

RESOLUTION NO. 2018-76

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A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO FEDERAL GRANTS; AUTHORIZING THE VILLAGE MANAGER TO SIGN, APPLY FOR AND RECEIVE FEDERAL FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) THROUGH THE HAZARD MITIGATION GRANT PROGRAM (HMGP) FOR THE IMPLEMENTATION OF PROJECTS THAT WILL HELP STRENGTHEN THE VILLAGE AGAINST FUTURE STORM DAMAGES; AUTHORIZING THE VILLAGE MANAGER TO SIGN THE GRANT APPLICATION AND OTHER RELATED DOCUMENTS ON BEHALF OF THE VILLAGE; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Administration)*

WHEREAS, the Village has sought to strengthen our ability to limit damages due to storms; and

WHEREAS, the mitigation projects selected were chosen from the Local Mitigation Strategy (LMS) Village list; and

WHEREAS, the Village has selected several drainage projects to help alleviate flooding due to storm surge and heavy bouts of rain that coincide with our Storm Management Master Plan; and

WHEREAS, in the event that the applications for the Village mitigation projects are approved by the Federal Emergency Management Agency (FEMA), all federal grant-related plans and documents will be brought back to the Village Council for final approval.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. The Village Manager is hereby authorized to sign, submit and accept a federal grant application to the Federal Emergency Management Agency for identified mitigation projects in the Village.

Section 2. The submission and acceptance of the federal grant is hereby approved by the Village Council.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED and ADOPTED this 4th day of June, 2018.

Attest:

DocuSigned by:
Missy Arocha
Missy Arocha
Village Clerk

DocuSigned by:
Eugene Flinn
Eugene Flinn
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

DocuSigned by:
Dexter W. Lehtinen
Dexter W. Lehtinen
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Karyn Cunningham	<u>YES</u>
Council Member David Singer	<u>YES</u>
Council Member Larissa Siegel Lara	<u>YES</u>
Vice Mayor John DuBois	<u>YES</u>
Mayor Eugene Flinn	<u>YES</u>

EXHIBIT A

Miami-Dade Local Mitigation Strategy
Hurricane Irma HMGP Prioritization List
May 22, 2018 FINAL

Final Rank	Project Title	Agency	Goal/Objective Implemented	Project # In LMS	Total Cost	Federal Share
1	Miami-Dade County, FL: Hardening of Affordable Housing complex (MADELEINE VILLAGE)	Miami Beach	2 (2.3)	11031	\$1,000,000.00	\$750,000.00
2	Miami-Dade County, FL: Hardening of Affordable Housing Building (Neptune)	Miami Beach	2 (2.3)	11035	\$1,000,000.00	\$750,000.00
3	Miami-Dade County, FL: Phase 1 Sanitary Pump Stations	Coral Gables	6(6.5)	10897	\$122,500.00	\$91,875.00
4	Miami-Dade County, FL: Phase 2 Sanitary Pump Stations	Coral Gables	6(6.5)	10899	\$47,860.00	\$35,895.00
5	Miami-Dade County, FL: Main House MEP System Floodproofing	Vizcaya	1(1.2)	10465	\$1,000,000.00	\$750,000.00
6	Miami-Dade County, FL: Main House Envelope Protection: Roof	Vizcaya	1(1.5)	241	\$1,800,000.00	\$1,350,000.00
7	Miami-Dade County, FL: Hardening of Scott Rakow Youth Center	Miami Beach	1(1.5)	11062	\$1,000,000.00	\$750,000.00
8	Miami-Dade County, FL: Hardening of City Buildings (Bass Museum)	Miami Beach	1(1.5)	10744	\$500,000.00	\$375,000.00
9	Miami-Dade County, FL: U of Miami Hospital Hardening	UM	6(6.2)	825	\$5,000,000.00	\$3,750,000.00
10	Miami-Dade County, FL: Public Housing Edison Plaza Hardening Project	Housing	2(2.3)	115	\$1,196,460.22	\$897,345.17
11	Miami-Dade County, FL: JMH Infrastructure Protection Measure to Upgrade/Elevate Switchgears	Jackson	2(2.10)	2384	\$4,189,340.00	\$3,142,005.00
12	Miami-Dade County, FL: South Bulkhead Project	Port Miami	1(1.7)	10853	\$9,812,593.62	\$7,359,445.22
13	Miami-Dade County, FL: Structural Rehabilitation for Miami-Dade Fire Rescue Headquarters	MDFR	6(6.2)	3	\$1,000,000.00	\$750,000.00
14	Miami-Dade County, FL: Hardening of Fire Stations	Miami Beach	6(6.2)	7315	\$5,000,000.00	\$3,750,000.00
15	Miami-Dade County, FL: Phase I: Increased Wastewater Transmission System and Treatment Capacity	WASD	6(6.2)	250	\$20,000,000.00	\$15,000,000.00
16	Miami-Dade County, FL: Emergency Operations Center (EOC) Relocation/Expansion Project	Doral	6(6.2)	10499	\$500,000.00	\$375,000.00
17	Miami-Dade County, FL: Town Hall/EOC Envelope Hardening Project	Cutler Bay	6(6.2)	373	\$1,358,000.00	\$1,018,500.00
18	Miami-Dade County, FL: Sea Wall Replacement and Repair - Matheson Hammock Marina	PROS	1(1.7)	48	\$4,245,750.00	\$3,184,313.00
19	Miami-Dade County, FL: Sanitary Sewer Backup	North Miami	6(6.2)	703	\$700,000.00	\$525,000.00
20	Miami-Dade County, FL: Basin Inflow and Infiltration Abatement	Coral Gables	6(6.2)	10890	\$1,200,000.00	\$900,000.00
21	Miami-Dade County, FL: 105 Street Drainage Pump Station	Miami Shores	4(4.2)	5546	\$1,500,000.00	\$1,125,000.00
22	Miami-Dade County, FL: Stormwater Drainage Palm Dr/NW 2 St/Redland Road/NW 7 Ave	Florida City	2(2.3)	394	\$1,198,715.00	\$899,036.00
23	Miami-Dade County, FL: Sub-Basin 61 Drainage Improvements	Palmetto Bay	5(5.2)	10025	\$520,000.00	\$390,000.00

Miami-Dade Local Mitigation Strategy
Hurricane Irma HMGP Prioritization List
May 22, 2018 FINAL

Final Rank	Project Title	Agency	Goal/Objective Implemented	Project # in LMS	Total Cost	Federal Share
24	Miami-Dade County, FL: PC Building Storm Resistant Window Installation	FIU	3(3.1)	789	\$3,012,460.78	\$2,259,345.59
25	Miami-Dade County, FL: Main House Envelope Protection : Windows and Doors	Vizcaya	3(3.1)	242	\$2,000,000.00	\$1,500,000.00
26	Miami-Dade County, FL: Fire-Rescue Training Center/Backup 911 Center/Operational Shelter	Miami	6(6.2)	10895	\$18,000,000.00	\$13,000,000.00
27	Miami-Dade County, FL: Undergrounding of Utility Lines	North Bay Village	3(3.1)	11197	\$20,000,000.00	\$11,000,000.00
28	Miami-Dade County, FL: U of Miami Medical Campus CEP	UM	6(6.2)	830	\$1,700,000.00	\$1,275,000.00
29	Miami-Dade County, FL: JMH/Holtz Wind Retrofit	Jackson	2(2.3)	11531	\$8,700,000.00	\$6,525,000.00
30	Miami-Dade County, FL: JMH Long-Term Care Center Wind Retrofit	Jackson	2(2.3)	11552	\$3,800,000.00	\$2,850,000.00
31	Miami-Dade County, FL: U of Miami Hospital Hardening	UM	6(6.2)	826	\$4,000,000.00	\$3,000,000.00
32	Miami-Dade County, FL: Phase 2: Increased Wastewater Transmission System and Treatment Capacity	WASD	6(6.2)	250	\$15,000,000.00	\$11,250,000.00
33	Miami-Dade County, FL: Public Housing Biscayne Plaza Hardening Project	Housing	2(2.3)	158	\$1,037,366.00	\$778,024.50
34	Miami-Dade County, FL: Safeguarding Availability of Potable Water	North Miami	6(6.2)	704	\$325,000.00	\$243,750.00
35	Miami-Dade County, FL: Brickell Bay Drive Protective Linear Park and Sea Wall	Miami	3(3.2)	10924	\$7,500,000.00	\$5,625,000.00
36	Miami-Dade County, FL: Public Housing Palm Court Hardening Project	Housing	2(2.3)	122	\$1,403,162.82	\$1,052,372.12
37	Miami-Dade County, FL: Structural and Roof Rehabilitation for Miami-Dade Fire Rescue Stations	MDFR	2(2.3)	2	\$600,000.00	\$450,000.00
38	Miami-Dade County, FL: Acquisition of Emergency Generators	Miami Beach	4(4.3)	2451	\$5,600,000.00	\$4,200,000.00
39	Miami-Dade County, FL: Lift Stations	North Bay Village	6(6.2)	11558	\$900,000.00	\$675,000.00
40	Miami-Dade County, FL: Emergency Power for Water and Sewer Utility Operations Center	North Miami	6(6.2)	709	\$90,000.00	\$67,500.00
41	Miami-Dade County, FL: Utility Operation Center Surge Suppression System	North Miami	3(3.2)	714	\$20,000.00	\$15,000.00
42	Miami-Dade County, FL: Installation of 150 land-based flood gauges in GM&B	Multi Juris	5(5.2)	11320	\$1,000,000.00	\$750,000.00
43	Miami-Dade County, FL: Back-Up Generators and Transfer Switches	Palmetto Bay	1(1.3)	1435	\$75,000.00	\$56,250.00
44	Miami-Dade County, FL: Portable Engine Generator	North Bay Village	6(6.2)	11001	\$250,000.00	\$187,500.00
45	Miami-Dade County, FL: Cutler Ridge Section 3 Drainage Improvement	Cutler Bay	5(5.2)	10050	\$1,015,160.00	\$761,370.00
46	Miami-Dade County, FL: Abandonment of 12" Force main to Miami Beach	North Bay Village	1(1.3)	11547	\$315,000.00	\$236,250.00

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47	Miami-Dade County, FL: Hardening of North Shore Youth Center	Miami Beach	6(6.2)	11059	\$1,000,000.00	\$750,000.00
48	Miami-Dade County, FL: West Dade Regional Library hardening project	Libraries	1(1.5)	32	\$983,542.00	\$245,885.00
49	Miami-Dade County, FL: Flood Mitigation area South Stormwater Pump & Retention Pond	Medley	5(5.2)	4159	\$2,500,000.00	\$1,875,000.00
50	Miami-Dade County, FL: South Dade Regional Library hardening project	Libraries	1(1.5)	11634	\$1,450,000.00	\$1,087,500.00
51	Miami-Dade County, FL: Deep Well Injection System Rehabilitation	North Bay Village	5(5.2)	11266	\$633,737.00	\$475,302.75
52	Miami-Dade County, FL: Drainage Improvements to Sub-Basin 43	Palmetto Bay	5(5.2)	10027	\$940,000.00	\$705,000.00
53	Miami-Dade County, FL: Drainage Improvements to Sub-Basin 57/96	Palmetto Bay	5(5.2)	10029	\$601,450.00	\$451,087.50
54	Miami-Dade County, FL: Roadway Resurfacing	North Bay Village	2(2.4)	11164	\$1,500,000.00	\$1,125,000.00
55	Miami-Dade County, FL: Gravity Sewer Systems Improvements for Groundwater Infiltration Reduction	North Miami	5(5.2)	708	\$6,000,000.00	\$4,500,000.00
56	Miami-Dade County, FL: Canal Bank Erosion Protection	Palmetto Bay	5(5.2)	1430	\$2,500,000.00	\$1,875,000.00
57	Miami-Dade County, FL: Miami Lakes Branch Library hardening project	Libraries	1(1.5)	33	\$405,092.00	\$303,819.00
58	Miami-Dade County, FL: Kendall Branch Library hardening project	Libraries	1(1.5)	37	\$373,232.00	\$90,251.00
59	Miami-Dade County, FL: Coral Reef Branch Library hardening project	Libraries	1(1.5)	40	\$85,765.00	\$64,318.00
60	Miami-Dade County, FL: MSMC Seawall	Mount Sinai	6(6.2)	297	\$8,000,000.00	\$6,000,000.00
61	Miami-Dade County, FL: Aventura Emergency Department	Mount Sinai	6(6.2)	301	\$3,000,000.00	\$2,250,000.00
62	Miami-Dade County, FL: El Jardln Roadway & Pump System	El Portal	5(5.2)	12267	\$2,300,000.00	\$1,725,000.00
63	Miami-Dade County, FL: MSMC MSOP Facility	Mount Sinai	2(2.3)	10502	\$3,000,000.00	\$2,250,000.00
64	Miami-Dade County, FL: Lakeside Retirement Community Center - Building Hardening	Medley	6(6.4)	12325	\$230,000.00	\$172,500.00
65	Miami-Dade County, FL: Sea Wall at the end of C-8 Canal	Miami Shores	5(5.2)	12230	\$230,000.00	\$172,500.00
66	Miami-Dade County, FL: Bayshore Drive Pump Station	Miami Shores	5(5.2)	12232	\$325,000.00	\$243,750.00
67	Miami-Dade County, FL: NW 86 & 87 st Pump Station	El Portal	5(5.2)	12269	\$775,000.00	\$581,250.00
68	Miami-Dade County, FL: Northern Sweetwater Drainage & Roadway Improvements (Phase 8)	Sweetwater	5.5.2)	12200	\$1,400,000.00	\$1,000,000.00
69	Miami-Dade County, FL: MACtown Generator for Special Needs Shelter	MacTown	2(2.3)	10749	\$400,700.00	\$300,525.00

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Final Rank	Project Title	Agency	Goal/Objective Implemented	Project # in LMS	Total Cost	Federal Share
70	Miami-Dade County, FL: Jackson South Wind Retrofit	Jackson	1(1.5)	11677	\$1,000,000.00	\$750,000.00
71	Miami-Dade County, FL: Hardening of City Buildings (555 17th St.)	Miami Beach	1(1.3)	10746	\$500,000.00	\$375,000.00
72	Miami-Dade County, FL: Undergrounding of Utility Lines	Homestead	1(1.3)	472	\$12,500,000.00	\$9,375,000.00
73	Miami-Dade County, FL: Royal Oaks Drainage	Miami Lakes	5(5.2)	658	\$2,000,000.00	\$1,500,000.00
74	Miami-Dade County, FL: West Lakes Drainage Improvement	Miami Lakes	5(5.2)	657	\$1,950,000.00	\$1,462,500.00
75	Miami-Dade County, FL: Build concrete enclosures around City critical facilities	Homestead	1(1.3)	430	\$181,818.00	\$136,363.50
76	Miami-Dade County, FL: Protective Measures for Critical Facility systems	Homestead	1(1.3)	429	\$272,727.00	\$204,545.25
77	Miami-Dade County, FL: Construction of structure to store emergency vehicles and equipment	Homestead	1(1.3)	439	\$1,200,000.00	\$900,000.00
78	Miami-Dade County, FL: Storm Water System Upgrade	Homestead	5(5.2)	404	\$21,252,000.00	\$15,939,000.00
79	Miami-Dade County, FL: Stormshield Barriers for MDPD HQ	MDPD	1(1.5)	12953	\$850,000.00	\$637,500.00
80	Miami-Dade County, FL: West Miami Police Expansion and Hardening	West Miami	1(1.3)	3569	\$500,000.00	\$375,000.00
81	Miami-Dade County, FL: Upgrade MDPD Back Up Communications Center	MDPD	1(1.3)	12949	\$1,525,000.00	\$50,000.00
82	Miami-Dade County, FL: Roof Upgrades to various MDPD facilities	MDPD	1(1.5)	12957	\$1,100,000.00	\$825,000.00
83	Miami-Dade County, FL: Drainage at PCB	MDPD	5(5.2)	12951	\$1,000,000.00	\$750,000.00
84	Miami-Dade County, FL: West Miami Recreation Center Annex	West Miami	5(5.2)	9808	\$500,000.00	\$375,000.00
85	Miami-Dade County, FL: Storm Drain Improvements	West Miami	5(5.2)	5256	\$750,000.00	\$500,000.00
86	Miami-Dade County, FL: City Hall hardening	West Miami	1(1.5)	2655	\$50,000.00	\$37,500.00
87	Miami-Dade County, FL: Zone 6 Roads	Opa-locka	5(5.2)	11673	\$ 6,000,000.00	\$ 4,500,000.00
88	Miami-Dade County, FL: Zone 1 and 2 Roads	Opa-locka	5(5.2)	11675	\$ 16,000,000.00	\$ 12,000,000.00
89	Miami-Dade County, FL: Sherbondy Village Emergency Shelter	Opa-locka	6(6.4)	11878	\$ 600,000.00	\$ 450,000.00
90	Miami-Dade County, FL: Phase 3: Increased Wastewater Transmission System and Treatment Capacity	WASD	6(6.2)	250	\$ 15,000,000.00	\$ 11,250,000.00
91	Miami-Dade County, FL: Phase 4: Increased Wastewater Transmission System and Treatment Capacity	WASD	6(6.2)	250	\$ 15,000,000.00	\$ 11,250,000.00

Miami-Dade Local Mitigation Strategy
Hurricane Irma HMGP Prioritization List
May 22, 2018 FINAL

Final Rank	Project Title	Agency	Goal/Objective Implemented	Project # in LMS	Total Cost	Federal Share
92	Miami-Dade County, FL: Phase 5: Increased Wastewater Transmission System and Treatment Capacity	WASD	6(6.2)	250	\$ 15,000,000.00	\$ 11,250,000.00
93	Miami-Dade County, FL: Shorecrest/Belle Mead Storm Water Management and Flood Control Project Phase I	Miami	3(3.2)	524	\$4,200,000.00	\$3,150,000.00
94	Miami-Dade County, FL: David Herring Center Backup Generator	Miami	1(1.3)	11259	\$ 300,000.00	\$225,000.00
95	Miami-Dade County, FL: Home elevations in flood-prone areas	Miami	5(5.2)	12178	\$ 1,000,000.00	\$750,000.00
96	Miami-Dade County, FL: Hypochlorite	WASD	6(6.2)	10657	\$ 6,000,000.00	\$4,500,000.00

EXHIBIT B

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: _____

Applicant: _____

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA ___-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	<input type="checkbox"/>
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	<input type="checkbox"/>
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	<input type="checkbox"/>
1. Applicant	Name of organization applying. Must be an eligible applicant.	<input type="checkbox"/>
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	<input type="checkbox"/>
3. County	Indicate county in which the project is located.	<input type="checkbox"/>
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	<input type="checkbox"/>
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	<input type="checkbox"/>
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	<input type="checkbox"/>
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	<input type="checkbox"/>
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	<input type="checkbox"/>
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	<input type="checkbox"/>
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	<input type="checkbox"/>
11. Authorized Applicant Agent	An authorized agent must sign the application. "An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."	<input type="checkbox"/>
12. LMS Compliance	a) LMS Project List:	<input type="checkbox"/>

	<p>All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit.</p> <p>b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project.</p> <p>c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.</p> <p>A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)</p>	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	<input type="checkbox"/>

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	<input type="checkbox"/>
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	<input type="checkbox"/>
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	<input type="checkbox"/>
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	<input type="checkbox"/>
6. Project Impact	Identify all the items the project may impact or are within the project area.	<input type="checkbox"/>
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	<input type="checkbox"/>

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

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	<input type="checkbox"/>
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	<input type="checkbox"/>
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	<input type="checkbox"/>

	<i>significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])?</i> <u>Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language</u> in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	<input type="checkbox"/>
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	<input type="checkbox"/>
5. Purpose / Need	Describe the purpose and need for the proposed project.	<input type="checkbox"/>

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	<input type="checkbox"/>
2. Title Holder	Provide the titleholder's name.	<input type="checkbox"/>
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	<input type="checkbox"/>
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	<input type="checkbox"/>

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

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	<input type="checkbox"/>
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	<input type="checkbox"/>
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	<input type="checkbox"/>

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	<input type="checkbox"/>
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	<input type="checkbox"/>
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	<input type="checkbox"/>
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must 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. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	<input type="checkbox"/>

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	<input type="checkbox"/>
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	<input type="checkbox"/>
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	<input type="checkbox"/>
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	<input type="checkbox"/>

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	<input type="checkbox"/>
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	<input type="checkbox"/>
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	<input type="checkbox"/>
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	<input type="checkbox"/>
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	<input type="checkbox"/>
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	<input type="checkbox"/>
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	<input type="checkbox"/>

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc.</i> See Typical Project Milestones for estimated time-frames) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	<input type="checkbox"/>
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	<input type="checkbox"/>
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	<input type="checkbox"/>
3. Project Area/Structure Photographs	Complete Section III part C of the application.	<input type="checkbox"/>
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	<input type="checkbox"/>
5. Project Alternatives	Complete Section V part D. of this application.	<input type="checkbox"/>
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	<input type="checkbox"/>
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	<input type="checkbox"/>
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	<input type="checkbox"/>

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	<input type="checkbox"/>
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	<input type="checkbox"/>
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	<input type="checkbox"/>

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	<input type="checkbox"/>
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	<input type="checkbox"/>
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	<input type="checkbox"/>
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	<input type="checkbox"/>
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	<input type="checkbox"/>
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	<input type="checkbox"/>
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	<input type="checkbox"/>
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	<input type="checkbox"/>

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	<input type="checkbox"/>
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Other Required Documentation

1. MAPS	All maps must be included with the application.	<input type="checkbox"/>
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	<input type="checkbox"/>
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	<input type="checkbox"/>
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	<input type="checkbox"/>
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	<input type="checkbox"/>
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	<input type="checkbox"/>
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	<input type="checkbox"/>
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	<input type="checkbox"/>
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	<input type="checkbox"/>
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	<input type="checkbox"/>

*Submit 1 original (signed) and 2 full copies of the entire application and backup

documentation. Include a full copy of the submittal and all documentation on CD.