Guide for Citizens Seeking Mitigation Project Funding

Are you interested in making your home or business safer against future disaster damage?

Mitigation is the reduction and/or elimination of potential risk to life and/or property. Mitigation is a cost-effective way to avoid future damage from disasters such as flooding or high winds. Mitigation funding may be available, but each community is different and options may vary. Mitigation grant programs include:

- Hazard Mitigation Grant Program
- Pre-Disaster Mitigation
- Residential Construction Mitigation Program
- Flood Mitigation Assistance

Each program has different requirements and periods of availability. Local officials will have the best information on the programs applicable in your area. Typical departments in a community that may be able to assist residents in taking advantage of these mitigation funding programs may include:

- Local Grants Office
- Local Mitigation Strategy Working Group
- Local Office of Emergency Management
- Local Planning Department

Visit http://www.floridadisaster.org/Mitigation/Local/Index.htm and click on LMS Working Group Contact List to find the contact for your area.

Important Points to Consider

- Individuals and businesses must apply through local government only. Eligible applicants include state agencies, tribal governments, local government/communities and private non-profit organizations.
- With any given grant program, local residents could be required to pay up to 25% of the overall project cost.
- Individual residential mitigation projects could be grouped together with other similar projects under the same grant.
- Work with local officials to ensure that your project qualifies for mitigation grant funding.
- Mitigation grants are not an emergency relief program. They are a process to make communities more resilient to future disasters.

For more details, visit www.FloridaDisaster.org and click on Mitigation or call the Mitigation Hotline at 850-922-4075.
How to get early environmental reviews for certain project types.

Are you a declared county looking to submit for Hazard Mitigation Grant Program funding?

Would you like get an early start on the environmental and historic preservation (EHP) review?

If you answered, "yes," to all, then we would like to help.

Even before the Notice of Funding Availability is published, those eligible applicants seeking funding for the above listed project types can get a preliminary EHP review. This is a great way to get a jump start on the review process for those projects you know you will be submitting.

What we need to get started:
- A notice of voluntary interest
- Neighborhood or geographic area of the project site(s)
- The type and scope of project being submitted
- Addresses (if available)

Additional info helpful for Acquisition–Demolition/Elevation reviews:
- Documentation of the year(s) of original construction, and any additions/modifications to existing structure.
- Plans of proposed excavations or other ground disturbing activities.
- Photos of structure (all sides).
- Copies of any available plans for existing structure, as well as documentation of any changes made since original construction.

Got questions?
Call our Mitigation Hotline (850) 922-4075
Visit FDEM Mitigation

Check out The Florida GreenBook

1 http://www.floridadisaster.org/Mitigation/Hazard/forms.htm
The First 90 Days

A quick guide to the Hazard Mitigation Grant Program timeline

Presidential Declaration

Check State website for any updated forms and information.

Suggested County Actions

⇒ Meet with Local Mitigation Strategy (LMS) Working Group.
⇒ Solicit projects from jurisdictions.
⇒ Ensure new projects are placed on the LMS project list.
⇒ Choose projects from the LMS project list to focus on. Preferably ones that vary in budget.
⇒ Prioritize the selected projects in the order that you want them funded. (you may want them ordered differently than your LMS project list)
⇒ Ensure each project has an endorsement letter from the Chairperson or Vice Chairperson of the LMS Working Group to accompany the project, if it is chosen.
⇒ Begin working on applications as much as possible.

Ask Questions

Notice of Funding Published along with 90-day estimate.

Ask Often

Got questions?

Call our Mitigation Hotline (850) 922-4075

Visit FDEM Mitigation

Florida Emergency Management

SERT
Post 90 days

A quick guide to the Hazard Mitigation Grant Program timeline

Tips for Declared Counties (Tier 1 & 2)

⇒ If you haven't already done so, determine which projects from your Local Mitigation Strategy (LMS) project list you will submit based on your allocation.
⇒ Prioritize the selected projects in the order that you want them funded. You may want them ordered differently than they are in this LMS project list.
⇒ If possible, over-submit for your allocation.
⇒ Begin/Complete the applications for your selected projects.
⇒ Complete the application checklist to ensure nothing has been overlooked or left out.
⇒ Ask questions. Ask often.

Tips for Un-declared Counties (Tier 3)

⇒ If you haven't already done so, determine which projects from your Local Mitigation Strategy (LMS) project list you will submit based on your allocation.
⇒ Prioritize the selected projects in the order that you want them funded. You may want them ordered differently than they are in this LMS project list.
⇒ If possible, submit as many projects as you can as early as you can.
⇒ Begin/Complete the applications for your selected projects.
⇒ Complete the application checklist to ensure nothing has been overlooked or left out.
⇒ Ask questions. Ask often.

Sub-recipient submits completed applications to the State for review. Review includes:
⇒ Technical feasibility
⇒ Environmental soundness
⇒ Cost-effectiveness
⇒ Floodplain management compliance

The State submits projects to FEMA for approval.

FEMA reviews and issues award letters for approved projects.

The State begins the contracting phase with the sub-recipient.

Project begins

Got questions?

Call our Mitigation Hotline (850) 922-4075

Visit FDEM Mitigation
FEMA's Hazard Mitigation Assistance
Scoping Narrative: Scope of Work, Schedule, and Cost Estimate

Required Components

The application must include a description of the activities and anticipated outcomes as a means for FEMA to determine whether the activities are eligible, whether the Applicant can complete the activities within the POP, and whether the proposed costs are reasonable.

A scoping narrative describes the proposed activity and includes three elements:

- SOW
- Schedule
- Cost estimate

The scoping narrative stipulates the deliverables, identifies the tasks required to complete the proposed activity, and defines the tasks to be accomplished in clear, concise, and meaningful terms. All cost elements must match tasks and provide sufficient detail for FEMA to determine whether the subapplication is eligible. The scoping narrative will become part of the conditions of the award. All activities must be identified in the scoping narrative prior to the close of the application period.

The following are required elements of a scoping narrative for a planning or project subapplication:

- **Introductory Statement**: The SOW starts with a short statement that describes the proposed activity and what will be accomplished by the end of the POP.

- **Activities Description**: The SOW describes the proposed approach, outcomes, and level of effort, including key milestones and schedule, and the relationship of each activity to the cost estimate. The description explains how the outcomes will be reached. The responsible party for each task is identified.

- **Deliverables, Key Milestones, and Schedule**: The schedule includes all tasks identified in the SOW and the relationship of each activity to the cost estimate. The schedule identifies major milestones with targets dates for meeting each milestone, including anticipated quarterly usage of Federal funds. Proposed schedules must not exceed the POP for the grant. Sufficient detail is provided so FEMA can determine whether the proposed activities can be accomplished within the POP. See Part VI, D.4.

- **Personnel**: The SOW narrative identifies proposed staff and describes relevant experience in managing proposed activities, contractors, and Federal awards.

- **Task Management**: The SOW narrative describes the methods the subapplicant will use to manage the tasks and contractors, and monitor and report on progress, including proposed accountability measures.
• **Cost Estimate:** The cost estimate matches the proposed level of effort from the SOW and work schedule. Cost estimates include various cost item categories, such as labor, materials, equipment, and subcontractor costs. Source materials used to support the cost estimate are referenced and include sufficient detail so FEMA can determine whether costs are reasonable based on proposed activities and level of effort.
  o **Cost Share:** The cost estimate identifies the cost categories and value for anticipated cash and third-party in-kind contributions for meeting the non-Federal cost share.
  o **Pre-award Costs:** To be eligible for HMA funding and/or as a cost-share, pre-award costs must be included as separate line items in the cost estimate.
  o **Closeout:** The subapplicant must document actual costs for eligible activities at closeout.
  o **Ineligible Format:** Lump-sum cost estimates are not eligible and will be NOT be accepted.
  o **Contingency Cost:** An allowance in the total cost estimate to cover situations that cannot be fully defined at the time the cost estimate is prepared, but that will likely result in additional eligible costs. See Part VI, D.3.4. A contingency cost should be included as a line item in the budget section of a project application. As with other line items in the budget, the subapplicant should justify the contingency estimate based on the nature of the proposed project.

• **Considerations for Management Cost, Project, or Planning Applications:** The SOW addresses unique considerations for the type of activities proposed. See Part IV, H.2, H.3, and H.4.

• **Ranking Factors:** The SOW explains how the activities will address the goals and objectives or ranking factors of the relevant HMA program. For PDM and FMA, FEMA will identify funding priorities in the Notice of Funding Opportunity announcement. For HMGP, the pass-through entity may identify funding priorities.
HMGP Funding Allocation

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 FUNDING
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 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 nonfunded 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 the number 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 though 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.
HMGP Frequently Asked Questions

What is the Hazard Mitigation Grant Program?
Authorized under Section 404 of the Stafford Act, the Hazard Mitigation Grant Program (HMGP), administered by the Federal Emergency Management Agency (FEMA) and managed by the Florida Division of Emergency Management's Bureau of Mitigation (Division), provides grants to state, Tribal and local governments to implement long-term mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce or eliminate the loss of life and property due to natural and man-made disasters and to enable mitigation measures to be implemented during the immediate recovery process from a disaster.

Who are the eligible applicants?
The following are eligible applicants under the HMGP:
- State and local governments;
- Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 CFR, Section 206.221(e); and
- Indian tribes or authorized tribal organizations.

Individual home and business owners may not apply directly to the program; however, a community may apply on their behalf through its Local Mitigation Strategy (LMS) Working Group.

What types of projects are eligible for funding under the HMGP?
HMGP funds may be used for projects that will reduce or eliminate the losses from future disasters. Projects must provide a long-term solution to a problem, for example, elevating a home above the floodplain to reduce the risk of flood damages as opposed to buying sandbags and pumps to fight the flood. In addition, a project's potential savings must be more than the cost of implementing the project. Funds may be used to protect either public or private property, or to acquire property subjected to or in danger of repetitive damage.

Eligible projects include, but are not limited to:
- Acquisition of real property in hazard areas
- Retrofitting of existing buildings and facilities
- Elevation of flood prone structures
- Infrastructure protection
- Small-scale stormwater management improvements
- Minor structural flood control projects
- Relocation of structures from hazard areas
- Retrofitting of existing buildings and facilities for safe rooms
Is the purchase of equipment, such as generators, eligible for HMGP funds?
The purchase of equipment, such as generators, is not eligible as a stand-alone project unless it's for a critical facility. Also, a generator or other equipment may be included as an integral part of a project, for example, a project to wind retrofit a critical facility for use as a safe room, according to FEMA 361 Guidance.

Can HMGP funds be used to build new facilities, such as a new EOC?
HMGP takes current structures and improves their capacity to withstand natural disasters. In short, new construction falls outside the guidelines of HMGP. If a community builds a new EOC to code with other funds, the community can apply to HMGP to further strengthen the facility. Similarly, HMGP funds could be used to further mitigate a current, structurally sound EOC to withstand higher winds, etc.

Are studies eligible?
By itself, a study falls outside the guidelines of the HMGP. However, an initial study done by a community may lead to a project and further study to assess the benefit of the project to the community. For example, a community identifies the need for a floodwater management project through an initial study. The community might consider further analysis along with the floodwater management project. The application submitted by the community may include this further analysis as part of the floodwater management project. The original study done by the community would not be eligible for coverage under the HMGP. A study or analysis done as a portion of a project would be eligible as in a feasibility study to include the design and engineering of a floodwater management project.

In addition to generators/equipment, new construction and feasibility studies, the state will not fund:
- Other equipment such as emergency pumps, vehicles and communication devices;
- New infrastructure;
- Portable water supply;
- Tree removal, debris removal, and other forms of maintenance; and
- Warning systems.

What makes a project eligible?
All projects submitted must meet the following eligibility criteria to be considered for funding:
- Be in conformance with the State Mitigation Plan and the respective community's Local Mitigation Strategy (LMS);
- Demonstrate cost-effectiveness;
- Be technically feasible;
- Provide a beneficial impact upon the declared disaster area;
- Conform to all applicable environmental laws, regulations and executive orders;
- Solve a problem independently or constitute a functional portion of a solution;
- Be in a National Flood Insurance Program (NFIP) participating community in good standing; if the project is located in a Special Flood Hazard Area; and
- Meet all applicable state and local codes and standards.
Where can I find a copy of the State Hazard Mitigation Plan?
A copy of the State of Florida Mitigation Plan is available at http://www.floridadisaster.org/mitigation/State/Index.htm

What is cost-effective?
A cost-effective HMGP project must have a benefit-cost ratio of 1.0 or greater. In other words, for every dollar of the total project cost, there should be at least one dollar in damages avoided or reduced in future events. The benefit-cost ratio is calculated by dividing the benefit by the cost. Project costs and benefits are calculated on a net present value basis. The benefits of a hazard mitigation project are the avoided loss/damages from future events. A project's potential savings must be more than the cost of implementing the project. Under this program, the benefit-cost analysis is conducted by the state.

Why is the environmental review required and what must be submitted?
Any project receiving federal funds must meet the requirements of the National Environmental Policy Act (NEPA) including associated federal, state and local environmental laws and policies. A complete application containing a detailed scope of work, maps, and photos is required for the environmental and historic preservation review. The application contains a checklist to use as a guide for each project type. The State environmental staff will conduct the environmental and historic preservation review. In addition, the Tribal Historic Preservation Office must also review and approve the project prior to FEMA granting approval.

When is a project phased?
A proposed project may need to be phased if it exceeds the applicant's technical and financial resources to provide the complete technical information required for a full eligibility or environmental review of a complex project. Phase I funding allows for the completion of design, engineering, environmental or feasibility study. To be eligible for funding under Phase II approval, the project must meet benefit-cost, floodplain management and environmental review. Construction cannot begin until Phase II has been approved by the State and FEMA! Phase I is part of the project's total estimated cost.

How much money is available in the HMGP?
The amount of funding available for the HMGP under a particular disaster declaration is limited. The program may provide a state with up to 15 percent of the total disaster grants awarded by FEMA. If the state has an approved Enhanced Mitigation Plan in place, this amount rises to 20 percent.
What is the role of the Local Mitigation Strategy Working Group in the application process?
To be eligible for HMGP funding, each county must have a FEMA-approved LMS. Within each county’s LMS, the county has identified hazards, made vulnerability assessments and risk analyses, and provided dollar estimates of potential property losses throughout the individual county. Building directly upon these assessments, each county has identified a prioritized list of hazard mitigation initiatives with an accompanying action plan for their implementation. The LMS has thus become the foundation of the statewide mitigation strategy. Therefore, the local LMS Working Groups must submit all eligible projects in prioritized order to the Division. No project will be considered for funding unless it has been identified as a priority in the LMS. Eligibility under the LMS will be verified as a part of the sufficiency review conducted by the Division.

How long is the project approval process?
Once an application is submitted to the Division, it is reviewed for beneficial impact, conformance to environmental and historical regulations, technical feasibility, cost effectiveness, and general application completion. Through this process the Division works with the applicant if necessary to improve the application. Once the Division submits all approved applications to FEMA, FEMA then reviews the applications and obligates funds. (For example, one law—the National Environmental Policy Act of 1969—requires FEMA to evaluate potential environmental impacts of each proposed project. Naturally, the time required for this review depends upon the complexity of the proposed project.) The Division cannot execute a contract for a project until formal project approval has been received from FEMA. From the time a sub-grantee submits an application to the State until the time of contract execution can be as much as a year or more.

What is cost-share?
Under the HMGP, FEMA will contribute up to 75 percent of the total amount approved under the grant award. The applicant must provide the remaining 25 percent 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 Code of Federal Regulations, Section 13.24. In-kind resources are those personnel, materials, equipment and supplies owned, controlled and operated by the applicant or a third-party contributor. Applicants are strongly encouraged to link HMGP funds with other state, local and private funding sources.

Do allowances exist for small, impoverished communities in meeting the required 25 percent non-federal funding?
Not under the HMGP. However, these communities might be eligible for up to a 90 percent federal cost share under the Pre-Disaster Mitigation Program (PDM), which assists with funding mitigation activities prior to disasters. A small, impoverished community is defined in 44 C.F.R. 201.2, which includes restrictions by size (3,000 or fewer individuals), location (not within corporate boundaries of a larger city), income (not exceeding 80 percent of the national, average income), and unemployment (must exceed the national unemployment rate by at least one percentage point).
Do allowances exist for small, impoverished communities in meeting the required 25 percent non-federal funding?
Not under the HMGP. However, these communities might be eligible for up to a 90 percent federal cost share under the Pre-Disaster Mitigation Program (PDM), which assists with funding mitigation activities prior to disasters. A small, impoverished community is defined in 44 C.F.R. 201.2, which includes restrictions by size (3,000 or fewer individuals), location (not within corporate boundaries of a larger city), income (not exceeding 80 percent of the national, average income), and unemployment (must exceed the national unemployment rate by at least one percentage point).

How do communities raise the 25 percent match?
The only Federal funds available for matching are those that lose their Federal designation, such as Community Development Block Grant (CDBG) funds. State grants, local and county funds, private donations, municipal bonds, and in-kind donations are just a few options for matching funds. This 25 percent matching money must be secured at the time of application. The State of Florida has requested and been approved to apply the project (global) matching process. Global matching means that state or locally funded projects could be used to meet the match.

How does HMGP define in-kind services?
Businesses, contractors, or individuals can donate time, skills, materials, or services. The community uses the fair market value of those donations to meet their 25 percent match obligation.

What is project (global) match?
If the State desires to implement the project global match process developed in the FEMA/State Project Match Memorandum of Agreement (MOA), such a process shall be coordinated with and approved by the FEMA regional office in advance. Note: Projects used as match must meet all HMGP eligibility criteria as stipulated in 44 CFR § 206.434(c), must meet the same period of performance time constraints as the HMGP projects and must be approved by FEMA prior to implementation. Please refer to the MOA included in this booklet for further details.

What are pre-award costs and how are they requested?
Any and all 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 (U.S.
All construction associated with an HMGP project must be incurred after approval by FEMA and the Division. 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. Pre-award costs must also be represented in the overall project budget and included in the benefit-cost analysis. A request for pre-award costs must be submitted with the application. The request must include the type of activity or activities proposed and estimated cost. Preliminary review by the State or FEMA of pre-award activities is not a guarantee of eligibility or approval of the activities for the proposed project. 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 reimbursement (same as other project costs). However, if a project is ultimately not approved by FEMA, pre-award costs will be solely the responsibility of the applicant.

What is the difference between the 406 and 404 programs of the Stafford Act?

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Eligible Applicants: state, local governments, private non-profit organizations, Native American tribes.</td>
<td>Eligible Applicants: state, local governments, private non-profit organizations, Native American tribes. Project must be listed as an LMS priority.</td>
</tr>
<tr>
<td>2 Funding can be up to 90 percent federal depending on the event.</td>
<td>Funding is up to 75 percent federal and minimum 25 percent non-federal.</td>
</tr>
<tr>
<td>3 Only designated counties having damages are eligible.</td>
<td>Per request of the Governor, all counties in the State are eligible, designated or not.</td>
</tr>
<tr>
<td>4 Facility was damaged in the disaster. The repair and mitigation flows through a public assistance worksheet.</td>
<td>The facility is a solid structure, built to current codes. Mitigation flows through HMGP grant applications.</td>
</tr>
<tr>
<td>5 Project is within designated counties.</td>
<td>Project may be outside of designated counties.</td>
</tr>
</tbody>
</table>

The same groups may apply to either program—state or local governments, private non-profits, Native American tribes.

What is the Period of Performance?
Three years is the standard maximum period of performance.
What happens with unexpected events during project implementation?
This is handled on an individual basis. Unexpected events in the field may impact the scope of work, project costs, and the proposed project completion date. The Division should be notified immediately of any potential changes in project performance or anticipated completion.

Can I change the scope of work?
The only changes that can occur are period of performance, budget, materials or personnel. A change in the project location/size/type, project objectives or subgrantees is not allowed.

How do I apply for the HMGP?
Following a Presidential Disaster Declaration, the Division will advertise that HMGP funding is available to fund loss-reduction projects in the state. Those interested in applying to the HMGP should contact their tribal or local government to begin the application process, as well as their local LMS Working Group. The Division will establish a deadline for application submittal. The HMGP requires strict adherence to deadlines to allow for the equal review of all projects. No project application will be accepted after the deadline for submission of applications unless mutually agreed upon in writing by the State Hazard Mitigation Officer (SHMO) and the Chairperson of the LMS Working Group.

Are there subgrantee administrative funds available?
The State will not pass down management costs to the sub-grantee. Eligible project management costs (per Office of Management and Budget (OMB) circulars and 2 CFR) should be written into the sub-grantee's project budget.

HMGP application deadline:
Applications must be postmarked by the deadline listed in the NOFA. Completed applications must be sent to the following address:

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

For more information about the HMGP, please visit www.floridadisaster.org.

What is FFATA?
The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is www.usaspending.gov/.
What is a DUNS number?
Created in 1962, the Data Universal Numbering System or DUNS number is Dun & Bradstreet's (D&B) copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification is FREE for all businesses required to register with the US Federal government for contracts or grants.

A DUNS number remains with the company location to which it has been assigned even if it closes or goes out-of-business. The DUNS number also "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, trade styles ("doing business as"), principal names, financial, payment experiences, industry classifications (Standard Industrial Classification [SICs] and North American Industry Classification System [NAICS]), socio-economic status, government data and more. The DUNS number also links members of corporate family trees worldwide. D&B provides a DUNS number for each physical location of your business.

How do I obtain a DUNS number?
If your company or organization does not have a DUNS number, you will need to obtain one from Dun & Bradstreet at 866-705-5711 or use the webform linked below. The process to request a DUNS number takes about ten minutes and is free of charge. Please visit fedgov.dnb.com/webform.

What is a Special Flood Hazard Area (SFHA)?
This is the land in the floodplain, within a community, subject to a 1 percent or greater chance of flooding in any given year. These areas have special flood, mudflow, or flood-related erosion hazards, and are shown on a Flood Hazard Boundary Map or a FIRM as Zone A, AO, A1-A30, AE, A99, AH, AR, AR/A, AR/AE, AR/AH, AR/AO, AR/A1-A30, V1-V30, VE OR V. HMGP mitigation project applications for projects sited within an SFHA are eligible only if the jurisdiction in which the project is located is participating in the NFIP. There are no additional NFIP participation requirements for HMGP project applications for projects located outside of the SFHA.

Please note: For HMGP it is a requirement that the Property Owner has insured all structures that will not be demolished or relocated out of the SFHA to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less, through the NFIP, as authorized by 42 U.S.C. §4001 et seq., as long as the Property Owner holds title to the property as required by 42 United States Code §4012a. Documentation must be provided demonstrating compliance with this requirement. Please refer to the “SFHA Acknowledgement of Conditions Form” included in this booklet for more information.
CHAPTER 27P-22
HAZARD MITIGATION GRANT PROGRAM

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

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

27P-22.002 Definitions.
(1) “Adoption” means a resolution, ordinance or other formal action taken by the governing body of a county or municipality indicating agreement with and acceptance of the relevant Local Mitigation Strategy.
(2) “Application” means the request for hazard mitigation funding as submitted to the Division by an Applicant.
(3) “Applicant” means a state agency, local government, Native American tribe or authorized tribal organization or private non-profit organization requesting hazard mitigation funding.
(6) “Hazard” means a condition that exposes human life or property to harm from a man-made or natural disaster.
(7) “Hazard Mitigation” means any action taken to reduce or eliminate the exposure of human life or property to harm from a man-made or natural disaster.
(8) “Hazard Mitigation Grant Program”, herein referred to as HMGP, means the program authorized under Section 404 of the Stafford Act and implemented by 44 C.F.R., Part 206, Subpart N, hereby incorporated by reference, a copy of which may be obtained by contacting the Division, which provides funding for mitigation projects as identified in the State Hazard Mitigation Strategy.
(9) “Local Mitigation Strategy” or “LMS” means a plan to reduce the identified hazards within a county.
(10) “Project” means a hazard mitigation measure as identified in an LMS.
(11) “Repetitive loss structures” means structures that have suffered two or more occurrences of damage due to flooding and which have received payouts from the
National Flood Insurance Program as a result of those occurrences.

(12) "Working Group" is the group responsible for the development and implementation of the Local Mitigation Strategy.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.002.

27P-22.003 Eligibility.

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

(2) In order to be eligible for funding, projects shall meet the following requirements:
   (a) Conform to the Florida Hazard Mitigation Strategy;
   (b) Conform to the funding priorities for the disaster as established in the LMS governing the project;
   (c) Conform to 44 C.F.R., Part 9, Floodplain Management and Protection of Wetlands, and 44 C.F.R., Part 10, Environmental Considerations, both hereby incorporated by reference, copies of which may be obtained by contacting the Division;
   (d) Eliminate a hazard independently or substantially contribute to the elimination of a hazard where there is reasonable assurance that the project as a whole will be completed; and
   (e) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a disaster.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.003.

27P-22.004 LMS Working Groups.

Each county electing to participate in the HMGP must have a formal LMS Working Group and a current LMS.

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

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

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

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

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS.
History—New 2-24-02, Formerly 9G-22.004.

27P-22.005 Local Mitigation Strategy.
Each LMS shall have the following components:
   (1) A description of the activities of local government and private organizations that promote hazard mitigation; a description of the policies, ordinances or programs that guide those activities; and any deficiencies in the policies, ordinances, and programs with recommendations to correct those deficiencies;
   (2) A description of the methods used to engage private sector participation;
   (3) A statement of general mitigation goals, with Working Group recommendations for implementing these goals, and estimated dates for implementation;
   (4) A description of the procedures used by the Working Group to review the LMS at regular intervals to ensure that it reflects current conditions within the County;
   (5) A hazard assessment to include, at the minimum, an evaluation of the vulnerability of structures, infrastructure, special risk populations, environmental resources and the economy to storm surge, high winds, flooding, wildfires and any other hazard to which the community is susceptible;
   (6) A statement of procedures used to set the order of priority for projects based on project variables which shall include technical and financial feasibility;
   (7) A list of approved projects in order of priority with estimated costs and associated funding sources;
   (8) A list of critical facilities that must remain operational during and after a disaster;
A list of repetitive loss structures; and

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

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS.
History—New 2-24-02, Formerly 9G-22.

27P-22.006 County Allocations and Project Funding.
(1) The available HMGP funds shall be allocated to the counties included in the relevant presidential disaster declaration, as defined in Section 252.34(1), F.S., in proportion to each county’s share of the federal disaster funding from the Public Assistance, Individual Assistance and Small Business Administration programs as of 90 days after the disaster declaration as reported by FEMA.

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

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

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

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

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS.
History—New 2-24-02, Formerly 9G-22.006.

27P-22.007 Application.
(1) The following entities may apply for funding under the program:

(a) State agencies and local governments;

(b) Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 C.F.R., §206.221(e), hereby incorporated by reference, a copy of which may be obtained by contacting the Division; and

(c) Indian tribes or authorized tribal organizations.

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

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

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

(5) Applications must be submitted using Form No. HMGP/FMA-001, State of Florida Joint Hazard Mitigation Grant Program & Flood Mitigation Assistance Application (Effective Date September 30, 2001), which is incorporated into this rule by reference, a copy of which may be obtained by contacting the Division.

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

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

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS.
History—New 2-24-02, Formerly 9G-22.007.

Please be advised, this rule is currently engaged in the rule-making process and changes may be imminent.
Kathleen Marshall  
Community Program Administrator  
Phone: 850-922-5944  
Kathleen.Marshall@em.myflorida.com

Luz Bossanyi  
Planning Manager  
Office: 407-856-5010  
Mobile: 850-528-5712  
Luz.Bossanyi@em.myflorida.com

Jared A. Jaworski  
Senior Management Analyst I  
Office: 850-922-5010  
Mobile: 850-544-8372  
Jared.Jaworski@em.myflorida.com

Steve Martin  
State NFIP Coordinator and Floodplain Manager  
Phone: 850.922.5269  
Steve.Martin@em.myflorida.com

Miles Anderson  
Chief, State Hazard Mitigation Officer (SHMO)  
Bureau of Mitigation  
Phone: 850-413-9816  
Miles.Anderson@em.myflorida.com

Melissa Schloss  
Mitigation Planning Manager  
Office: 850-413-9925  
Cell: 850-694-6619  
Melissa.schloss@em.myflorida.com

For more details, visit www.FloridaDisaster.org and click on Mitigation or call the Mitigation Hotline at 850-922-4075.