standard that would result in a safe yet cost-effective facility. The ARC 4496 criteria require design, construction, and certification of a structure's capability to withstand wind loads in accordance with the American Society of Civil Engineers Standard 7 (ASCE 7), which ranges from 90 to 150 miles per hour (mph) in the State of Florida, based on geographical location. The criteria also highly recommend increasing the design wind speed by 40 mph.

Guidance to the Florida Long-term Recovery Office and FEMA Region IV

The State of Florida's community shelter criteria do not meet the FEMA 361 specifications. FEMA 361, which is a national guidance document derived from ASCE 7, contains variable risk requirements for "near absolute protection" based on geographic location. FEMA 361 places the entire State of Florida in a 200 mph wind zone. However, the State's shelter selection criteria (ARC

4496 and ASCE 7) reflect, and are proportional to, the identified risk of a hurricane wind event *at a given site*. Structures meeting the criteria have been deemed sufficient to be included on the State of Florida's survey of facilities suitable for use as community shelters. The determination of whether to use the facilities lies with the pertinent emergency management authority. Therefore, FEMA has determined that, with the stipulations identified below, an exception to FEMA's current wind mitigation policy is warranted for the State of Florida.

As of the date of this memo, this exception is applicable to all of the State of Florida's wind mitigation projects that involve structures intended to be identified as community shelters for which HMGP funding is requested. This includes all wind retrofit projects that are classified as Category 3 or 4 of the FLTRO's presently established review tracking system. In lieu of the stated FEMA 361 standard, FEMA will require:

- Implementation of the projects in accordance with the 2006 Florida Statewide Emergency Shelter Plan requirements;
- Design and construction of all wind retrofit shelter facilities according to Section 423.25 of the Florida Building Code. Where possible, FEMA recommends use of the building code recommendation to increase the design wind speed by 40 mph;
- For all wind retrofit projects as identified above, *and including all wind retrofit projects for the purposes of building and contents protection (Categories 1 and 2 of the FLTRO's present tracking system)*, a professional engineer's assessment and certification of mitigation effectiveness, indicating that the structure will provide the level of protection specified in the subgrant application. This assessment and certification shall be reviewed prior to project approval and award of subgrant funding to the State.

Furthermore, the Grantee must provide to FEMA a written statement signed by the State of Florida, the applicant agent, the facility owner (if different), and by the pertinent local emergency manager or emergency management authority, acknowledging:

1. that the subject structure(s) is not being retrofitted in accordance with FEMA 361 standards, and thus does not provide "near absolute protection;"
2. that the subject structure(s) may have vulnerabilities due to age, design, and/or location which may result in damage to the structure(s) from wind events even after the installation of the mitigation measures funded under the HMGP mitigation activity; and
3. that the level of wind protection provided by the mitigation action, although meeting State standards and codes, does not ensure the safety or survival of building occupants.

If you have questions about this guidance, please have your staff contact Cecelia Rosenberg, Chief, Grants Policy Section, by telephone at (202) 646-3321.



FEMA

cc: Shirley
cc: Kath W
cc: Mike Sta

June 21, 2007

Mr. W. Craig Fugate, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Attention: Marcia Chiricos

Reference: Hazard Mitigation Grant Program (HMGP) Community Shelter Guidance – New Construction

Dear Mr. Fugate:

As a follow up to the May 29, 2007, letter outlining guidance for structural wind retrofit projects, below are guidelines for the construction of *new* community shelters in Florida under the HMGP:

New Facilities

If a new facility is:

Scenario 1 New Construction-Dedicated Solely as a Public Community Shelter - For new construction where the function of the new facility is dedicated to function solely as a public community shelter.

Current National Policy

FEMA would pay for up to 75% of the total eligible cost of construction for project applications requesting funds for the purpose of constructing a new facility that will function solely as a Public Community Shelter. These projects are required to include life safety components and adhere to all FEMA 361 requirements, as per the January 10, 2001 memo issued by Michael Armstrong, FEMA Associate Director for Mitigation at the time.

Policy Application to State of Florida

New single use community shelters funded under HMGP in Florida must comply with FEMA 361 requirements. Since Section 423.25 Florida Building Code (FBC) applies to new educational facilities that have dual function as an Enhanced Hurricane Protection Area (EHPA) the exception under the October 16th memo does not apply to single use community shelters.

Scenario 2 New Construction-Dual or Multiple Purpose Use - For new construction which has a dual or multiple purpose (i.e., serves a specific function during non-storm times, and as a shelter during storm events).

Current National Policy

FEMA would pay only up to 75% of those eligible costs associated with above-code construction to FEMA 361 standards for those projects where the proposed new facility has multiple uses and the Public Community Shelter is a secondary purpose. In the case of above-code mitigation the applicant would provide two budgets; one for construction of new building to code and one budget for cost to FEMA 361 standards. These projects are required to include life safety components and adhere to all FEMA 361 requirements, as per the January 10, 2001 memo issued by Michael Armstrong, FEMA Associate Director for Mitigation at the time.

Policy Application to State of Florida

For Florida if the new dual use facility is an educational facility designated as an EHPA community shelter the structure must comply with 423.25 FBC and FEMA HMGP would pay nothing to bring it to compliance. However, HMGP would pay for up to 75% of above code enhancements to FEMA 361 standards. If not an educational facility but still serving as a Community Shelter, FEMA recommends but does not require following 423.25 FBC EHPA standards and FEMA would pay for up to 75% of above code enhancements to FEMA 361 standards.

Scenario 3 Retrofit of Existing Facilities - For existing facilities, FEMA would provide HMGP funds at up to 75% of eligible costs associated with upgrade from existing codes to FEMA 361 standards.

Current National Policy

For those HMGP applications requesting funds to retrofit existing facilities to serve either solely as a Public Community Shelter, or multiple use facility where the public community shelter is a secondary purpose, FEMA would pay only up to 75% of those costs associated with above-code construction to FEMA 361 standards. These projects are required to include life safety components and adhere to all FEMA 361 requirements, as per the January 10, 2001, memo issued by Michael Armstrong, FEMA Associate Director for Mitigation at the time.

Policy Application to State of Florida

For Florida HMGP the October 16, 2006, exception and subsequent related guidance would apply but if applicant and State seek to comply with FEMA 361 requirements we would pay up to 75% of above code costs to retrofit the structure to FEMA 361 standards.

These guidelines applies to all HMGP community shelter projects submitted by the State of Florida as a result of disasters DR-1539, DR-1545, DR-1551, DR-1561, DR-1595, DR-1602, DR-1609, DR 1679, and DR 1680 not funded as of the date of this latter, and all disasters declared for the State of Florida after the date of this letter.

If you have any questions or need any further information, please do not hesitate to contact Gabriela Vigo, of my staff at (229) 225-4595 or Luis Jimenez, FL LTRO Interim Mitigation Branch Director at (407) 268-8801.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad G. Loar". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Brad G. Loar, Director
Mitigation Division

Enclosures

1. May 29, 2007 Letter from FEMA
2. October 16, 2006 Guidance Memo
3. January 10, 2001 Guidance Memo



FEMA

May 29, 2007

Mr. W. Craig Fugate, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Attention: Marcia Chiricos

Reference: Hazard Mitigation Grant Program (HMGP) Structural Wind Retrofit and Hurricane Shelter
Guidance

Dear Mr. Fugate:

On October 16, 2006, David Maurstad, FEMA Mitigation Division Director, in a memorandum to Scott Morris, Director, FEMA Florida Long-Term Recovery Office and Major Phil May, Regional Administrator, FEMA Region IV, granted an exception to FEMA's current wind mitigation policy for the State of Florida. Stipulations of that exception are documented in that memorandum.

The memorandum set forth the requirement for a professional engineer's assessment and certification of mitigation effectiveness, indicating that the structure would provide the level of protection specified in the HMGP subgrant application. Final guidance for implementation of that requirement is enclosed.

In addition, a letter to you dated December 8, 2006, Director Maurstad provided additional clarification and guidance regarding implementation of the October 16, 2006, memorandum. The letter stated that FEMA would provide additional guidance required to implement the policies and technical requirements related to the review and approval of community shelter wind retrofit projects under HMGP.

That guidance has now been finalized and enclosed with this letter along with the October 16, 2006, memorandum and the December 8, 2006, letter. As stated in the memorandum, the enclosed guidance applies to all HMGP wind retrofit projects submitted by the State of Florida as a result of disasters DR-1539, DR-1545, DR-1551, DR-1561, DR-1595, DR-1602, DR-1609 not funded as of the date of the memo, and all disasters declared for the State of Florida after the date of the memo.

If you have any questions or need any further information, please do not hesitate to contact Gabriela Vigo, of my staff at (229) 225-4595 or Jeff Rowbotham, FL LTRO Mitigation Branch Director at (407) 268-8800.

Sincerely,

A handwritten signature in black ink that reads "Brad G. Loar".

for Brad G. Loar, Director
Mitigation Division

Enclosures



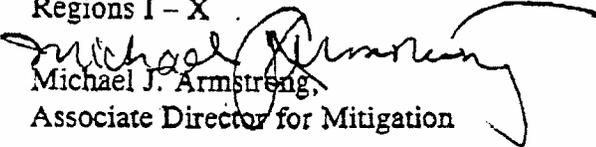
Federal Emergency Management Agency

Washington, D.C. 20472

JAN 10 2001

MEMORANDUM FOR: FEMA Regional Directors
Regions I - X

ATTENTION: FEMA Mitigation Division Directors
Regions I - X

FROM: 
Michael J. Armstrong,
Associate Director for Mitigation

SUBJECT: Funding Criteria for the Construction or Retrofit of
Community Shelters and Safe Rooms

Recently, questions have been raised concerning the criteria required for FEMA funding for improvements to community shelters and safe rooms. This memorandum is intended to provide you with guidance on two important issues: First, whether FEMA mitigation funds may be used for improvements that will enhance protection against high wind and tornado events in an existing community shelter or safe room, but will not achieve near absolute protection. Second, if facility improvements must meet cost effectiveness requirements.

Project applications requesting FEMA funding for high wind and tornado mitigation measures involving the construction or enhancement of community shelters and safe rooms must meet all applicable requirements in FEMA's technical manuals. These currently include: "National Performance Criteria for Tornado Shelters", FEMA 320 Second Edition "Taking Shelter From the Storm: Building a Safe Room Inside Your House", and FEMA 361 "Design and Construction Guidance for Community Shelters." Any questions about these requirements can be addressed to Paul Tertell at (202) 646-3935. These standards were carefully designed by FEMA, in partnership with leading wind engineers and a steering committee of American Red Cross and building officials, to provide for "near absolute protection." If a retrofit or installation of a refuge area is attempted for a lesser wind event or for a lower threshold of protection, lives are being exposed to a greater degree of risk than is acceptable. I have determined that eligible hazard mitigation projects for community shelters and safe rooms must meet the requirements of FEMA technical manuals.

In addition, improvements to shelter areas funded under the Hazard Mitigation Grant Program must be determined to be cost effective. The Stafford Act and its implementing regulations require that HMGP projects be cost-effective (44CFR

206.434(b)). The benefit-cost software provided with FEMA 361 will assist you in making this determination.

I would ask that you please share this information with each State. I hope that this information will allow you to better assist applicants in developing the most effective mitigation measures for the safety of their communities. If you have any questions, please feel free to contact Robert F. Shea, Director, Program Support Division, at (202) 646-3619.

ATTACHMENT D

FEMA-1785-DR-FL Tropical Storm Fay ALLOCATIONS		
COUNTY	FEDERAL ALLOCATION	25% NON- FEDERAL MATCH
Alachua	\$221,002	\$73,667
Baker	\$19,238	\$6,413
Bradford	\$97,377	\$32,459
Brevard	\$3,343,791	\$1,114,597
Calhoun	\$217,929	\$72,643
Charlotte	\$212,551	\$70,850
Clay	\$104,345	\$34,782
Collier	\$1,914,659	\$638,220
Dixie	\$59,142	\$19,714
Duval	\$2,072,987	\$690,995
Flagler	\$367,072	\$122,357
Gadsden	\$131,500	\$43,833
Glades	\$14,871	\$4,957
Gulf	\$15,709	\$5,236
Hamilton	\$33,145	\$11,048
Hardee	\$267,025	\$89,008
Hendry	\$145,157	\$48,386
Highlands	\$87,385	\$29,128
Jefferson	\$131,246	\$43,749
Lake	\$154,531	\$51,510
Lee	\$533,150	\$177,717
Leon	\$4,489,168	\$1,496,389
Liberty	\$94,699	\$31,566
Manatee	\$253,112	\$84,371
Marion	\$20,177	\$6,726
Martin	\$337,296	\$112,432
Monroe	\$426,291	\$142,097
Nassau	\$405,127	\$135,042
Okeechobee	\$281,559	\$93,853
Osceola	\$102,179	\$34,060
Palm Beach	\$2,134,422	\$711,474
Putnam	\$505,694	\$168,565
Sarasota	\$830,028	\$276,676
Seminole	\$598,221	\$199,407
St. Johns	\$548,342	\$182,781
St. Lucie	\$2,881,688	\$960,563
Suwannee	\$58,183	\$19,394
Taylor	\$4,752	\$1,584
Union	\$23,977	\$7,992
Volusia	\$3,511,759	\$1,170,586
Wakulla	\$214,329	\$71,443
Total	\$27,864,814.00*	\$9,288,271*

***Note:** The amounts shown are *initial 90 day estimates* and should be used for planning purposes only. These figures are based upon best available data as of November 2008 and are subject to change.

FEMA will provide the 6-month Lock-in estimate for the Hazard Mitigation Grant Program in March 2009. This future estimate will be used to reevaluate the initial 90 day estimate and establish a lock-in ceiling. At this time the lock-in ceiling will reflect any increase or decrease in the amount of available HMGP funding

ATTACHMENT E

(On agency letterhead)

Date

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

Re: Hazard Mitigation Grant Program (HMGP) applications
for FEMA _____-DR-FL "(insert disaster name)"

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 in which they are to be considered for funding.

FEMA _____-DR-FL "(disaster name)"

Funding priority	Project name or description	Applicant	Goal/ objective implemented	Estimated federal share
1.	Project name	Applicant	3. B. (2)	\$000,000
2.	Project name	Applicant	1. A. (4)	\$000,000
3.	Project name	Applicant	2. B. (4)	\$000,000
<i>Etcetera</i>				

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

Sincerely,

_____, LMS Chair

County LMS

cc:

TIER 2 FUNDING

As the Tier 1 funding process progresses for a named disaster, it is inevitable that there be some counties who are unable to obligate all of the funds allocated to them for various reasons; i.e. the county did not submit enough projects to exhaust their funding amount or one or more of that county's applications were found to be ineligible for funding.

Once this occurs, State Mitigation staff will notify that particular county LMS Chairperson in writing that their unused Tier 1 funding allocation is in jeopardy of being lost. We will then request that county's LMS Chairperson acknowledge the potential loss of funds or identify any potential errors that may have been made on our part in writing. In the event that the county's LMS Chairperson verifies the loss by concurrence, those Tier 1 funds will become Tier 2 funds. These Tier 2 funds will be offered to other LMS Working Groups from other counties included in the same declaration in accordance with the following **Tier 2 Funding procedure**:

- Tier 2 funds will be offered on a priority basis to LMS Working Groups from counties included in the specific disaster declaration (as amended) to which the HMGP project funds are associated. Unless superseded by further directive, only projects submitted within the application period specified in the Notice of Funding Availability (NOFA) are eligible for Tier 2 funding.
- Eligible LMS Working Groups will be offered Tier 2 funding in a priority order based on the amount of their Tier 1 allocation from that specific disaster; **the highest priority will be the county LMS Working Group that received the smallest allocation for that specific disaster.**
- The first round of Tier 2 funding will be offered only to partially funded Tier 1 projects, beginning with the county that received the smallest allocation under that specific disaster and so on until the funds are expended.
 - Should additional Tier 2 funds become available, the offer of funding will pick up at the point it left off in the previous round.
- Once all **partially funded** Tier 1 projects have been fully funded using Tier 2 funds, any **remaining or subsequent funds will be offered to fund eligible non-funded projects.** The highest priority will be the county LMS Working Group that received the smallest allocation for that specific disaster and so on until the funds are expended.
- LMS Working Groups that have been declared under multiple declarations may shift non-funded (**but not partially funded**) projects submitted under other declarations to make them eligible to receive the round of Tier 2 funding.
 - To ensure a more equitable distribution, a cap may be imposed by the Division of Emergency Management on the amount of Tier 2 funds offered to a county. This will be determined at the time and will be based

on thenumber of remaining projects, their distribution and the amount of funds available.

TIER 3 FUNDING

In the event the declared counties are unable to absorb the available project funds through the Tier 1 & Tier 2 process, any remaining funds will be offered on a statewide basis without regard to inclusion in the particular declaration.

- First priority will go to undeclared counties who had no allocation, but were farsighted enough to submit projects for Tier 3 funding within the specified timeframes. Should there be more than one county, the priority shall go to the county with the smallest population.
- Following the undeclared counties, the priority shall be the declared counties, beginning with the county having the lowest total allocation from all declarations (provided that county has eligible non-funded projects submitted within the timeframes specified in the NOFA).
- Should funds remain unobligated after the pool of properly submitted projects is exhausted and where time permits, eligible applicants statewide may be asked to submit new projects, which will be funded on a "first come - first served" basis.
- Additional funds made available through the 6, 12 or 18 month lock-in will be allocated as Tier 1 funds and if necessary a new application period will be created.

**STATE OF FLORIDA - JOINT HAZARD MITIGATION GRANT PROGRAM &
FLOOD MITIGATION ASSISTANCE APPLICATION**

THIS SECTION FOR STATE USE ONLY		
FEMA-____-DR-FL	<input type="checkbox"/> Standard HMGP <input type="checkbox"/> Standard FMA	<input type="checkbox"/> 5% Initiative Application <input type="checkbox"/> Initial Submission or <input type="checkbox"/> Application Complete <input type="checkbox"/> Re- Submission
Support Documents	Eligible Applicant	Project Type(s)
<input type="checkbox"/> Conforms w/ State 409 Plan <input type="checkbox"/> In Declared Area <input type="checkbox"/> Statewide	<input type="checkbox"/> State or Local Government <input type="checkbox"/> Private Non-Profit (Tax ID Received) <input type="checkbox"/> Recognized Indian Tribe or Tribal Organization	<input type="checkbox"/> Wind <input type="checkbox"/> Flood <input type="checkbox"/> Other: _____
Community NFIP Status: (Check all that apply) <input type="checkbox"/> Participating Community ID#: _____ <input type="checkbox"/> In Good Standing <input type="checkbox"/> Non-Participating <input type="checkbox"/> CRS	Reviewer Phone#: _____ Reviewer Fax#: _____ Reviewer E-Mail: _____ Date Application Received: _____	
State Application ID: _____ State Reviewer: _____		
Signature: _____		Date: _____

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance with this application, please contact your State Emergency Management Division at (850) 922-5269.

A. To Fill Out This Application: Complete all sections, which correspond with the type of proposed project

- General Application Sections:** pp.1-5: All Applicants must complete these sections
Environmental Review: pp. 6-9: All Applicants must complete these sections
Maintenance Agreement: p. 10: Any Applications involving public property, public ownership, or management of property
Acquisition Worksheet: pp.11-13: Acquisition Projects only -- one worksheet per structure
Elevation Worksheet: pp.14-18: Elevation Projects only -- one worksheet per structure
Drainage Worksheet: pp. 19-21: Drainage Projects only
Wind Retrofit Worksheet: pp. 22-24: Wind retrofit projects only (HMGP only) -- one worksheet per structure
 pp. 25-27: Wind retrofit/shelter projects only (HMGP only) -- one worksheet per structure
Attachment A: FEMA Form 90-49 (Request for Public Assistance): All Applicants must complete, if applicable.
Attachment B: HMGP/FMA Application Completeness Checklist: All applicants are recommended to complete this checklist

B. Applicant Information

FEMA-Blank-DR-FL **DISASTER NAME: Blank** *Ex., FEMA-1609-DR-FL: Hurricane Wilma*

Title / Brief Descriptive Project Summary: _____

1. Applicant (Organization): _____
2. Applicant Type:
 State or Local Government Recognized Native American Tribe Private Non-Profit
3. County: _____
4. State Legislative District: _____ Congressional District(s): _____ House: _____ Senate: _____
5. Federal Tax I.D. Number: _____
6. FIPS Code*: _____ (*if your FIPS code is not known, please fill out FEMA Form 90-49 (Attachment A) so that the Department may obtain a FIPS code for you)
7. National Flood Insurance Program (NFIP) Community Identification Number (this number can be obtained from the FIRM map for your area): _____
8. NFIP Community Rating System Class Number (FMA ONLY): _____
9. NFIP Last Community Assistance Visit Date (FMA ONLY): _____
10. Attach proof of current Flood Insurance Policy (FMA only). Flood Insurance Policy Number: _____

**STATE OF FLORIDA - JOINT HAZARD MITIGATION GRANT PROGRAM &
FLOOD MITIGATION ASSISTANCE APPLICATION**

11. Point of Contact

Ms. Mr. Mrs. First Name: _____ Last Name: _____
Title: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____
Email Address (if available): _____

12. Application Prepared by: Ms. Mr. Mrs. First Name: _____ Last: _____
Title: _____ Telephone: _____ Fax: _____

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

Ms. Mr. Mrs. First Name: _____ Last Name: _____
Title: _____ Telephone: _____ Fax: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Signature: _____ Date: _____

14. All proposed projects should be included in the county's Local Mitigation Strategy (LMS).
Attach is a letter of endorsement for the project from the county's Local Mitigation Strategy Coordinator. Yes No

15. Has this project been submitted under a previous disaster event? If so please provide the disaster number and project number if available. _____

Section I. 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 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 Minor drainage project that reduces localized flooding
 Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project: _____
4. 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 (1%) flood)

_____ structure(s) protected against the _____ -year Flood (10, 25, 50, 100, or 500 year)

_____ structure(s) protected against _____ mile per hour (mph) winds
5. **Engineered projects only** (e.g. Drainage Improvements, Erosion Control or other special project types. (Other special project types include drainage and other engineered projects. These projects are unlike acquisition, elevation or wind retrofits/shutters.)) Attach to this page **ALL** engineering calculations and design plans used to determine the above level of protection.
6. Project will provide protection against the hazard(s) above for _____ years (i.e., what is the useful life of the project)

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.**

Description of the existing problems-

Describe the type(s) of protection that the proposed project will provide-

Scope of Work (describe in detail, what you are planning to do)-

Describe any other on-going or proposed projects in the area that may impact, positively or negatively the proposed HMGP or FMA project-

Section II. 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 zip codes; and if available, please provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:
2. Title Holder: _____
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. That is, *all* structures in project area.

<input type="checkbox"/> Residential property: _____	<input type="checkbox"/> Businesses/commercial property: _____
<input type="checkbox"/> Public buildings: _____	<input type="checkbox"/> Schools/hospitals/houses of worship: _____
<input type="checkbox"/> Other: _____	

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

<input type="checkbox"/> Attach two (2) copies of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. <i>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.</i> FIRMs 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 http://www.fema.gov/home/MSD/hardcopy.htm
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)
<input type="checkbox"/> VE or V 1-30 <input type="checkbox"/> AE or A 1-30
<input type="checkbox"/> AO or AH <input type="checkbox"/> A (no base flood elevation given)
<input type="checkbox"/> B or X (shaded) <input type="checkbox"/> C or X (unshaded)
<input type="checkbox"/> Floodway
<input type="checkbox"/> Coastal Barrier Resource Act (CBRA) Zone (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).
<input type="checkbox"/> 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.

C. City or County Map with Project Site and Photographs

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

- For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired. The map should include the Tax ID numbers for each parcel, if possible.
- Attach photographs (at a minimum 2 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, which affect the site or will be affected by the project. For each structure, please include the following angles: front, back and both sides.

Section III. Budget/Costs

In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Since project administrative costs are calculated on a sliding scale, **do not** include them in the budget. Also, **do not** include contingency costs in the budget. **Avoid the use of lump sum costs.**

A. Materials

<i>Item</i>	<i>Dimension</i>	<i>Quantity</i>	<i>Cost per Unit</i>	<i>Cost</i>

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

<i>Description</i>	<i>Hours</i>	<i>Rate</i>	<i>Cost</i>

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

<i>Description of Task</i>	<i>Hours</i>	<i>Rate</i>	<i>Cost</i>

Total Estimated Project Cost \$ _____

Section IV. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP/FMA are federally funded programs, 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.**

1. 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.

- Detailed project description, scope of work, and budget/costs (Section I (p. 2) and Section III (p. 5) of this application).
- Project area maps (Section II, part B & C of this application (pp. 3-4)).
- Project area/structure photographs (Section II, part C of this application (p. 4)).
- Preliminary project plans.
- Project alternatives description and impacts (Section IV of the application (pp. 6-8)).
- Please complete the applicable project worksheets. Dates of construction are required for all structures.
- Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* (page 9 of this application).

2. Alternative Actions

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.

**Section IV. Environmental Review;
continued**

Alternative Actions,

(NOTE: This application CANNOT be processed if this section is not completed.)

2. Other Feasible Alternative

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Complete *all* of parts **a-e** (below) and include engineering details (if applicable).

a. Project Description for the Alternative

Describe, in detail, the alternative project. Also, explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s).

b. Project Location of the Alternative (describe briefly)

- Attach a map or diagram showing the alternative site in relation to the proposed project site
- Photographs (2 copies) of alternative site

c. Scope of Work for Alternative Project

Section IV.

Alternative Actions, continued

d. Impacts of Alternative Project

Below, 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.

1. Materials

<u>Item</u>	<u>Dimension</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>

2. Labor (Include equipment costs -- please indicate all "soft" or in-kind matches)

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>

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

<i>Description of Task</i>	<i>Hours</i>	<i>Rate</i>	<i>Cost</i>

Total Estimated Project Cost \$ _ _

HMGP/FMA ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

<p><i>Retrofits to Existing Facilities/Structures</i> <i>Elevations</i> <i>Acquisitions with Demolition</i></p>
<ul style="list-style-type: none">✓ Dates of Construction✓ Concurrence from State Historic Preservation Officer if structure is 50 years or older or if work to be done is outside the existing footprint.

<p><i>Drainage Improvements</i></p>
<ul style="list-style-type: none">✓ Engineering plans/drawings✓ Permit or Exemption letter to address any modifications to water bodies and wetlands<ul style="list-style-type: none">○ Department of Environmental Protection○ Water Management District○ U.S. Army Corps of Engineers✓ Letter from State Historic Preservation Office addressing archeological impacts.✓ 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 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.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with environmental staff on project types not listed.

Section V. 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 their application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ of _____, State of Florida, hereby agrees that
(City, Town, County)
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 Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supercede, 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* _____

****Please 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.)***

Joint HMGP/FMA Application Completeness Checklist

This checklist contains an explanation, example and/or reference for information requested in the application. Please use this checklist 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 checklist is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: _____

Applicant: _____

Application Requirements	Explanation of Information Required	[
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project - For example - City of Florida City Hall Wind Retrofit	
1. Applicant	Name of organization applying, must be an eligible applicant.	
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C) (Example - IRS letter, Tax Exempt Certificate).	
3. County	Indicate county in which the project is located.	
4. State Legislative & Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://election.dos.state.fl.us/county/index.shtml	
5. Federal Tax I.D. Number	List the FEIN number. May be obtained from your finance/accounting department.	
6. FIPS Code	List the FIPS Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	
7. NFIP ID Number	List the NFIP number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	
8. NFIP CRS	Applicable to FMA only.	
9. NFIP Last CA Visit	Applicable to FMA only.	
10. Proof of NFIP Coverage	Applicable to FMA only.	
11. Point of Contact	Please provide all pertinent information for the point of contact. If this information changes once the application is submitted, please contact the HMGP staff immediately.	
12. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 11) and/or the applicant's agent (line 13).	
13. Authorized Applicant Agent	An authorized agent must sign the application. <i>“An authorized agent is the chief elected official of a local government 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 delegate’s signature authority, a copy of the <u>resolution</u> by the governing body authorizing the signature authority for the individual signing must be provided.”</i>	
14. LMS Letter	A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter . Applications without a letter of endorsement will not be processed.	

Section I - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards the Proposed Project will Mitigate:	Please identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	
2. Identify the Type of Proposed Project	What type of mitigation project is being proposed?	
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project.	
4. 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. For example, in a wind retrofit project, the product specifications should include product test results or a signed and sealed letter from a professional engineer.	
5. Engineered Projects only (e.g. Drainage)	Include engineering calculations, studies and designs for the proposed project (<i>for engineered projects only</i>).	
6. Life of the project	What is the useful life of this project? (FEMA standard values are: infrastructure, and major drainage, 50; elevations and minor drainage, 30; wind, 15; acquisition, 100) If these values are not used, please attach support documentation as a justification of the value entered. For example, in a wind retrofit project, the product specifications should include product life.	

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

Existing Problem	Describe the existing problem, location, source of the hazard and the history and extent of the damage. Include newspaper articles, insurance documentation, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	
Type of Protection	How will the funding solve the existing problem and provide protection?	
Scope of Work: What the project proposes to do.	What is 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 mitigation-- not maintenance.) <i>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(b)(4))?</i> <i>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(b)(5)(i))?</i> See Model Scope of Work Language in HMGP Application Desk Reference. Generators should not be included in the scope of work.	
On-going or proposed projects in the area.	Are other projects, zoning changes, etc. planned (especially in the same watershed if the flooding is being addressed) that may negatively or positively impact the proposed project? If there is a drainage project or downstream issues elsewhere, it may negate the flooding issue, eliminating the need for a flooding project. Yes/No or unknown with explanation if yes. Response applies to drainage and acquisition projects and N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	

Section II - Project Location

A. Site

1. Physical Location	What is the physical location of the project site(s) including the street number(s), zip codes(s) and GPS coordinates (latitude/longitude). The physical address must correspond with the address locations specified on maps submitted with the application.	
2. Title Holder	Provide the titleholder's name.	
3. Project seaward of the CCCL?	Is the project site located seaward of the Coastal Construction Control Line?	
4. Number of structures types 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 I, Item 4.	

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 http://www.store.msc.fema.gov/ . See instructions on How to make a FIRMette.	
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s).	
3. FHBM	Not required if a copy of the FIRM is attached.	

Note: All maps must be linked to the application.

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site 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 www.topozone.com .	
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	
4. Site Photograph	At least two sets of photographs are required which clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas, which 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 (front, toward the street and back, toward backyard) to show the area should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	

Note: All maps must be linked to the application.

Section III - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid 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. It is important 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.

A. Materials	How much do the materials costs?	
B. Labor	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 match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy "in-kind" match contributions).	
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	
Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	

D. 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.) 44 CFR 13.24 (b)(1).

Estimated FEMA Share	The estimated FEMA share is generally 75%. If the FEMA share is not 75%, assure actual amount is entered. It could be 50% or 35%, etc. of the total dollar amount of project depending on county allocation and LMS priority. This figure cannot exceed 75%.	
Estimated Local 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. For example, CDBG funds.	
Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>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.</i>	
Total Project (Global) Match	Project (global) match must 1) be a project funded 100% within the county; 2) meet all the eligibility requirements of HMGP and 3) begin after the declaration date of the disaster. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted, as global match for another project, must meet the same period of performance time constraints as HMGP program.</i>	
Total Funding	Total must represent (100%) of the total estimated project cost.	

E. Project Milestones/Schedule of Work

Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (<i>e.g. Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc., See Sample Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. If the project is approved, there will only be one extension allowed, regardless of justification. Please allot for the appropriate amount of time.	
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Section IV - 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.

Detailed project description, scope of work & budget/costs	Complete Sections I & III of the application.	
Project area maps	Complete Sections II, part B & C of the application.	
Project area/structure photographs	Complete Section II, Part C of the application.	
Preliminary project plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	
Project alternatives description and impacts	See Section IV of the application.	
Project worksheets – Dates of construction required on all projects	Dates of construction are required for all structures. See worksheets.	
Documentation requirements by project type	Please provide any of the required documentation as listed on page 9 in the Information and Documentation Requirements by Project Type that may have already been obtained.	

Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	
2. Other Feasible Alternative Action		
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(b)(5)(iii))?		
a. Project Description for the Alternative	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. If the proposed action is ineligible, what is another feasible alternative? Describe how the alternative project will solve the problem and provide protection from the hazard.	
b. Project Location of the Alternative (describe briefly)		
c. Scope of Work for Alternative Project		
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for Alternative Project		
A. Materials	Optional	
B. Labor	Optional	
C. Fee Paid	Optional	
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted.	

Section V - Maintenance Agreement

Signature	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	
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Property Acquisition Worksheet

A. Assure a separate worksheet for each individual property to be acquired is provided.

Photos (a minimum four color photographs)	Make sure photos have been attached to the application and are clearly identified.	
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B. Site Information

1. Owner's Name	Check and make sure information provided matches other entries in the application.	
Social Security #	If the application is approved, this information may be provided upon request.	
Spouse's Name	List if applicable.	
Spouse's SS#	If the application is approved, this information may be provided upon request.	
2. Street Address (city, state & zip) or Phys/Legal Location	Check and make sure information provided matches other entries in the application.	

Substantial Damage

3. Substantial Damage Certification	If applicant claims substantial damage, assure that a Substantial Damage Certificate signed by the Local Building Official is provided and assure that documentation exists to show the property is located in a Special Flood Hazard Area (FIRM).	
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The data for numbers 4, 5, and 6 of this part and all of Section D are *not required if the structure is located in the SFHA and a Substantial Damage Certificate is attached.*

4. Base Flood Elevation of Property	Provide the following information: ➤ Base flood elevation, prepared by a surveyor Elevation Certificate	
5. Lowest (Finished) Floor Elevation of Principal Structure	Provide the following information: ➤ Lowest (Finished) Floor Elevation of Principal Structure (above sea level) Elevation Certificate	
6. Depth of Water	Provide the following information is provided: Depth of water in the structure _____ inches for ___ day(s)	
7. Post Mitigation Property Use	Provide the post mitigation use in the statement of work and/or this worksheet. The post mitigation use must be in concurrence with 44 CFR 206.434(e). Examples include open space, park, wetland and retention pond.	

C. Structure Information

1. Tax Assessor's Record	Attached copy of the local government Tax Assessor's record for the subject property; or a tax map.	
2. Building Type	Check one option.	
3. Building Use	Check at least one option.	
4. Construction Type	Check one option.	
5. Construction Date	When was the structure built?	
6. Total Sq. Ft. of Principal Structure	Provide the square footage (heated & cooled areas only).	
7. Est. Cost to Replace Principal Structure, (if known)	Provide documentation from contractor or tax assessor. Property Valuation Assessor, local building Inspector, contractor, builder or construction company, architect or building engineer. Standard references such as: Marshall & Swift Residential cost Handbook, RS Means, Means Square Foot Cost Guide or results from www.buildingcost.com.	
8. Accessory/Out	Are there any other attached or detached buildings on the lot? Please describe	

Buildings	(location, type of structure, age and value).	
9. Commercial Property	Contact State environmental staff.	

D. History of Hazards/Damages (to the Property being acquired)

NOTE: *The following data is not required if the property is located in the Flood way or if a Substantial Damage Certificate (for most recent disaster) is attached.*

Current & Past Damages	Refer to acquisition worksheet.	
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Note regarding damage estimates: the date, level of event, description of damages, cost of repairs/replacement must be specific to ONLY the building under consideration. Countywide damage estimates (e.g., Hurricane Irene, 1999 caused 2 million dollars damage) cannot be used. Additionally, vague information is not useful or acceptable in lieu of specific building damage estimates. The property damages can be a homeowner's estimate; however, please include a contractor's itemized repair estimate, if possible.

E. Acquisition Cost Worksheet

Assure cost data is provided. If not, flag in tracker.

Acquisition Cost	Refer to acquisition worksheet.	
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Please note: (Pre-Disaster Fair Market Value) The community may determine the pre-disaster fair market value by using either the local tax assessed value (plus a percentage to approximate market value) or a State Certified Property Appraiser's estimate. In either case, the market value must be based on pre-disaster conditions. Also, if a local tax assessed value is used, a letter from the Local Property Appraiser must accompany the application.

Elevation Worksheet

➤ **Recommended elevation is at least two feet above the Base Flood Elevation.**

Photos (a minimum four color photographs)	Make sure photos have been attached to the application and are clearly identified.	
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A. Site Information:

1. Owner's Name	Check and make sure information provided matches other entries in the application.	
Social Security #	If the application is approved, this information may be provided upon request.	
2. Spouse's Name	List if applicable.	
Spouse's SS#	If the application is approved, this information may be provided upon request.	
3. Street Address (City, state and zip) or Phys/Legal Location	Check and make sure information provided matches other entries in the application.	

B. Structure Information:

1. Building Type	Check one option.	
2. Building Use	Check at least one option.	
3. Construction Type	Check one option.	
4. Foundation Type	Select one option.	
5. Construction Date	When was the structure built?	
6. Modification/Upgrades Date	Has the structure been modified and/or upgraded? <i>(If the structure has been modified and/or upgraded the date must be provided.)</i>	
7. Pre-disaster Value	Provide the amount and attach support documentation. Documentation options may be: 1. Tax Assessor's record or certified appraisal (pre-disaster). Property Valuation Assessor, local building Inspector, contractor, builder or construction company, architect or building engineer. Standard references such as:	

	Marshall & Swift Residential cost Handbook, RS Means, Means Square Foot Cost Guide or results from www.buildingcost.com.	
8. Total Value of Contents	Provide the total value of content. Up to 30% of the building replacement value or \$20,000 is the FEMA default and no support documentation required. <u>Otherwise, support documentation</u> , such as, insurance records, appraisals, purchase receipts, estimates based on current market prices for similar contents <u>is required</u>	
9. Flooding Depth	What was the depth of flooding in the structure?	
10. Flooding Period	What was the period of flooding? How long did the flooding last?	
11. Level of Flooding	What was the level of flooding?	
12. Elevation Information	Provide an elevation certificate is provided.	

C. Required Information for Elevation Projects Located in a V-Zone or Numbered A-Zone

1. Elevation of Lowest Livable Floor	Refer to elevation worksheet. Contact the State technical staff if assistance is needed.	
2. Base Flood Elevation		
3. Local Code Elevation Requirement		
4. Flood Frequency		

D. History of Hazards/Damages (to the Structure being elevated)

Assure all current and past damages to the structure (including its contents) are provided. Damages must be fully documented. The applicant should include damage from declared disaster events AND other hazard events which did not result in a presidential declaration. For example, newspaper articles, insurance records, receipts, logs or journals.

Note regarding damage estimates: The applicant must provide the date, type of event, and description of damages specific to ONLY the building under consideration. Countywide damage estimates (e.g., Hurricane Irene, 1999 caused 2 million dollars damage) cannot be used. Further, vague information is not useful or acceptable in lieu of specific building damage estimates.

E. Elevation Cost Information

The Elevation Cost Worksheet should include *all* project costs to develop a detailed cost estimate. Any project costs that do not clearly fall under the specified categories (in the table provided in the application) should be submitted for review and determination of funding eligibility under the HMGP program. For example, newspaper articles, insurance records, receipts, logs or journals.

NOTE: For straight elevation, the structure must be retrofitted to the wind fill load requirements (i.e. storm shutters, hurricane clips, etc.). In this instance, complete pages the Wind Retrofit Worksheets.

Drainage Worksheet

Please refer to the Drainage Project Worksheet for the information required. (Check if the appropriate information has been included):

1. Project area plotted on a Flood Insurance Rate Map (FIRM); which includes the front page of map displaying the Community Identification Number.	
2. City or County Scale Map identifying the entire project area.	
3. Topographical Map.	
4. Information regarding Flood Insurance Study.	
5. Number of structures flooded (water inside structure) including depth of flooding. Provide homeowner name, address, and type of home). Include supporting documentation (i.e. pictures,	

newspaper articles, and/or insurance damage estimates). An Elevation Certificate may also be included or field surveyors' elevation measurements.	
6. Number of yards flooded within project area.	
7. Frequency of event. Verify the "Frequency of Event" which caused the damage to the property i.e., 10-Year, 25- Year, 50-Year 100-Year etc. (Information may be obtained from USGS, NWS, NOAA, or Hydraulic/Hydrology Engineer or Rainfall totals for specific date, month & year i.e. how many inches in what period of time). Also include verification of losses due to repetitive minor flood events (i.e. 1, 2, 5 Year Frequency) indicate name of event, date of incident and amount of loss per structure building and content. (Same support documentation as "depth of flooding inside each structure" above #5.)	
8. Amount of damages (in dollar amount), i.e. insurance claims, content damage, structure damage.	
9. Names of roads closed due to flood within project area. Economic loss per day for loss of function of road or bridge (i.e. # one-way trips, detours, delay times).	
10. List of non-profit and public facilities affected by flooding including services provided, i.e. fire stations, hospitals.	
11. Annual operating budget.	
12. Annual Maintenance for the system performance.	
13. Color photographs of the damaged infrastructure property. (Ditches, Culverts, Swales, Detention/retention basins and ponds). (DIRECTION must be identified.)	
14. Preliminary or final Engineering Design Plans or feasibility study, if available	
15. Final plans, hydrology/hydraulic studies, if available.	
16. Estimated line item budget.	
17. A project may be phased to provide technical and financial assistance to the applicant if local resources are not available. The purpose of a phased project is to allow completion of design, engineering and environmental study.	
18. Other direct damages caused by flooding.	
19. Indirect damages caused by flooding.	
20. Avoidable damages and corresponding flood frequencies.	
21. A Letter of Map Revision (LOMR), if needed for this project.	

NOTE: Please complete the appropriate worksheet by project type. This data will be used for the benefit cost analysis (BCA) to determine cost effectiveness. The project worksheets explain the required information and documentation. Individual worksheets are required for each structure (wind retrofit, acquisition, elevation, shelter retrofit). Contact the State technical staff for assistance, if needed.

Wind Retrofit Worksheet

Photos of each side of the building to be retrofitted.	Make sure photos have been attached to the application and are clearly identified.	
Shutter System Compliance with Dade County or Florida Building Code Specs	The appropriate documentation determining shutter system compliance should be attached.	

A. Project Information

1. Building Name	Check and make sure information provided matches other entries in the application.	
2. Address	Check and make sure information provided matches other entries in the application.	
3. City, State & Zip	Check and make sure information provided matches other entries in the application.	

4. Owner/Applicant	Check and make sure information provided matches other entries in the application.	
5. Contact Person	The contact person will most likely be the same as provided on page two of the application, however there may be the person familiar with the engineering aspects other than the contact person listed on Page 2, Item 11 in the application. Please note.	
6. Disaster Number	N/R	
7. Project Number	N/R	
8. Application Date	N/R	
9. Analyst	N/R	

B. Building Data

1. Select Building Type	<input type="checkbox"/> Wood Frame Single Family (Bldg 1-2) <input type="checkbox"/> Manufactured Housing (Bldg 5-9) <input type="checkbox"/> Fire Stations (Bldg 26-28) <input type="checkbox"/> Masonry Industrial (Bldg 33-34) <input type="checkbox"/> Commercial (Bldg 35-48) <input type="checkbox"/> Other (Select from Table 1 FEMA WDF Mnl)	} Refer to wind retrofit worksheet.	
2. Building Site (Miles Inland)	For assistance, contact State technical staff.		
3. Number of Stories Above Grade	Refer to wind retrofit worksheet.		
4. Construction Date	When was the structure built?		
5. Historic Building Controls	N/R		
6. Disaster Number	N/R		

C. Building Size and Use

1. Total Floor Area (SF)	Refer to wind retrofit worksheet	
2. Area Occupied by Owner or Public/Non-Profit Agencies IF APPLICABLE	<i>NOTE: In most instances, the Total Floor Area and Area Occupied by Owner or Public/Non-Profit Agencies will be the same. If building is leased, include lease agreement.</i>	

D. Building Value

1. Building Replacement Value	Support documentation may include: <ol style="list-style-type: none"> 1. Insurance policy (Declaration Page) 2. Public Works/Building Department Property Valuation Assessor, local building Inspector, contractor, builder or construction company, architect or building engineer. Standard references such as: Marshall & Swift Residential cost Handbook, RS Means, Means Square Foot Cost Guide or results from www.buildingcost.com.	
2. Demolition Threshold	N/R	

E. Building Contents

1. Contents Description	Describe the contents of the building.	
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2. Total Value of Contents	Provide documentation such as insurance records, appraisals, purchase receipts, or estimates based on current market prices for similar contents are provided.	
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F. Displacement Costs Due to Wind

1. Rental Cost of Temporary Building Space (\$/sf/month)	The FEMA default is \$1.00 per square foot. Otherwise, support documentation, such as, rental cost from a realtor, copy of rental agreements, commercial rental ads or property management organizations is required.	
2. Other Displacement Costs (\$/month)	The FEMA default is \$500. Otherwise, support documentation, such as receipts or estimate, is required.	

G. Value of Public Non-Profit Service

1. Description of Services Provided	Refer to wind retrofit worksheet.	
2. Annual Budget of Public Non-Profit (applicant) Agencies	How much does it cost to operate the building? Provide the operating budget <u>specifically for the building/project site</u> , not the entire city/county/school district budget.	
3. Post Disaster Continuity Premium (\$/day)	N/R	

H. Mitigation Project Data

1. Project Description	The project description provided should correspond with Section I, B in the application.	
2. Project Useful Life (Years)	Refer to wind retrofit worksheet.	
3. Mitigation Project Costs	The amount should correspond with the total cost stated at Section III, D.	
4. Base Year of Costs	N/R	
5. Annual Maintenance Costs (\$/year)	Refer to wind retrofit worksheet.	

