



Hazard Mitigation Grant Program State-Wide  
Applicant Briefing  
Hurricane Ian (DR-4673)

Mitigation Bureau  
Florida Division of Emergency Management  
3/28/23



# General Webinar Info

- This webinar will be recorded and posted on the State's HMPG site for later viewing
- **All lines will be muted for the duration of the webinar.**
- If you have a question or issue during the presentation please submit it through the webinar chat.
- All questions asked during the webinar will be answered either at the end or in the meeting minutes afterwards.



# Agenda

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



# Welcome and Introductions





# Programmatic



# What Does Mitigation Do?

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



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

*Natural Hazard Mitigation Saves: 2017 Interim Report (<https://www.nibs.org/page/mitigationsaves>)*



# Administrative Rule 27P-22, F.A.C.

## LMS

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

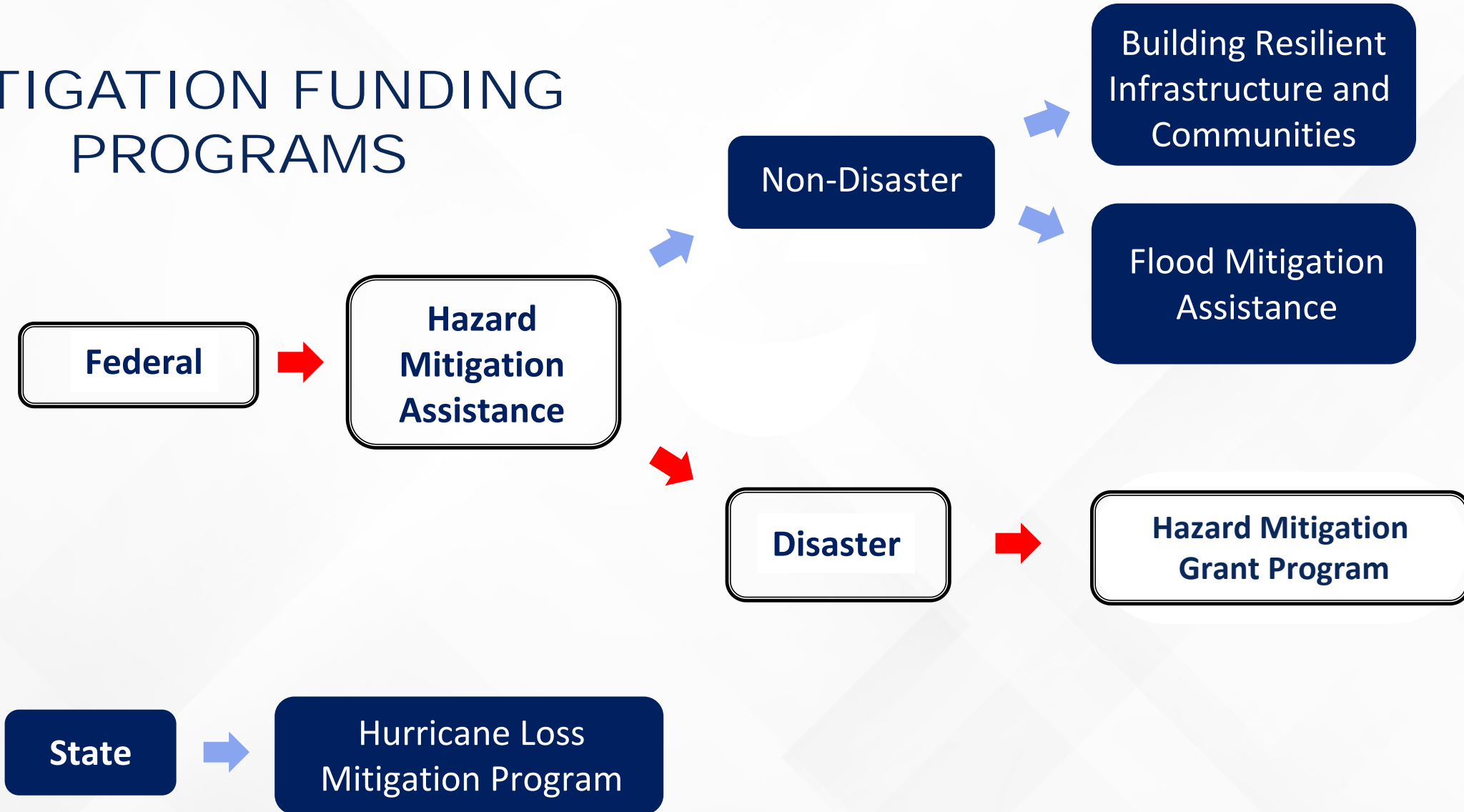
## HMGP

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



# Funding Opportunities

## MITIGATION FUNDING PROGRAMS







# Post-Disaster Mitigation Funding

## Hazard Mitigation Grant Program (404)

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



## Public Assistance (406)

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



# Who Can Apply?

## Certain Private Non-Profit Organizations

Examples: Medical, Residential Health Care Facilities, Educational, Emergency Utility, Houses of Worship\*

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

## Government Entities

- State Agencies
- Local Governments and Agencies
- Special and Regional Districts

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

Tribal Nations



# HMGP Authority and Regulations



Stafford Act



44 CFR



2 CFR 200



## Hazard Mitigation Assistance Guidance

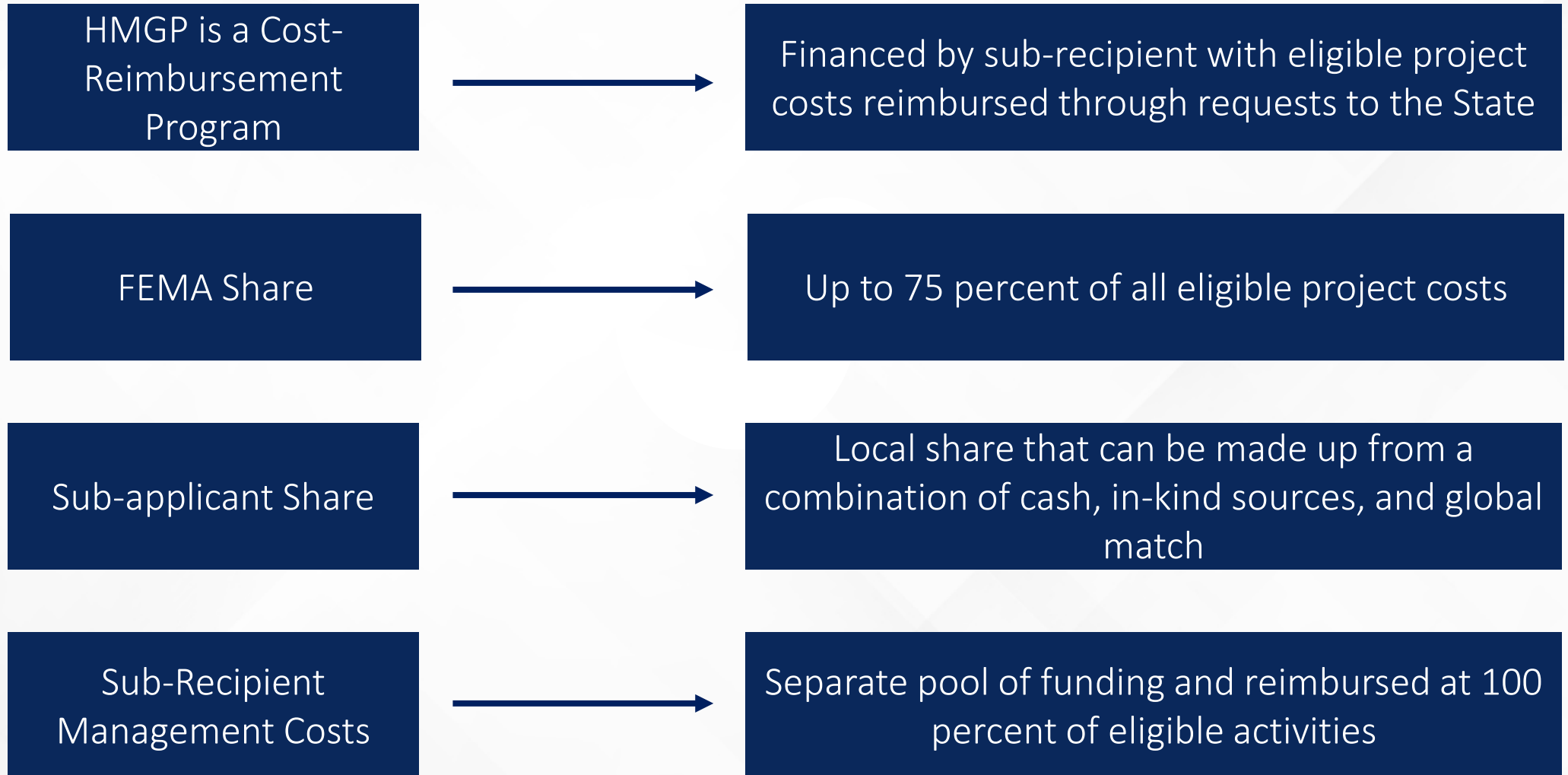
Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program  
February 27, 2015



Federal Emergency Management Agency  
Department of Homeland Security  
500 C Street, S.W.  
Washington, DC 20472



# Program Funding





# Three-Tiered Funding System

FEMA provides State with initial HMGP funding amount

State determines county allocations based on the prorated share of federal disaster funds spent in their county on:

- Public Assistance (PA)
- Individual Assistance (IA)
- Small Business Administration (SBA)

State publishes a Notice of Funding Availability (NOFA) which contains allocations of all designated counties



# Three-Tiered Funding System

## **Tier One**

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

## **Tier Two**

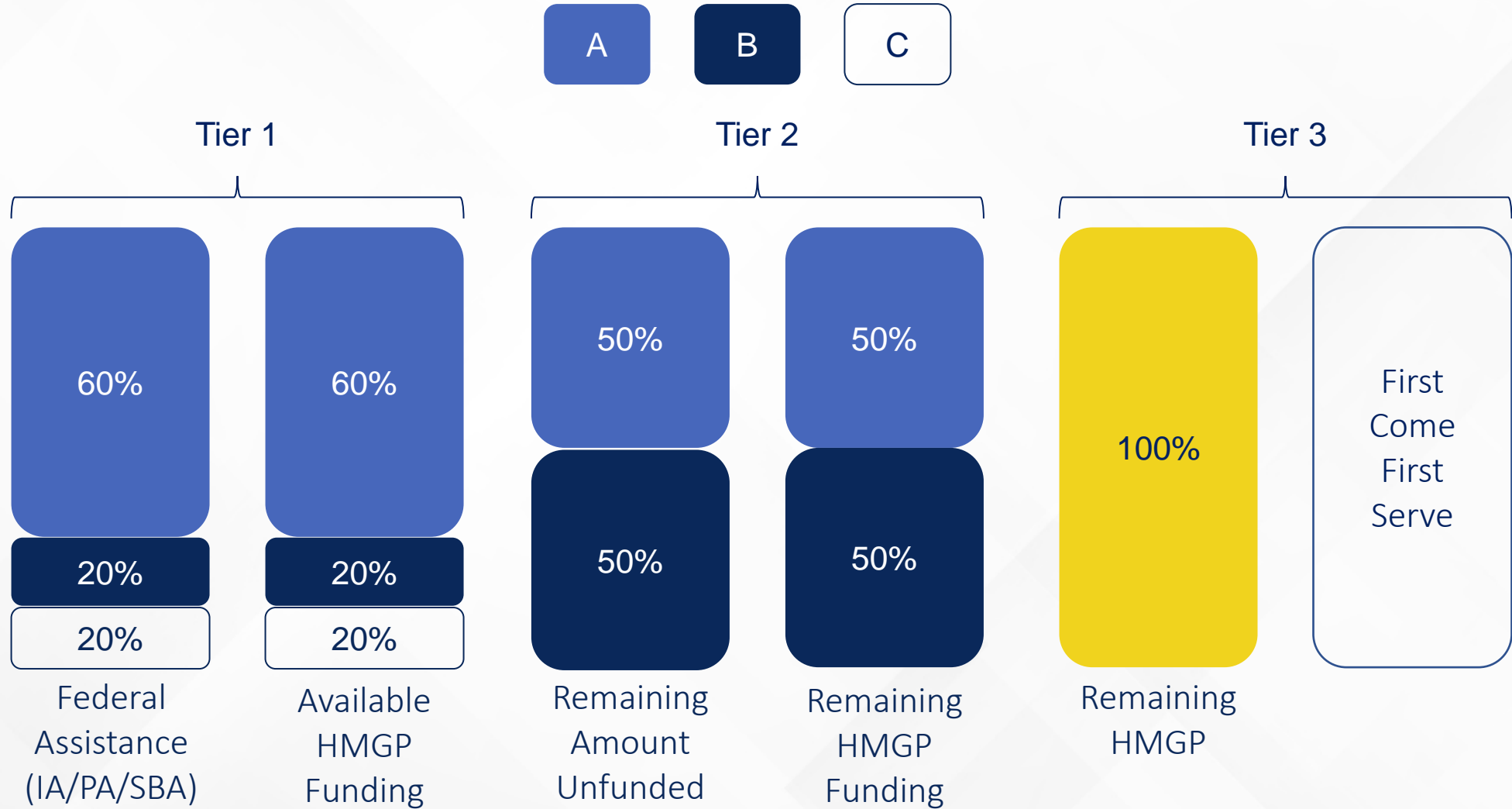
Any allocation remaining after all eligible projects in any designated county are funded will go to another designated county Working Group with a partially funded project contained in original submission.

## **Tier Three**

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

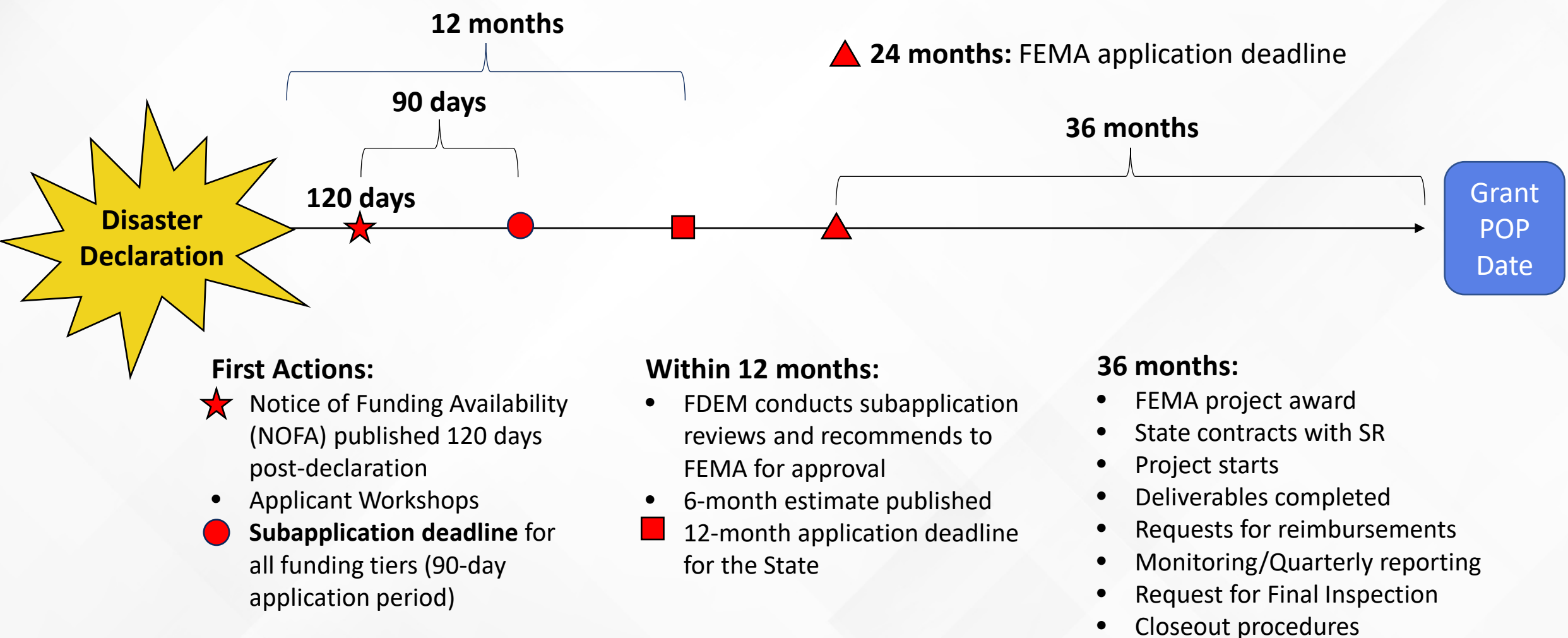


# Three-Tiered Funding System





# HMGP Implementation Timeline



### First Actions:

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

### Within 12 months:

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

### 36 months:

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





# Role of the Applicant and Sub-Recipient

## During Open Application Period

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

## Post-Award

- Perform Project in accordance with approved scope of work and schedule
- Submit quarterly reports to State no later than the 15<sup>th</sup> of the month after the quarter end)
- Audit projects in accordance with 44 CFR Part 14
- Communicate any and all issues to assigned Project Manager



# What Makes an eligible HMGP Project?

Approved and adopted LMS

Project appears on the LMS Prioritized Project List (PPL)

Cost shown on endorsement letter matches PPL and sub-application

Project consistent with LMS Goals and Objectives

Project endorsed by LMS Chairperson/Vice-Chairperson

**Planning Requirements**



# What Makes an eligible HMGP Project?

Cost-Effective, Technically Feasible, and Effective Mitigation

Environmental and Historic Preservation Requirements

National Flood Insurance and Special Flood Hazard Area Requirements

Any application State and local codes

**Conformance with HMA Guidance**



# What Makes an eligible HMGP Project?

Application submission process

Submission deadlines

State requirements

Eligibility requirements

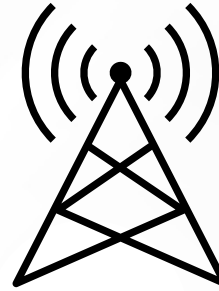
**Conformance with NOFA**



# Eligible Project Activities



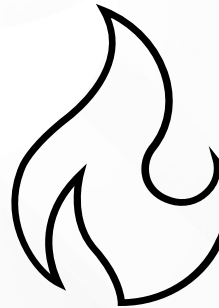
Elevations  
Acquisitions  
Dry Floodproofing  
Flood Risk Reduction



Critical Facility Generators  
System Retrofits



Structural Retrofitting  
Infrastructure Retrofitting



Wildfire Mitigation



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



# Previously Funded HMGP Projects

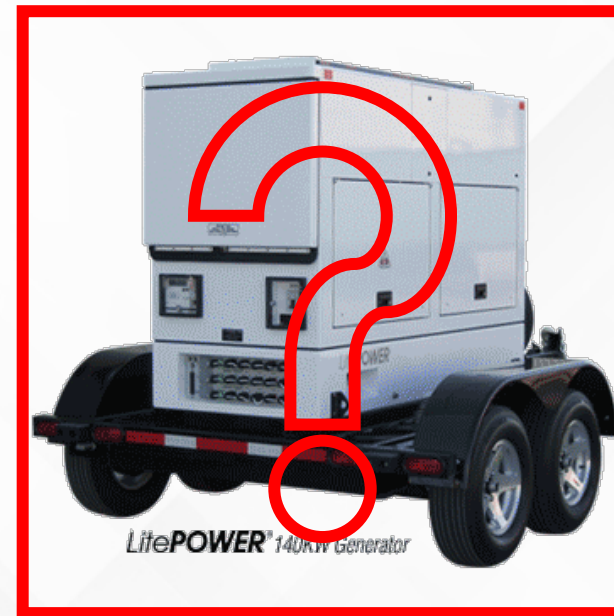
- Acquisition/relocation
- Elevation of structures
- Elevation of critical infrastructure
- Catch basins/water retention projects
- Wetland restoration
- Flood proofing of non-residential structures
- Drainage improvements
- Flood control gates

- Erosion and sediment control projects
- Lift/pump stations retrofits
- Structural hazard control or protective actions
- Retrofitting wastewater treatment plant
- Water diversion
- Shuttering/wind protection measures
- Sewer backup protection



# Some Ineligible Activities

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





# LMS Endorsement Letter

Must have priority number and budget  
(federal share)

Must identify how project meets LMS goals  
and objectives

Signed by LMS Chairperson/Vice-  
Chairperson

Applications without an LMS endorsement  
letter will NOT be processed





# Pre-Award Costs

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

Only eligible costs incurred **after**  
Presidential Declaration Date

Must be approved by State and FEMA

A request must be submitted with  
application

Cannot include construction

If not approved, costs incurred are  
sole responsibility of the sub-  
applicant



# Project (Global) Match

The Global Match (GM) option allows for sub-recipients to leverage other mitigation efforts at the local level to help offset the non-federal match requirement of HMGP projects.

## Global Match Project Main Requirements

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



# Global Match

## PROS

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

## CONS

- Timing
- If GM project falls through, all projects revert to 75/25
- GM project must go through same HMGP review
- Can't start until under state contract



# Sub-Recipient Management Costs

## SRMC is now available upon request

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

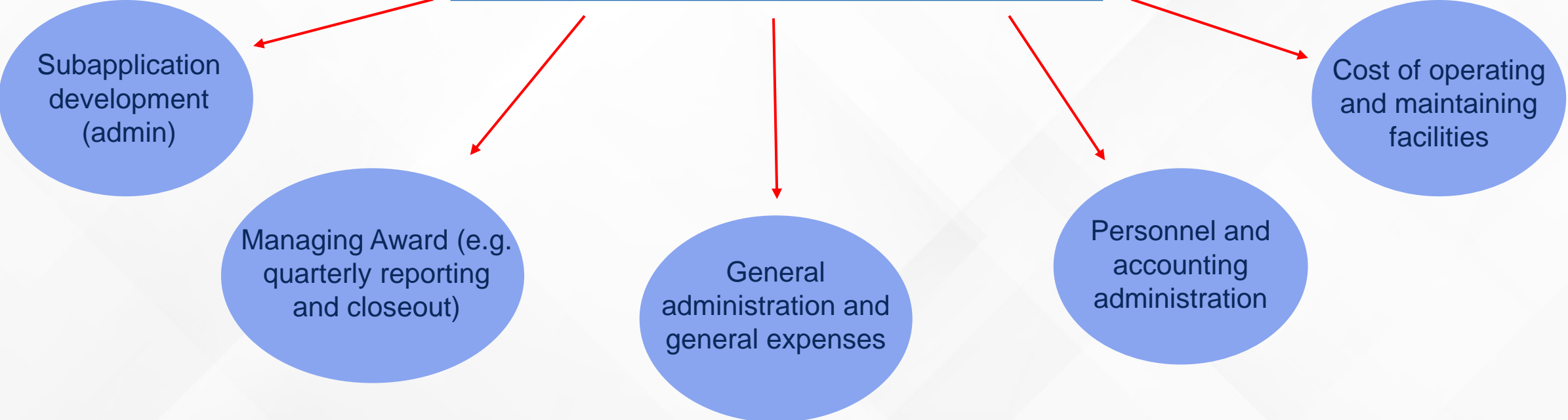
*\*Application assumes 75/25 cost-share in calculation, but if Fed cost-share ends up <75%, SRMC will be lower based on new proportion (fed share/.75=applicable total project cost for SRMC).*



# Sub-Recipient Management Costs

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

## Examples of Allowable SRMC





# FDEM Portal

## Request Access ASAP

See NOFA for access request instructions

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

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



# Important Dates

Disaster	FDEM Portal Access Request Deadline	Hard-Copy Submittal Deadline	FDEM Portal Submittal Deadline
<b>DR-4673</b>	Wednesday May 31, 2023 5:00PM (EDT)	Wednesday May 31, 2023 5:00PM (EDT)	Wednesday May 31, 2023 11:59PM (EDT)



# Workshops

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

There will be a mix of In-person and Virtual

In-person WS focused on the harder hit areas

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

Priority will be given to the host county

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





# Questions?





Break

Up next will be Engineering



# Engineering Review

Mitigation Bureau  
Florida Division of Emergency Management



# Technical Application Review



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

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



# Application Review

## Three simultaneous reviews

### PROGRAMMATIC REVIEW

Project Manager  
(PM)



### ENGINEERING REVIEW

Engineering  
(ENG) Specialist



### ENVIRONMENTAL REVIEW

Environmental  
(EHP) Specialist





# ENGINEERING REVIEW

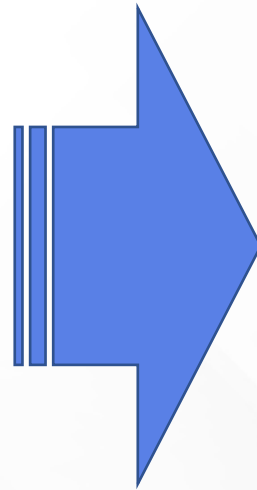




# Engineering Review

## PURPOSE

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



## GOAL

- Submit a Project Recommendation to FEMA for funding approval



# Application Key Info for ENG Review

- Clear project type
- A detailed description of the problem
- A detailed description of the solution
- Confirmation of the risk you are mitigating against
- Type of Hazard you are mitigating
- Population affected
- Clear Project Location
- A Level of Protection
- Complete project worksheet







# Scope of Work

- The Scope of Work (SOW) should answer the following questions:
  - What is the proposed project?
  - Will the project solve this problem?
  - Who is affected by the project?
  - Why were alternative solutions not chosen?
  - Who will perform the work?
  - Where is the proposed project located (community, neighborhood, physical address, latitude, longitude)?
  - What are the code and standards the project will meet?

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



# Cost Estimate

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

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



# Schedule

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

**Please visit FEMA's HMA Guidance and make sure you understand the program's Period of Performance.**



# Application Key Info for ENG Review

## How do I submit a GOOD application for ENG review?

### SUBMIT A COMPLETE APPLICATION

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

### SUBMIT A COMPLETE PROJECT WORKSHEET

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

### RESPOND RFI'S ON A TIMELY MANNER

- RFI's will be sent with 3 business days, be ready to answer on time
- List the correct person to contact
- Be ready to contact others that can help you with answers

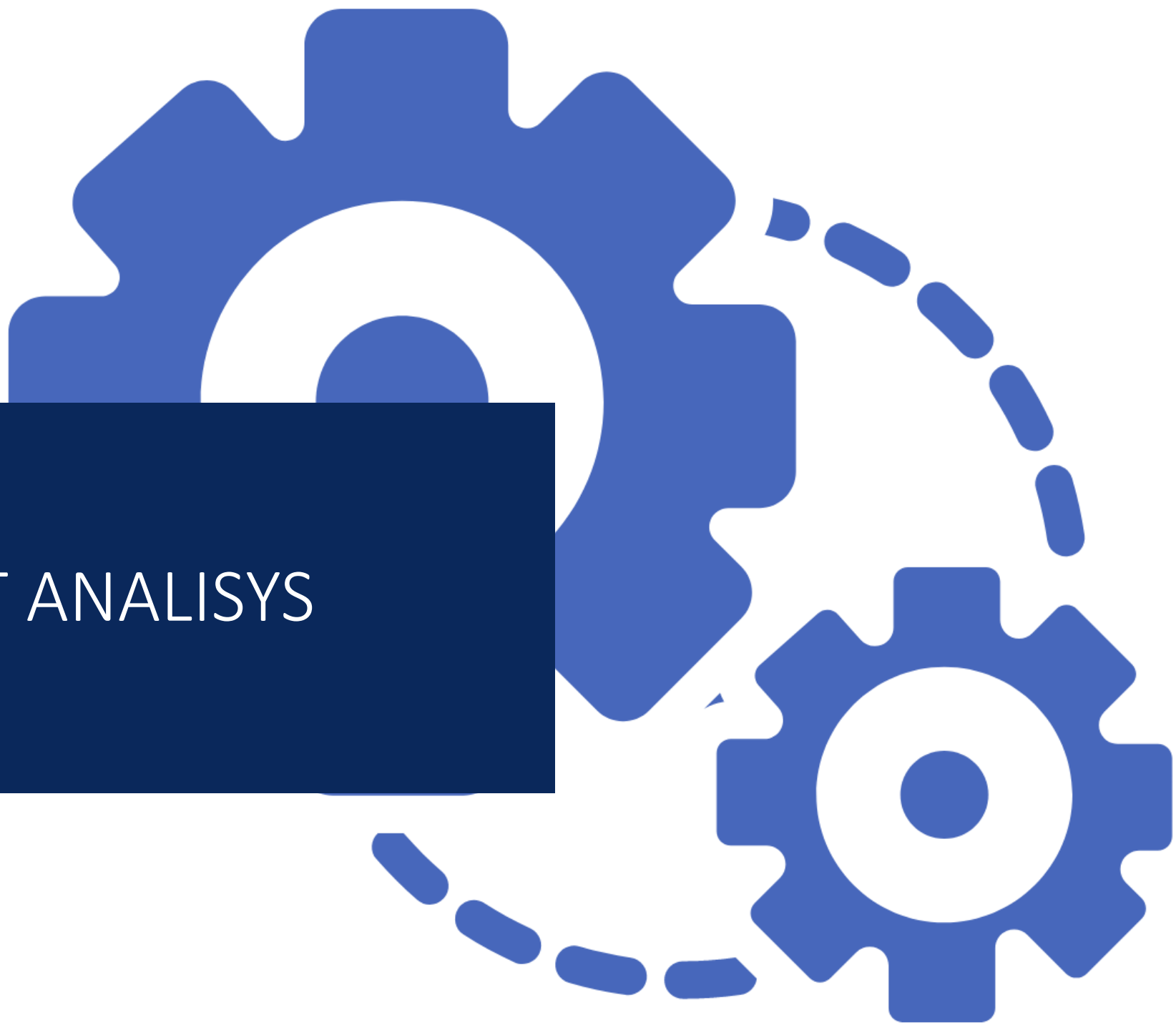


# Application Common Pitfalls

- Projects proposing maintenance and/or repairs
- Projects proposing capital improvement activities
- Vague scope of work
- Providing a schedule under the SOW section
- Incomplete explanation of problem
- Lack of level of protection
- Ineligible construction activities
- Lump sum project cost
- Mixing programmatic, engineering and environmental RFI's/answers
- Under estimating project cost
- **Blank project worksheet**



# BENEFIT COST ANALYSIS





# Benefit Cost Analysis

FEMA Benefit-Cost Calculator  
V.6.0 (Build 20230103.1822 | Release Notes)

Benefit-Cost Analysis

Project Name: FMA (51) FY2022 FMA SRIA Elevation of Flood Prone Homes (EFFECTIVE) [Copied on 3/24/2023 @ 15:47:50]

Map Marker	Mitigation Title	Property Type	Hazard	Using 7% Discount Rate			Using 3% Discount Rate (For FY22 BRIC and FMA only)		
				Benefits (B)	Costs (C)	BCR (B/C)	Benefits (B)	Costs (C)	BCR (B/C)
1	Elevation @ 231 Sabine Drive, Pensacola Beach, Florida, 32561		Coastal A Flood	\$ 276,523	\$ 468,520	0.59	\$ 428,881	\$ 469,239	0.91
2	Elevation @ 127 Via De Luna, Pensacola Beach, Florida, 32561		Coastal A Flood	\$ 523,790	\$ 266,746	1.96	\$ 819,447	\$ 267,465	3.06
3	Elevation @ 319 Panferio Drive, Pensacola Beach, Florida, 32561		Coastal A Flood	\$ 216,822	\$ 204,991	1.06	\$ 334,583	\$ 205,710	1.63
4	Elevation @ 805 Rio Vista Drive, Pensacola Beach, Florida, 32561		Coastal A Flood	\$ 805,511	\$ 315,377	2.55	\$ 1,264,434	\$ 316,096	4.00
<b>TOTAL (SELECTED)</b>				<b>\$ 1,822,646</b>	<b>\$ 1,255,634</b>	<b>1.45</b>	<b>\$ 2,847,345</b>	<b>\$ 1,258,510</b>	<b>2.26</b>
<b>TOTAL</b>				<b>\$ 1,822,646</b>	<b>\$ 1,255,634</b>	<b>1.45</b>	<b>\$ 2,847,345</b>	<b>\$ 1,258,510</b>	<b>2.26</b>

All projects under HMGP must demonstrate cost effectiveness. The analysis must be conducted using FEMA's BCA tool 6.0

$$\text{Losses if project is NOT implemented} - \text{Losses if project IS implemented} = \text{Benefits (\$)}$$

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

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



# Benefit Cost Analysis

## 3 OPTIONS FOR THE ANALYSIS

### Modeled Damages

Using available technical data to enter info into the tool and allowing it to calculate damages and benefits.

- Flood Insurance Study
- Elevation Certificate
- Property Appraiser
- ASCE 7-16
- FDOT Traffic counts
- Other

### Historical Damages

Using available historical records.

- Flooding pictures
- Insurance claims
- Homeowner affidavits
- Historical road closures
- 911 records
- Utility outages
- Other

### Professional Expected Damages

Using expected damages calculated and certified by the correct professional.

- Signed and Sealed information from the Engineer of Record
- Damages using Depth Damaged Function tables
- H&H Studies
- Other






# Project Worksheets

**UPDATE**

Why is the project worksheet important?

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

Previous version of worksheet will also be accepted



## MITIGATION Generator Worksheet

### Generator(s) Worksheet

For preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Team

Applies for the following mitigation activities: PERMANENT AND PORTABLE GENERATOR. For assistance, contact the State of Florida Mitigation Technical Unit.

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

**NOTE:** Having a complete worksheet will expedite the Technical Review

#### Requirements

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

**Permanent Generator(s):** The generator(s) shall be protected against a 500-year flood event by implementing specific activities or by locating the generator(s) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. The selected site shall provide sufficient space to maintain and fuel the generator(s) and shall comply with the National Electrical Code working clearance requirements. Activities shall be completed in strict compliance with Federal, State and Local applicable Rules and Regulations.

**Portable Generator(s):** The portable generator(s) shall be stored at a location protected against a 500-year flood event or located outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements, and shall be protected against wind with a rated enclosure based on their location requirements. Activities shall be completed in strict compliance with Federal, State and Local Rules and Regulations.

**Automatic Transfer Switch (ATS):** The automatic transfer switch(es) shall be protected against a 500-year flood event by implementing specific activities or by locating the automatic transfer switch(es) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. Activities shall be completed in strict compliance with Federal, State and Local applicable Rules and Regulations.

I confirm that I have reviewed the requirements listed above:

FEMA has approved an approach to demonstrating cost-effectiveness for certain hospital generator projects based on pre-calculated benefits which requires minimal documentation if certain requirements are met.

**BEFORE PROCEEDING TO THE NEXT SECTION PLEASE SELECT AN OPTION BELOW:**

Does your project meet all the requirements from the below FEMA memorandum?  
[Pre-Calculated Benefits for Certain Hospital Generators to Demonstrate Cost-Effectiveness](#)

Yes (Only complete Section I of this worksheet)       No (Complete all sections of this worksheet)

For additional resources, please refer to [FEMA Technical Review Job Aid](#) for Generator projects.

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# Project Worksheets

## What is new on the worksheets?

MITIGATION

Generator Worksheet

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Section I - Project General Information

Project Name: \_\_\_\_\_ Worksheet completed by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Sub-Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

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Section II - Project Cost Information

Mitigation Project Cost: \_\_\_\_\_ Annual Maintenance Cost: \_\_\_\_\_

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Section III - Project Specific Information

The table below allows data entry for up to 4 locations. If your project has more than 4 locations, you can either submit a second Generator Worksheet or attach a separate list, providing the information requested below and in Sections IV, V and VI, as applicable.

ID	Project Location (address)	Type of proposed generator (Permanent or Portable)	Proposed Capacity (kW)
1.		- Select -	
2.		- Select -	
3.		- Select -	
4.		- Select -	

ID	Type of Fuel (natural gas, diesel, propane, etc.)	Type of Fuel Tank (Stand-alone, underground, etc.)	Fuel Tank Storage Capacity & Duration (gallons/ hours)	Proposing to install a new ATS?	Constructing a new concrete Pad?	Is there an Existing Generator?	Specify capacity of existing Generator (kW)
1.				- Select -	- Select -	- Sele -	
2.				- Select -	- Select -	- Sele -	
3.				- Select -	- Select -	- Sele -	
4.				- Select -	- Select -	- Sele -	

Provide the information requested in the table below by using the ID as the reference to the location listed in the table above.

If you are not installing a new ATS, please explain why? \_\_\_\_\_  
 If you are not installing a new Concrete Pad, please explain why? \_\_\_\_\_

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Bureau of Mitigation Florida Division of Emergency Management

MITIGATION

Generator Worksheet

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SECTION IV - Loss of Service

For each project location identified in Section III, please select only one type of critical facility, as applicable, and provide responses for the selection made.

Structure ID 1.

Fire Station

How many people are served by the Fire Station? \_\_\_\_\_  
 Does the fire station provide Emergency Medical Services (EMS)?  Yes  No

Provide the address of the nearest fire station: \_\_\_\_\_  
 Provide the address of the nearest fire station with EMS: \_\_\_\_\_

Police Station

How many people are served by this police station? \_\_\_\_\_  
 How many police officers work or report to this police station? \_\_\_\_\_  
 How many police officers have a designated office space at this police station? \_\_\_\_\_

Hospital

How many people are being served by this hospital? \_\_\_\_\_  
 Provide the address of the nearest hospital capable of providing the same type of service: \_\_\_\_\_  
 How many people are being served by the nearest hospital capable of providing the same type of service? \_\_\_\_\_

Utility

Select the type of utility: - Select -

Number of customers directly served by the utility system: \_\_\_\_\_

Other Critical Facility Type

Specify Facility Name \_\_\_\_\_  
 What is the Annual Operational Budget for this critical facility? \_\_\_\_\_

Note: In Section VI below, provide a brief description of how this building is a critical facility and specify which functions are essential to the community.

Structure ID 2.

Fire Station

How many people are served by the Fire Station? \_\_\_\_\_  
 Does the fire station provide Emergency Medical Services (EMS)?  Yes  No

Provide the address of the nearest fire station: \_\_\_\_\_  
 Provide the address of the nearest fire station with EMS: \_\_\_\_\_

Police Station

How many people are served by this police station? \_\_\_\_\_  
 How many police officers work or report to this police station? \_\_\_\_\_  
 How many police officers have a designated office space at this police station? \_\_\_\_\_

Hospital

How many people are being served by this hospital? \_\_\_\_\_  
 Provide the address of the nearest hospital capable of providing the same type of service: \_\_\_\_\_  
 How many people are being served by the nearest hospital capable of providing the same type of service? \_\_\_\_\_

Utility

Select the type of utility: - Select -

Number of customers directly served by the utility system: \_\_\_\_\_

Other Critical Facility Type

Specify Facility Name \_\_\_\_\_  
 What is the Annual Operational Budget for this critical facility? \_\_\_\_\_

Note: In Section VI below, provide a brief description of how this building is a critical facility and specify which functions are essential to the community.

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Bureau of Mitigation Florida Division of Emergency Management

?

For each project location identified in Section III, please select only one type of critical facility, as the selection made.

Structure ID 1.

Fire Station

How many people are served by this Fire Station? \_\_\_\_\_  
If only one fire station serves the entire population of a community, that number may be used. For larger communities with multiple fire stations, only the population directly served by the station being mitigated can be used. Documentation for the service population can come from the fire station, local planning office, or other creditable source.

Does the fire station provide Emergency Medical Services (EMS)?  Yes  No

Provide the address of the nearest fire station: \_\_\_\_\_  
 Provide the address of the nearest fire station with EMS: \_\_\_\_\_

Police Station

How many people are served by this police station? \_\_\_\_\_  
 How many police officers work or report to this police station? \_\_\_\_\_

Structure ID 2.

Fire Station

How many people are served by this Fire Station? \_\_\_\_\_

Does the fire station provide Emergency Medical Services (EMS)?  Yes  No

Provide the address of the nearest fire station: \_\_\_\_\_  
 Provide the address of the nearest fire station with EMS: \_\_\_\_\_

Police Station

How many people are served by this police station? \_\_\_\_\_  
 How many police officers work or report to this police station? \_\_\_\_\_



# Project Worksheets

## What is new on the worksheets (con't)?

### Generator(s) Worksheet

For preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Team

Applies for the following mitigation activities: **PERMANENT AND PORTABLE GENERATOR**. For assistance, contact the State of Florida Mitigation Technical Unit.

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

**NOTE:** Having a complete worksheet will expedite the Technical Review

#### Requirements

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

**Permanent Generator(s):** The generator(s) shall be protected against a 500-year flood event by implementing specific activities or by locating the generator(s) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. The selected site shall provide sufficient space to maintain and fuel the generator(s) and shall comply with the National Electrical Code working clearance requirements. Activities shall be completed in strict compliance with Federal, State and Local applicable Rules and Regulations.

**Portable Generator(s):** The portable generator(s) shall be stored at a location protected against a 500-year flood event or located outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements, and shall be protected against wind with a rated enclosure based on their location requirements. Activities shall be completed in strict compliance with Federal, State and Local Rules and Regulations.

**Automatic Transfer Switch (ATS):** The automatic transfer switch(es) shall be protected against a 500-year flood event by implementing specific activities or by locating the automatic transfer switch(es) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. Activities shall be completed in strict compliance with Federal, State and Local applicable Rules and Regulations

I confirm that I have reviewed the requirements listed above:

Signature here

### GENERATOR(S) WORKSHEET INSTRUCTIONS

Refer to the instructions below for completing the Generator(s) Worksheet.

#### Section I – Project General Information

**Project Name:** Enter the name of the project title. The title should be short but descriptive (e.g., City of Orlando, Police Station, Backup Generator).

**Sub-Applicant:** Enter your organization's legal name.

**Worksheet completed by:** Enter name, title phone number and email of the person completing this Worksheet. This person must have the knowledge and / or the resources to accurately answer all questions and provide supporting documentation, as needed. Information may come from multiple credible sources.

**Type of Fuel Tank:** Specify the type of fuel tank, if applicable (e.g., Sub-base, stand-alone above ground, stand-alone underground, etc.)

**Fuel Tank Storage Capacity (gallons) & Duration (hours):** Specify the fuel tank storage capacity and duration, if applicable. The fuel tank storage capacity and duration must be sufficient to mitigate risk from the natural hazard.

**Proposing to install a new ATS?** Select "Yes" if you are proposing to install a new Automatic Transfer Switch (ATS) as part of the proposed mitigation project. Select "No" if a new ATS is not necessary and provide an explanation.

**Constructing a new concrete Pad?** Select "Yes" if you are proposing to construct a new concrete pad to install the new generator. Select "No" if a new concrete pad is not necessary and provide an explanation.

**Is there an existing generator?** Select "Yes" if there is an existing generator at the project site; Otherwise, select "No".

**Specify capacity of the existing Generator (kW):** If there is an existing generator at the project site, please specify its capacity.

#### Section II – Project Cost Information

**Mitigation Project Cost:** Enter the total cost of the project. A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required.

**Annual Maintenance Cost:** Enter the cost associated with maintaining the effectiveness of the components installed as part of the utility mitigation project.

#### Section III – Project Specific Information

**Project Location:** Provide the physical address(es) of the critical facility(es) that will be supported by the proposed generator(s). For multiple locations, please provide information on Section VI of this worksheet.

**Type of proposed generator:** From the dropdown menu option, select the proposed type of generator(s):

- Permanent Generator:** A permanently installed generator that provides a secondary source of power by being hard-wired into the facility's main distribution panel and can be started manually or automatically in the event of a power outage.
- Portable Generator:** A non-fixed generator that works with stand-alone applications and is meant to temporarily energize a few critical applications via external cords.

**Proposed Capacity (kW):** The generator's size and

#### Section IV – Loss of Service

##### FIRE STATION

**How many people are served by the Fire Station?** If only one fire station serves the entire population of a community, that number may be used. For larger communities with multiple fire stations, only the population directly served by the station being mitigated can be used. Documentation for the service population can come from the fire station, local planning office, or other credible source.

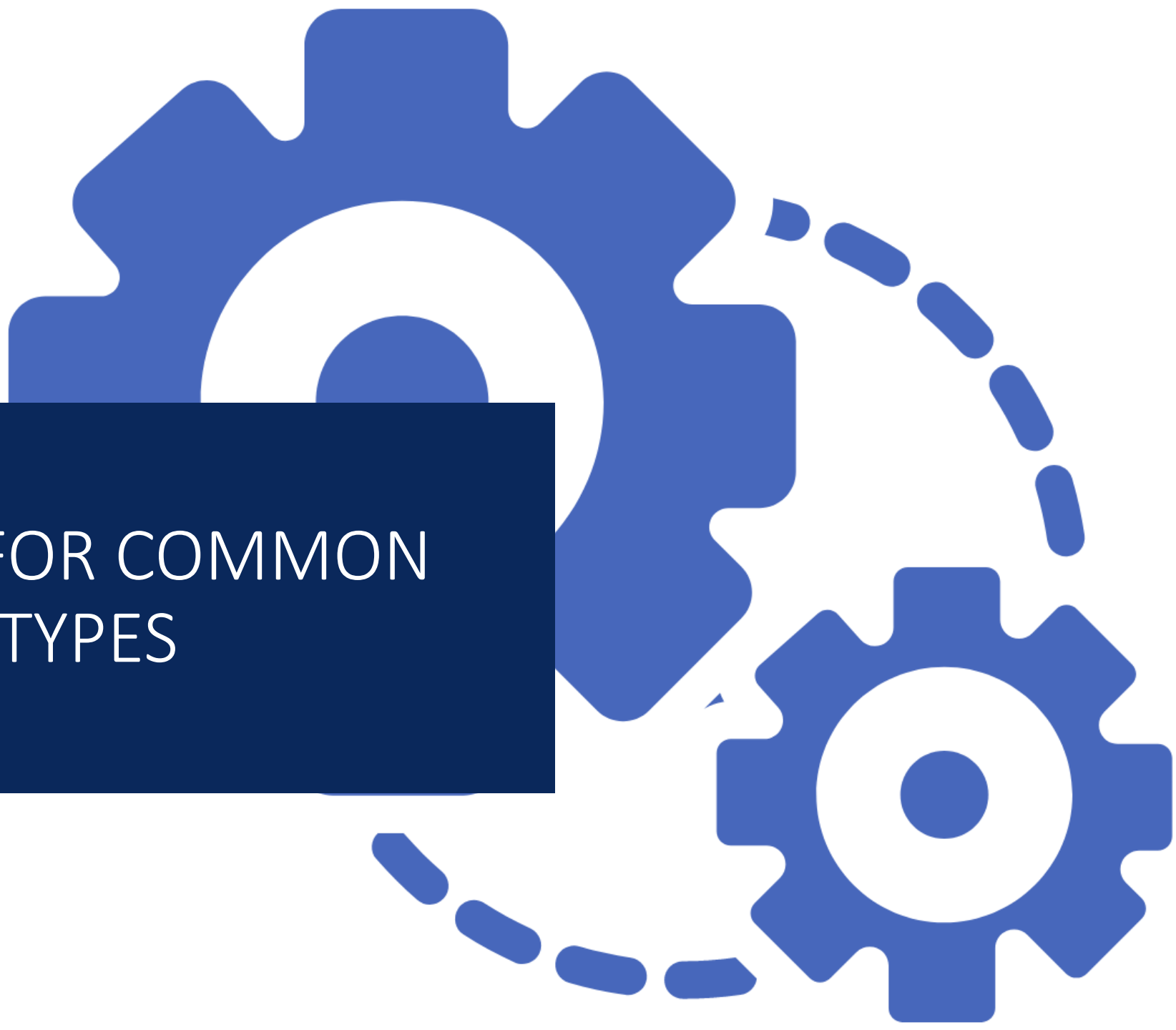
**Does the fire station provide Emergency Medical Services (EMS)?** Select "Yes" if the fire station provides EMS or has EMS trained personnel; Otherwise, select "No".

**Provide the address of the nearest fire station:** The nearest fire station would serve as an alternative station to provide fire protection due to loss of function of the fire station being mitigated.

**Provide the address of the nearest fire station with EMS:**



# BEST PRACTICES FOR COMMON PROJECT TYPES





## ACQUISITION / ELEVATIONS / MIT. RECONSTRUCTION PROJECTS

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



# FLOOD REDUCTION PROJECTS

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





# UTILITY MITIGATION PROJECTS (Includes Generators)

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



## WIND RETROFITS

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







# DRY FLOORPROOFING PROJECTS

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



# SAFE ROOM PROJECTS

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

Please read the guidance and understand limitations.





# COMMON Q&A



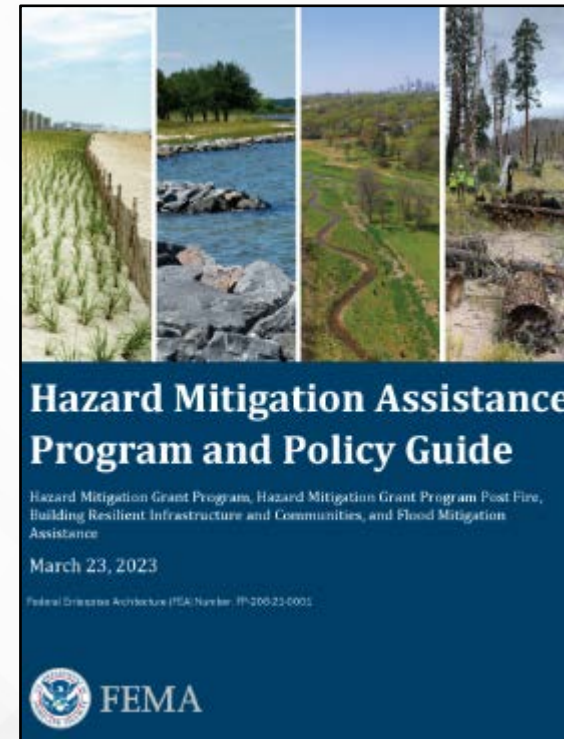


# Engineering Review

How do I know if my project is eligible?



- Consulting FEMA's HMA guidance.



- Requesting a courtesy review of the project's SOW to the State Engineering Team before application submittal.

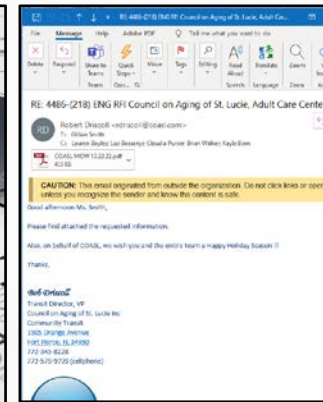
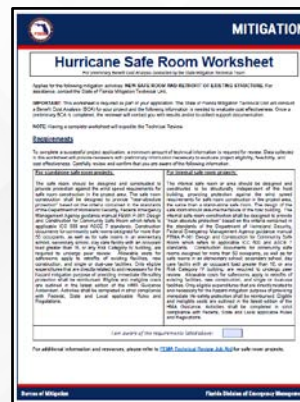
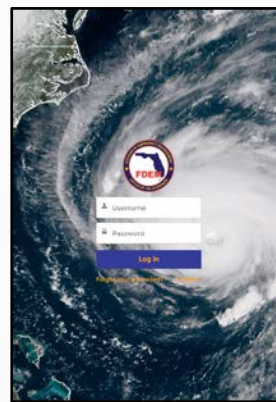


# Engineering Review

Can I expedite the engineering technical review for my project?



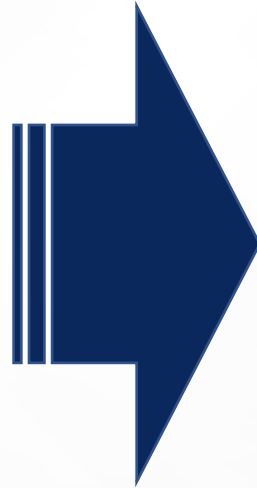
- o Yes! By doing the following:
  - o Submitting a complete application.
  - o Submitting a complete project worksheet.
  - o Submitting attachments to support your statements and responses.
  - o Choosing the correct POC to answer RFI's.
  - o Responding RFI's in a timely manner.





# Engineering Review

Can I appeal the State's determination?



- There is no appeal process with FEMA for State's denials.
- There is no appeal process available with the State, but applications may have a chance to be revised with the assistance of FDEM Mitigation Programmatic Team.
- **Be aware that most State's denials have been previously consulted with FEMA.**



# Engineering Review

Would the State use my  
BCA on their  
recommendation?



- No, the State Engineering Team will conduct their own BCA.
- Each State Engineer is responsible for the recommendation for funding.
- Only about 0.2% of external BCA's have been used in the past (estimated over 1,000 projects).
- **We recommend spending your resources on collecting information to provide a complete application, project worksheet and attachments.**



# Engineering Review

My project is not cost effective, is there anything I can do?



- Yes! You can continue working with the FDEM Engineering Team on collecting more benefits for your project.
- The assigned State Engineer should provide feedback on what is hurting the cost effectiveness of your project and recommendations for possible changes.





# Engineering Review

Would FDEM use my consultant's BCA statements and assumptions?



- The FDEM Engineering Team can only work with documentation provided by the correct source, per FEMA's guidance. In most cases, staff members at the County and Local level or utility services, are the correct source of information.



# Engineering Review

Would FDEM work with my consultant?

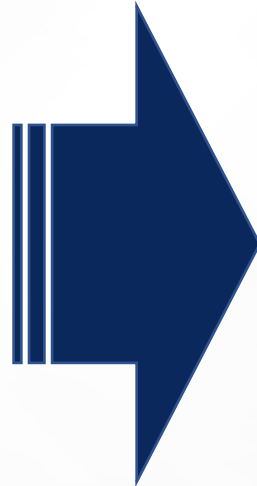


- Absolutely! We will work with any consultant as long as they are an authorized POC by the subapplicant.
- Please communicate to the FDEM Engineering Team that you would like us to work directly with your consultant.
- We strongly recommend selecting well experienced consultants to work on your application.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



# Engineering Review

Can I contact the State Engineering Team with questions?

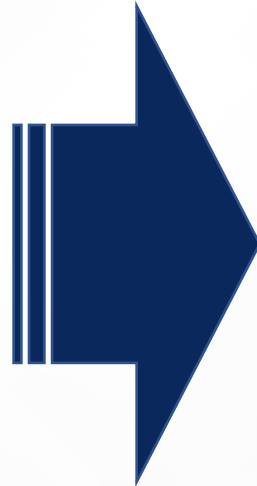


- Yes! We are available at any time to provide our subapplicants with support, and ready to answer any questions or concerns at any stage of the review.



# Engineering Review

What happens if my project is approved with pre-calculated benefits and the cost later goes up?



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



THANK YOU!





# Environmental and Historic Preservation Review

## HMGP Applicant Briefing

Mitigation Bureau  
Florida Division of Emergency Management  
2023



# EHP Review

- National Environmental Policy Act (NEPA)
  - Requires Environmental and Historic Preservation (EHP) reviews for all projects with federal agency involvement, such as funding.
- FDEM staff will conduct the EHP review on behalf of FEMA.
  - Review areas: physical, biological, social, and cultural





# EHP Goals

To document that your project meets the required federal environmental laws and regulations.







# What Do We Need From You?

Provide complete and detailed applications with attachments.

Respond to all parts of RFIs in a timely manner.





# Complete and Detailed Applications

At minimum, all projects require these documents in the application for EHP:

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



# Examples of Good Information - Coordinates

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

## Multiple Locations:

Fire Station	Address	Coordinates
1	000 Hawk Ridge, Sunny, Florida 32000	(28.345678, -82,234567)
2	000 Hawk Ridge, Sunny, Florida 32000	(28.345678, -82,234567)
3	0th Street NE, Sunny, Florida 32000	(28.345678, -82,234567)
4	000 Heron Road, Sunny, Florida 32000	(28.345678, -82,234567)
5	000 Sandpiper Road, Sunny, Florida 32000	(28.345678, -82,234567)

## Linear Projects:

Location	Coordinates	
State Road 30-E Somewhere in Florida, 32800	Begin	(28.345678, -82,234567)
	End	(28.345678, -82,234567)

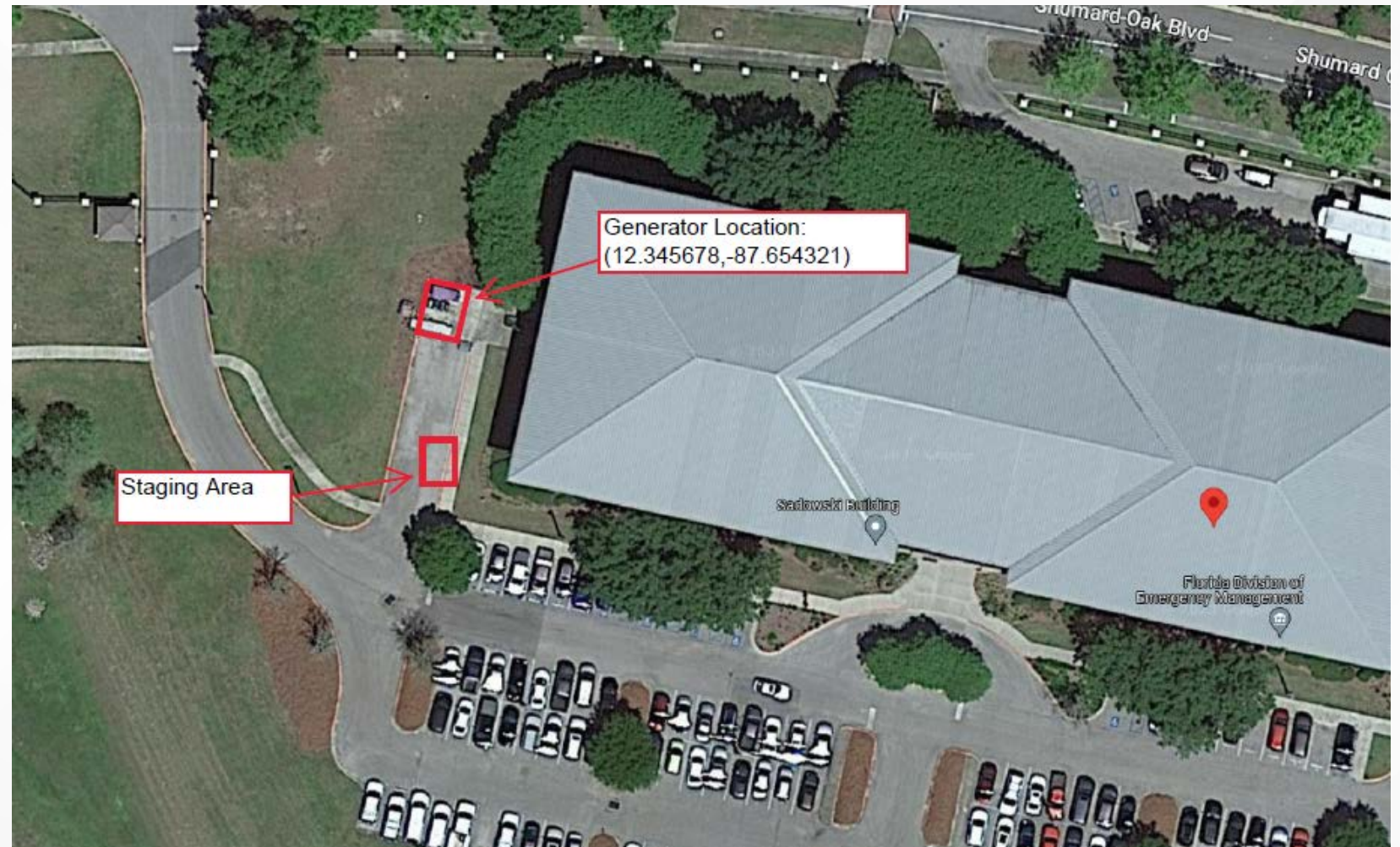
## Large Area Projects:

Location	Coordinates	
Sunny, Florida 32000	NE	(28.345678, -82,234567)
	NW	(28.345678, -82,234567)
	SE	(28.345678, -82,234567)
	SW	(28.345678, -82,234567)



# Examples of Good Information – Aerial Map

A good aerial map will contain a clear indication of where the project will be occurring and will include coordinates to the project area.





# Examples of Good Information – Photos

Photos should be clear and represent the project area.

Labels should indicate what the photos contain.

There should be photos for all sides of a structure.



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



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



# Examples of Good Information – FIRMette

Project location should be clearly indicated on the map.

<https://msc.fema.gov/portal/home>

## National Flood Hazard Layer FIRMette



### Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

<b>SPECIAL FLOOD HAZARD AREAS</b>	Without Base Flood Elevation (BFE) Zone A, V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
<b>OTHER AREAS OF FLOOD HAZARD</b>	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee. See Notes. Zone X
	Area with Flood Risk due to Levee. Zone D
<b>OTHER AREAS</b>	NO SCREEN Area of Minimal Flood Hazard Zone X
	Effective LOMRs
	Area of Undetermined Flood Hazard Zone D
<b>GENERAL STRUCTURES</b>	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
<b>OTHER FEATURES</b>	Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transect
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
<b>MAP PANELS</b>	Digital Data Available
	No Digital Data Available
	Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 3/24/2023 at 3:11 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



# Additional Required Information

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



# Does Your Project Require Ground Disturbance?

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

If yes, a ground disturbance map and a 1:24,000 topographic map will need to be provided.

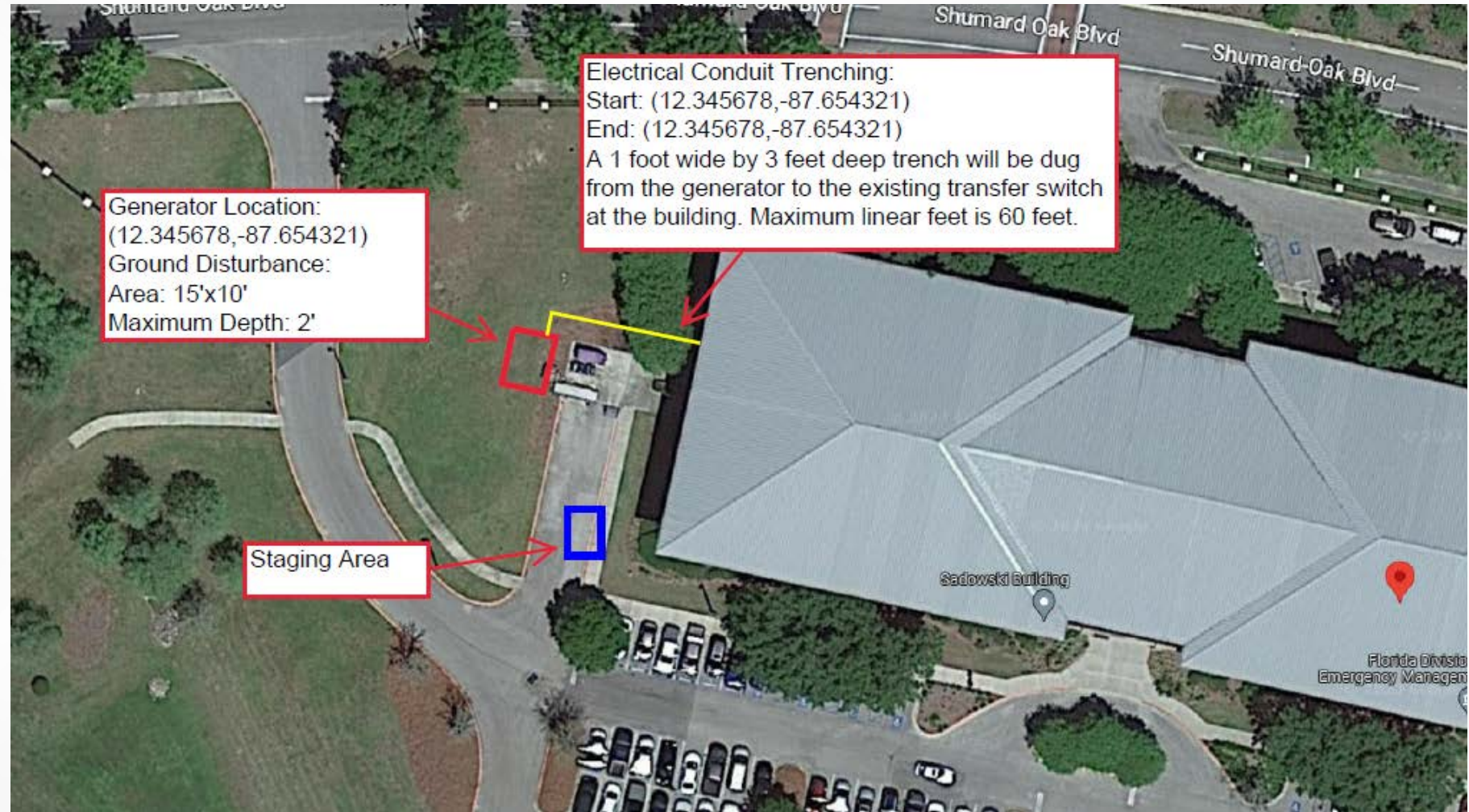






# Ground Disturbance Maps

Maps need to include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth.





# Ground Disturbance Maps

Maps need to include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth.





Is your  
project  
located in a  
floodplain or  
proposing to  
reduce flood  
risk?

Flood risk reduction projects could include elevations, acquisition/demolitions, mitigation reconstructions, or drainage projects.

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

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





# Public Notice

JOINT FEDERAL, STATE, LOCAL  
PUBLIC NOTICE  
3/28/2023

The Federal Emergency Management Agency and Florida Division of Emergency Management have received the following application for Federal grant funding. Final notice is hereby given of the Federal Emergency Management Agency's (FEMA) consideration to provide funding in the form of Hazard Mitigation Grant Program. Funds will be provided in accordance with Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

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

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

**Applicant:**

Florida Division of Emergency Management

**Project Title:**

HMGP-4673-(123) Florida Division of Emergency Management, Example Project, Generator

**Location of Proposed Work:**

The area affected by this project consists of homes in the following locations:

123 Florida Street, Sunny, Florida 32000

**Proposed Work and Purpose:**

The Florida Division of Emergency Management proposes to install a generator for the State Example Building located at 123 Florida Street, Sunny, Florida 32000. The proposed project will provide power to this critical facility to allow it to remain operational without interruptions.

**Project Alternatives:**

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

**Comment Period:**

Comments are solicited from the public; local, state or federal agencies; and other interested parties in order to consider and evaluate the impacts of the proposed project. The comments should be made in writing and addressed to the Florida Division of Emergency Management, Bureau of Mitigation, 2555 Shumard Oak Blvd., Tallahassee, FL 32399-2100. These are due within 30 days of this notice or by 04/27/2023. The State will forward comments to applicable regulatory agencies as needed. Interested persons may submit comments, obtain more detailed information about the proposed action, or request a copy of the findings by contacting:

John Stevens, Head of State Example  
Florida Division of Emergency Management

(850) 123-4567  
John.Stevens@example.com

Kayla Born, State Lead Environmental Specialist  
Florida Division of Emergency Management

(850) 273-9289  
[Kayla.Born@em.mvflorida.com](mailto:Kayla.Born@em.mvflorida.com)



Is your project in or does it affect wetlands or bodies of water?

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

If your project is near water, please indicate if work in water will be required.





Does your project involve changes to a structure over 45 years old?

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

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





# Helpful Resources

- EHP Guidance by Project Type:
  - [https://portal.floridadisaster.org/mitigation/HMGP Project Tracker/\\_layouts/15/WopiFrame.aspx?sourcedoc={F89F752E-7F1C-4F29-B7CA-FA4527F364DD}&file=FEMA%20-%20EHP%20Guidance%20by%20Project%20Type.pdf&action=default](https://portal.floridadisaster.org/mitigation/HMGP%20Project%20Tracker/_layouts/15/WopiFrame.aspx?sourcedoc={F89F752E-7F1C-4F29-B7CA-FA4527F364DD}&file=FEMA%20-%20EHP%20Guidance%20by%20Project%20Type.pdf&action=default)
- FEMA Region 3 Photo Guide:
  - [https://www.fema.gov/sites/default/files/documents/fema\\_region-3\\_ehp\\_photo-guide-2020.pdf](https://www.fema.gov/sites/default/files/documents/fema_region-3_ehp_photo-guide-2020.pdf)
- Section 404 Jurisdiction Mapper:
  - <https://fdep.maps.arcgis.com/apps/webappviewer/index.html?id=2cb8724cfd18408db80c8f2d7bb68a2e>
- National Wetland Inventory Mapper:
  - <https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/>
- Flood Maps:
  - <https://msc.fema.gov/portal/home>



# FDEM Portal

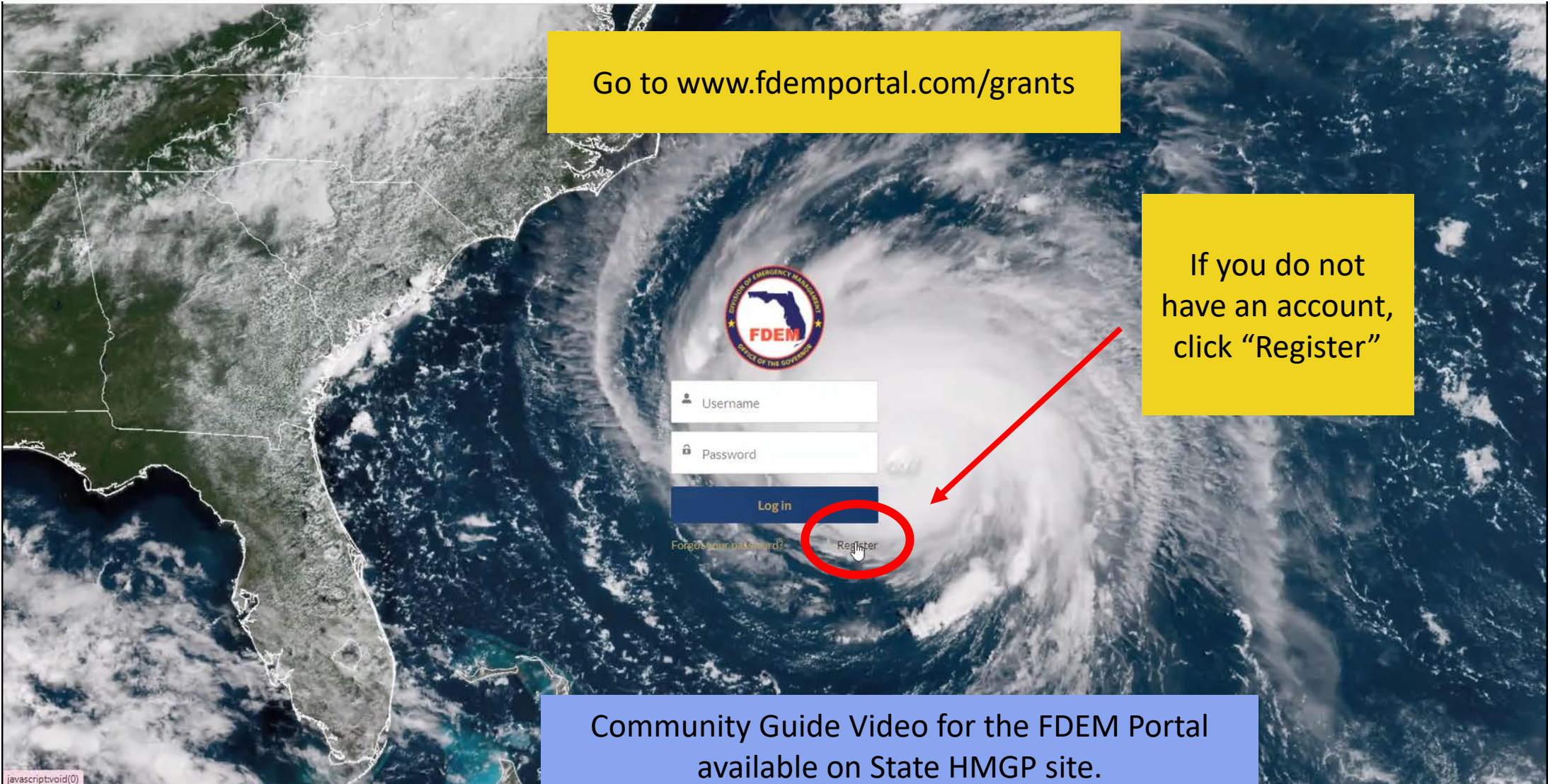




# FDEM Portal

Go to [www.fdemportal.com/grants](http://www.fdemportal.com/grants)

If you do not have an account, click "Register"



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



# FDEM Portal



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



# FDEM Portal



Home

Be sure you register for the correct account. If you're unsure, contact FDEM.

## Account Access Search

Enter Account Name

Bay County

Request Access

Can't find your account?

Name	Billing Address	Phone
<input type="radio"/> Anchorage Children's Home of Bay County, Inc.	2121 Lisenby Avenue, Panama City, Florida	
<input checked="" type="radio"/> Bay County	840 W. 11th St., Panama City, Florida	850-784-6167
<input type="radio"/> Bay County Chamber of Commerce	PO Box 1850, Panama City, Florida	
<input type="radio"/> Bay County Conservancy, Inc	po box 1182, panama city, Florida	
<input type="radio"/> Bay County Department of Health	597 W 11th Street, Panama City, FL	850-872-4455
<input type="radio"/> Bay County Emergency Management	700 Highway 2300, Panama City, FL	
<input type="radio"/> Bay County Health System, LLC	615 North Bonita Avenue, Panama City, Florida	
<input type="radio"/> Bay County Sheriff's Office	3421 North Highway 77, Panama City, Florida	850-747-4700 ext. 2202
<input type="radio"/> Bay County Transportation Planning Organization	840 WEST 11TH STREET, PANAMA CITY, Florida	
<input type="radio"/> Boys & Girls Clubs of Bay County	PO BOX 914, PANAMA CITY, Florida	
<input type="radio"/> Callaway Community & Arts Center/Bay County Health Department	500 Callaway Pkwy, Callaway, FL	(850) 819-8678
<input type="radio"/> Central Panhandle Fair in Bay County, Inc	P.O. Box 35007, Panama City, FL	
<input type="radio"/> Girls Incorporated of Bay County		
<input type="radio"/> Panama City-Bay County Airport and Indu		
<input type="radio"/> School Board of Bay County Florida		
<input type="radio"/> Shelter In Place Bay County	Private Residence,	

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



# FDEM Portal



Home

## Register for Access

Name

First Name

Bob

Last Name

Test

\* Email

bobtest@invalid.com

\* Business Phone

9042009001

Phone extension

Mobile Phone

\* Please Select Your User Type:

Representative for an Applicant Organization

Representative for an Applicant Organization

Sub-Applicant or Sub-Recipient

Contractor for Sub-Applicant or Contractor for Sub-Recipient

Select the correct  
User Type

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

Next





# FDEM Portal

The screenshot shows the 'Register for Access' form on the FDEM Portal. The form includes fields for Name (First Name: Bob, Last Name: Test), Email (bobtest@invalid.com), Business Phone (9042009001), and Phone extension. Below these are dropdown menus for 'Please Select Your User Type' (set to 'Representative for an Applicant Organization') and 'Please Select the Bureau You Intend to Work With' (with 'Recovery' selected). A red arrow points to the bottom left corner of the form area, and a blue box at the bottom contains text about a community guide video.

Home

### Register for Access

Name  
First Name  
Bob  
Last Name  
Test  
\* Email  
bobtest@invalid.com  
\* Business Phone  
9042009001  
Phone extension  
Mobile Phone  
\* Please Select Your User Type:  
Representative for an Applicant Organization  
\* Please Select the Bureau You Intend to Work With:  
Recovery  
Recovery  
Response  
Preparedness  
Mitigation

Select the correct Bureau, as that is where the access request will go.

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



# FDEM Portal



Home

Applications

Subrecipient Agreements

Project

2

## CARES Act Grant

To view your CARES Act Agreement, please click the Subrecipient Agreements Tab in the header and select the CARES Act Agreement from the list. For more information on the CARES Act, you can visit the [US Department of the Treasury Guidance for local governments](#), email [FLCares@em.myflorida.com](mailto:FLCares@em.myflorida.com), or visit the [FAQ Community](#).



### Preparedness Grants

- Emergency Management Performance Grant (EMPG)
  - Volunteer Florida
- Emergency Management Preparedness and Assistance (EMPA) Grant
  - Volunteer Florida
  - Civil Air Patrol
- State Homeland Security Grant Program (HSGP)
  - Operation Stonegarden (OPSG)
  - Urban Area Security Initiative (UASI)
  - Nonprofit Security Grant Program (NSGP)



### Recovery Grants

- [Public Assistance Grant Program](#)
- [Fire Management Assistance Grant Program](#)
- Hurricane Michael State Recovery Grant
- Florida Citrus Recovery Block Grant (CRBG)
- Timber
- [CARES Act](#)



### Response Grants

- Local Emergency Planning Committee (LEPC) Grant
- Hazard Analysis Contract
- Technological Hazards Federal HMEP (Hazardous Materials Emergency Preparedness)



### Mitigation Grants

- [Hazard Mitigation Grant Program](#)
- Hurricane Loss Mitigation Program
- Building Resilient Infrastructure and Communities
- Pre-Disaster Mitigation
- Flood Mitigation Assistance

For new applications

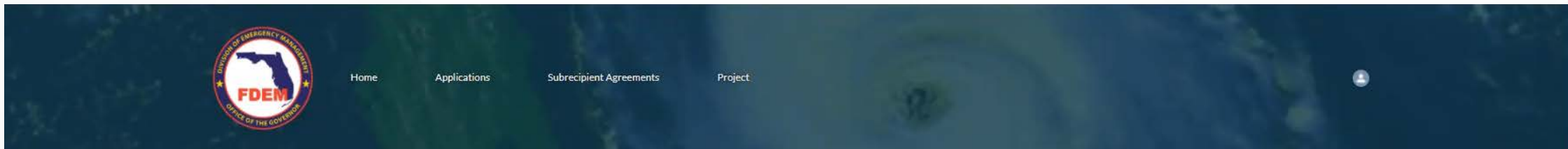


Community Guide Video for the FDEM Portal available on State HMGP site.

#### Quick links:



# FDEM Portal



Hazard Mitigation Grant Program

\*Which grant will CC Test Account be applying for?

4486 COVID-19

4486 COVID-19

Next

Select the correct disaster

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# FDEM Portal



- Home
- Applications
- Subrecipient Agreements
- Project**

For submitted applications or applications in-progress

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- Flood Mitigation Assistance



#### Quick links:

[MyFlorida.com](#) [Contact Us](#) [Open Government](#) [FDEM Long Range Program Plan](#) [Employment](#)  
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# FDEM Portal



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Projects

My Projects ▾

50+ items • Sorted by Project Name • Filtered by All projects • Updated a few seconds ago

Search this list...



	Project Name ▾	Status ▾	Project N... ▾	Project A... ▾	Project Title ▾	Project St... ▾	End Date ▾
1	<a href="#">PID-164573</a>	Inactive		\$0.00	Jared's Test Application for Fun		
2	<a href="#">PID-164572</a>	New		\$0.00			
3	<a href="#">PID-164571</a>	New		\$0.00	Jared's Test Application for Fun Part 2		
4	<a href="#">PID-164568</a>	Active		\$0.00	test1015		
5	<a href="#">PID-164539</a>	Active	317	\$0.00	Bulk Food Procurement		
6	<a href="#">PID-164500</a>	Active		\$0.00	Damaged Vehicles Final Disposal		
7	<a href="#">PID-164499</a>	Active		\$0.00	Debris Staging, Hauling, Monitoring and Final Disposal		
8	<a href="#">PID-164496</a>	Active		\$0.00	Emergency Work Donated Resources		
9	<a href="#">PID-164465</a>	Active		\$0.00	Miami-Dade County - Fire Rescue Department Force Accounts after first 30 days of operations		
10	<a href="#">PID-164464</a>	Active		\$0.00	Miami-Dade County Medical Examiner Department - Force Accounts after first 30 days of operations		
11	<a href="#">PID-164463</a>	Active		\$0.00	Miami-Dade County Police Department - Force Accounts after first 30 days of operations		
12	<a href="#">PID-164458</a>	Active		\$0.00	Mutual Aid		
13	<a href="#">PID-164435</a>	Active		\$0.00	Restoration of Incidental Damages at the Temporary Staging Site (ESA-2)		
14	<a href="#">PID-164327</a>	Withdrawn					
15	<a href="#">PID-164323</a>	Withdrawn					
16	<a href="#">PID-164322</a>	Withdrawn					
17	<a href="#">PID-164320</a>	Withdrawn		\$0.00	Cultural Analysis - Cat E - 1		



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# FDEM Portal



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

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

Phone: (850) 815-4524  
Email: [DEM Hazard Mitigation](#)

Contact information for assistance

You may also refer to the [HMGP Application Checklist](#) for additional guidance.

## HMGP APPLICATION

Application Number	Application Status	Application Created Date	Application Due Date
PID-164571	Submitted	10/29/2021, 11:11 AM	12/31/2021

- I. Application Information
- II. Project Description
- III. Project Location
- IV. Budget/Costs
- V. Environmental Review and Historic Preservation Compliance

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



# FDEM Portal

I. Application Information

Delete Jurisdiction

Point of Contact:

\*First Name:  \*Last Name:

\*Title:

\*Street Address:

\*City:  \*State:

\*Zip Code:

\*Telephone:  \*Email:

Cancel

All communication will primarily be with this contact

Double-check everything

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



# FDEM Portal

## I. Application Information

Authorized Applicant Agent (proof of authorization authority required):  
*An authorized agent is the chief elected official of a local government who has signature authority*

I am the Authorized Agent:

\*First Name:

Jared

\*Last Name:

Jaworski

\*Title:

\*Street Address:

111 Northwest 1st Street

\*City:

Miami

\*State:

FL

\*Zip Code:

33132

\*Telephone:

9045292200

\*Email:

jared.jaworski@em.myflorida.com

This person will receive the application to sign

Double-check everything

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

\*All proposed projects must be included in the county Mitigation Plan and this project is listed?

Yes

ent FEMA Approved

Cancel



# FDEM Portal

### VI. Attachments

Budget Workbook [Budget Workbook](#)

Scope of Work

- \*Letter of endorsement for this project from the county's LMS Coordinator Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. I.1.) allocated to this project.
- \*FIRM Map
- \*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.
- \*Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, include the following angles: front, back and both sides.
- \*Budget Workbook
- \*Project Worksheet
- \*Scope of Work
- \*Proof of Authorization Authority
- \*Original Signed Application

File  
Select File

Cancel Save

Make sure everything is correct on this attachment as it will help us correct any system errors

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



# FDEM Portal

**VI. Attachments**

Generator	<a href="#">Generator Worksheet</a>
Mitigation Reconstruction	<a href="#">Mitigation Reconstruction Worksheet</a>
Protective Measures	<a href="#">Protective Measures Worksheet</a>
Safe Room-Hurricane	<a href="#">Hurricane Safe Rooms</a>
Safe Room-Tornado	<a href="#">Tornado Safe Rooms</a>
Utility Mitigation	<a href="#">Utility Mitigation Worksheet</a>

A copy of the Panel Information from the FIRM

Acquisition-On-going Federal Activities

Acquisition-Pre-event Value

Acquisition-Property Owner documentation

Acquisition-Statement of Assurances

Acquisition-Voluntary interest

Alternative Site Map

Authorizing Agent

Budget Workbook

City or County Scale Map

Concurrence from Natural Resource Conservation Service

Select File

**Files**

Upload Files

Previously Uploaded

Budget Workbook-TEST.pdf

Cancel

**Drop-down menu shows list of attachments.**

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



# FDEM Portal



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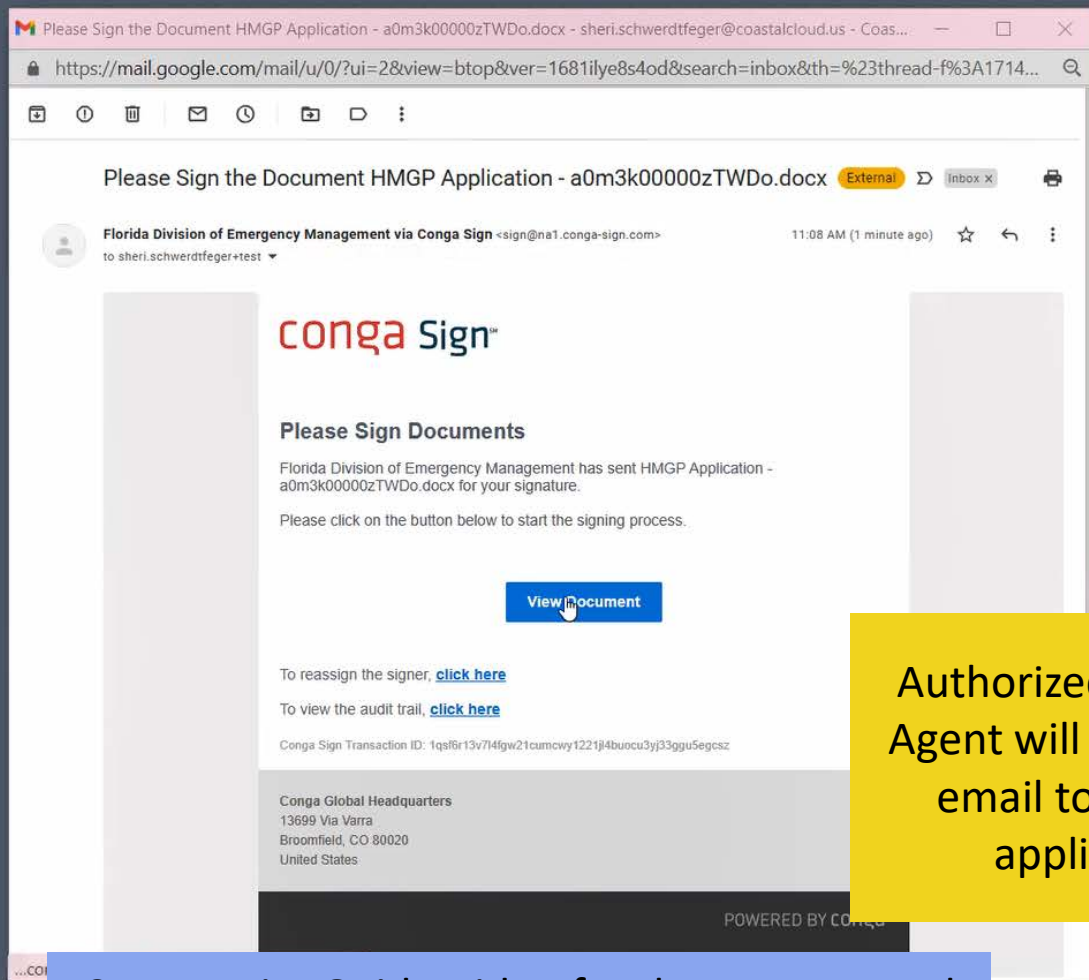
Submit

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Submit button will turn blue when all fields are complete



# FDEM Portal



Authorized Applicant Agent will receive this email to approve application

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





# FDEM Portal

CongaSign + https://na1.conga-sign.com/app/v1/sign/95v76knkjkd1se6b553ptvq3takeejyezenm49pb0kwhfmavj

Apps Home Convert a Button to... Login Login Inbox (13) - sheri.sc... Coastal Cloud - Cal... Login | Salesforce Login Salesforce Maps - P... Salesforce Platform... Reading list

**CONGA SIGN**  
Sign Document Cancel Transaction Complete Signing

Page 3 of 10 HMGP Application - a0m3k00000zTWDo.docx English

First Name: Test Last Name: Test1018  
Title: \_\_\_\_\_  
Address: 1 Hammock Beach Parkway  
City: Palm Coast State: FL Zip Code: 32137  
Telephone: 9042009001 Email: sheri.schwerdtfeger+test@coastalcloud.us  
Organization: CC Test Account

11. Authorized Applicant Agent (proof of authorization authority required)  
First Name: Test Last Name: Test1018  
Title: \_\_\_\_\_  
Address: 1 Hammock Beach Parkway  
City: Palm Coast State: FL City: Palm Coast  
Telephone: 9042009001 Email: sheri.schwerdtfeger+test@coastalcloud.us

Signature: Test Test1018  
Date: 10/20/2021

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current Mitigation Plan and this project is listed?  Yes  No
- b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. Does the letter have an estimated cost column that is within \$500.00 between the two.  Yes  No
- c. The LMS project list and endorsement letter both have an estimated cost column that is within \$500.00 between the two.  Yes  No

2

Back **C** Next  
2 of 5

Sign all fields and the "Complete Signing" button will activate.

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11:11 AM  
10/20/2021

# MITIGATION DIRECTORY



## PLANNING

Kristin Lentz, Manager

MitigationPlanning@em.myflorida.com



## FLOODPLAIN

Conn Cole, State Floodplain Manager

Floods@em.myflorida.com



## TECHNICAL

Luz Bossanyi, Program Manager

Engineering: Claudia.Purser@em.myflorida.com

Environmental: Kayla.Born@em.myflorida.com



## HAZARD MITIGATION GRANT PROGRAM

Kathleen Marshall, Program Manager

dem\_hazardmitigationgrantprogram@em.myflorida.com



## BUILDING RESILIENT INFRASTRUCTURE & COMMUNITIES

Susan Harris-Council, Program Manager

non-disasterprograms@em.myflorida.com



## FLOOD MITIGATION ASSISTANCE

Susan Harris-Council, Program Manager

non-disasterprograms@em.myflorida.com



## HURRICANE LOSS MITIGATION PROGRAM

Grant Goodwin, Program Manager

Grant.Goodwin@em.myflorida.com

## BUREAU CHIEF

Laura Dhuwe

Laura.Dhuwe@em.myflorida.com

