

**STATE OF FLORIDA – HAZARD MITIGATION GRANT PROGRAM APPLICATION****THIS SECTION FOR STATE USE ONLY****FEMA-** \_\_\_\_\_ **-DR-FL**

- Standard HMGP       5% Initiative Application       Application Complete  
 Standard FMA       Initial Submission or       Re-Submission

**Support Documents**

- Conforms w/ State 409 Plan  
 In Declared Area  
 Statewide

**Eligible Applicant**

- State or Local Government  
 Private Non-Profit (Tax ID Received)  
 Recognized Indian Tribe or Tribal Organization

**Project Type(s)**

- Wind  
 Flood  
 Other: \_\_\_\_\_

**Community NFIP Status: (Check all that apply)**

- Participating Community ID#: \_\_\_\_\_  
 In Good Standing     Non-Participating     CRS

Reviewer Phone#: \_\_\_\_\_

Reviewer Fax#: \_\_\_\_\_

Reviewer E-Mail: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

State Application ID: \_\_\_\_\_

State Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance with this application, please contact your State Emergency Management Division at (850) 922-5944.

**A. To Fill Out This Application:** Complete all sections that correspond with the type of proposed project**General Application Sections:** All applicants must complete these sections**Environmental Review:** All applicants must complete these sections**Maintenance Agreement:** Any applications involving public property, public ownership, or management of property**Damage Frequency****Assessment Worksheet:** Acquisition, Elevation, Floodproofing (if FIS and H&H are unavailable) -- one worksheet per structure**Flood-Drainage****Improvement Worksheet:** Acquisition, Elevation, Floodproofing (if FIS and H&H are available) -- one worksheet per structure**Tornado Worksheet:** Safe Room Projects only**Wind Retrofit Worksheet:** Wind retrofit projects only -- one worksheet per structure**Request for Public****Assistance Form:****Acquisition Forms:**

FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.

If project type is Acquisition, these forms must be completed.

(Only one of the two *Notice of Voluntary Interest* forms is necessary.)*Model Statement of Assurances for Property Acquisition Projects**Declaration and Release**Notice of Voluntary Interest (Town Hall Version)**Notice of Voluntary Interest (Single Site Version)**Statement of Voluntary Participation**FEMA Model Deed Restriction Language***Application Completeness Checklist:**

All applicants are recommended to complete this checklist

**B. Applicant Information**

FEMA- \_\_\_\_\_ -DR-FL

DISASTER NAME: Hurricane MatthewEx., FEMA-1609-DR-FL: Hurricane Wilma

Title / Brief Descriptive Project Summary: \_\_\_\_\_

1. Applicant (Organization): \_\_\_\_\_

2. Applicant Type:

 State or Local Government Recognized Native American Tribe Private Non-Profit

3. County: \_\_\_\_\_
4. State Legislative House District(s): \_\_\_\_\_ State Legislative Senate District(s): \_\_\_\_\_  
Congressional House District(s): \_\_\_\_\_
5. Federal Tax I.D. Number: \_\_\_\_\_
6. Data Universal Numbering System (DUNS): \_\_\_\_\_
7. FIPS Code\*: \_\_\_\_\_  
(\*if your FIPS code is not known, please fill out FEMA Form 90-49 (Request for Public Assistance) so that the Department may obtain a FIPS code for you)
8. National Flood Insurance Program (NFIP) Community Identification Number (this number can be obtained from the FIRM map for your area): \_\_\_\_\_
9. NFIP Community Rating System Class Number (if available): \_\_\_\_\_
10. NFIP Last Community Assistance Visit Date (FMA ONLY): \_\_\_\_\_
11. Attach proof of current Flood Insurance Policy (FMA ONLY): \_\_\_\_\_

12. **Point of Contact**

Ms. Mr. Mrs. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

13. **Application Prepared by**

Ms. Mr. Mrs. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

14. **Authorized Applicant Agent (proof of authorization authority required)**

Ms. Mr. Mrs. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

15. All proposed projects should be included in the county's Local Mitigation Strategy (LMS).  
Attached is a letter of endorsement for the project from the county's Local Mitigation Strategy Chairperson. Yes No
16. Has this project been submitted and/or funded under a previous disaster event? If so please provide the disaster number and project number if available.

## Section I. Project Description

### A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:  
 Flood  Wind  Storm surge  Other (list): \_\_\_\_\_
2. Identify the type of proposed project:  
 Elevation and retrofitting of residential or non-residential structure  
 Acquisition and relocation  Acquisition and demolition  
 Wind retrofit  Minor drainage project that reduces localized flooding  
 Other (please explain)

3. List the total number of persons that will be protected by the proposed project:
  
4. Fill in the level of protection and the magnitude of event the proposed project will mitigate.  
(e.g. 23 structures protected against the 100-year [1%] flood)
 

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

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

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

1. Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**
  
2. Description of the existing problems:
  
3. Describe the type(s) of protection that the proposed project will provide:
  
4. Scope of Work (describe in detail what you are planning to do):
  
5. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP or FMA project:

## Section II. Project Location (Fully describe the location of the proposed project.)

### A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and zip codes. If available, please provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:
  
2. Title Holder:
  
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)?  YES  NO
  
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. That is, **all** structures in project area.
 

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

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

<input type="checkbox"/> Attach two (2) copies of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. <b><i>FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map.</i></b> FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at <a href="https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&amp;catalogId=10001&amp;langId=-1">https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&amp;catalogId=10001&amp;langId=-1</a>	
Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area).	
(See FIRM legend for flood zone explanations) (A Zone must be identified)	
<input type="checkbox"/> VE or V 1-30	<input type="checkbox"/> AE or A 1-30
<input type="checkbox"/> AO or AH	<input type="checkbox"/> A (no base flood elevation given)
<input type="checkbox"/> B or X (shaded)	<input type="checkbox"/> C or X (unshaded)
<input type="checkbox"/> Floodway	
<input type="checkbox"/> Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this zone. Please coordinate with your state agency before submitting an application for a CBRA Zone project).	
<input type="checkbox"/> <b>If the FIRM Map for your area is not published</b> , please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.	

Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s).

**C. City or County Map with Project Site and Photographs**

- Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
- Attach a USGS TOPO map with project site **clearly** marked on the map.
- For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired. The map should include the Tax ID numbers for each parcel, if possible.
- Attach photographs (a minimum of 2 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas, which affect the project site or will be affected by the project. For each structure, please include the following angles: front, back and both sides.

**Section III. Budget/Costs**

In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. **Do not** include contingency costs in the budget. *Avoid the use of lump sum costs.*

Note: To be eligible for HMA funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form. Please mark each pre-award cost with an asterisk (\*).

**A. Materials**

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

**B. Labor (Include equipment costs. Please indicate all “soft” or in-kind matches. All in-kind match must be identified in the Section III. Budget/Costs of this application.)**

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

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

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

**Total Estimated Project Cost \$ \_\_\_\_\_**

**D. Funding Sources** (Round figures to the nearest dollar.)

*The maximum FEMA share for HMGP projects is 75%.* The other 25% can be made up of State and Local funds as well as in-kind services. The FMA program requires that the maximum in-kind match be no more than 12.5% of the total project costs. HMGP/FMA funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level such as CDBG and certain tribal funds) may not be used for the non-Federal share of the costs.

**Estimated FEMA Share** \$ \_\_\_\_\_ % of Total (maximum of 75%)

**Non-Federal Share**

Estimated Local Share \$ \_\_\_\_\_ % of Total (Cash)

\$ \_\_\_\_\_ % of Total (In-kind\*)

\$ \_\_\_\_\_ % of Total (Project Global Match\*\*)

Global Match Project Title:

**Other Agency Share** \$ \_\_\_\_\_ % of Total

(Identify Other Non-Federal Agency and availability date: \_\_\_\_\_ )

**Total Funding sources from above** \$ \_\_\_\_\_ **Total %** (should equal 100%)

\*Identify proposed eligible activities directly related to project to be considered for In-kind services. (Note on Section B)

\*\*Separate project application must be submitted for each project (Global) Match project.

**E. Project Milestones/Schedule of Work**

List the major milestones in this project by providing an estimated time-line for the critical activities not to exceed a period of 3 years for performance, e.g. Designing, Engineering, Permitting, etc. These milestones should correspond with the scope of work and budget.

<i>Milestone</i>	<i>Number of Days to Complete</i>
[Example: Demolition of 6 structures and removal of debris	14 days]

#### Section IV. Environmental Review and Historic Preservation Compliance

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

Because HMGP/FMA are federally funded programs, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

##### A. The following information is required for the Environmental and Historic Preservation review:

*All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.*

- Detailed project description, scope of work, and budget/costs (Section I and Section III of this application).
- Project area maps with project site and staging area marked (Section II, part B & C of this application).
- Project area/structure photographs (Section II, part C of this application).
- Preliminary project plans.
- Project alternatives description and impacts (Section IV of this application).
- Please complete the applicable project worksheets. Dates of construction are required for all structures.
- Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impacts [effects] on Minority or Low Income Populations.) Documents can include public meeting records, media reports, letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
- Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* (p. 10 of this application).

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

Are there low income or minority populations in the project area or adjacent to the project area? If yes, please describe any disproportionate and adverse effects to these populations.

To help evaluate the impact of the project, please indicate below any other information you are providing:

- Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.
- Attached materials or additional comments.

### C. Information required for Tribal Consultations

*Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.*

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.
  
2. Provide information on any known site work or historic uses for project location.

- Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (ft) and vertical depths (sq ft) of all anticipated ground disturbance.

### D. Alternative Actions

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative."

#### 1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

#### 2. Other Feasible Alternative

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

##### a. Project Description for the Alternative

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

##### b. Project Location of the Alternative (describe briefly)

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



c. **Scope of Work for Alternative Project**

d. **Impacts of Alternative Project**

Below, discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (upstream and downstream surface water impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

e. **Estimated Budget/Costs for Alternative Project**

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

**1. Materials**

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

**2. Labor** (Include equipment costs. Please indicate all “soft” or in-kind matches.)

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

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

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

**Total Estimated Project Cost \$\_\_\_\_\_**

**HMGP ENVIRONMENTAL REVIEW**  
*Information and Documentation Requirements by Project Type*

***Retrofits to Existing Facilities/Structures***  
***Elevations***  
***Acquisitions with Demolition***

- ✓ Dates of Construction
- ✓ Concurrence from State Historic Preservation Officer if structure is 50 years or older, if work to be done is outside the existing footprint or if there is six (6) inches or more of ground disturbance.

***Drainage Improvements***

- ✓ Engineering plans/drawings
- ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands
  - Department of Environmental Protection
  - Water Management District
  - U.S. Army Corps of Engineers
- ✓ Concurrence letter from State Historic Preservation Office addressing archeological impacts. Required if there is six (6) inches or more of ground disturbance.
- ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats.
- ✓ If the project is in coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources.
- ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland.

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

**Section V. Maintenance Agreement**

*All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.*

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

The \_\_\_\_\_ of \_\_\_\_\_, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subgrantee’s maintenance responsibilities following project award and to show the Subgrantee’s acceptance of these responsibilities. It does not replace, supercede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by \_\_\_\_\_ the duly authorized representative  
(printed or typed name of signing official)

\_\_\_\_\_,  
(title)

this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

Signature\* \_\_\_\_\_

***\*Please note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

## HMGP Application Completeness Checklist

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

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Application Requirements	Explanation of Information Required	✓
<b>Title/Brief Descriptive Project Summary</b>	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee City Hall Wind Retrofit)	
<b>1. Applicant</b>	Name of organization applying. Must be an eligible applicant.	
<b>2. Applicant Type</b>	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)	
<b>3. County</b>	Indicate county in which the project is located.	
<b>4. State Legislative &amp; Congressional District(s)</b>	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. <a href="http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx">http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx</a>	
<b>5. Federal Tax I.D. Number</b>	List the FEIN number. May be obtained from your finance/accounting department.	
<b>6. DUNS Number</b>	Include 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.	
<b>7. FIPS Code</b>	List the FIPS Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	
<b>8. NFIP ID Number</b>	List the NFIP number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	
<b>9. Point of Contact</b>	Please provide all pertinent information for the point of contact. If this information changes once the application is submitted, please contact the HMGP staff immediately.	
<b>10. Application Prepared By</b>	Please provide the preparer information. May be different from the point of	

	contact (line 8) and/or the applicant’s agent (line 10).	
<b>11. Authorized Applicant Agent</b>	An authorized agent must sign the application. <i>“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 <u>resolution</u> by the governing body authorizing the signature authority for the individual signing must be provided.”</i>	
<b>12. LMS Letter</b>	A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to <b>Sample LMS Letter</b> . Applications without a letter of endorsement will not be processed.	

## Section I - Project Description

### A. Hazards to be Mitigated/Level of Protection

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

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

<p><b>1. Existing Problem</b></p>	<p>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.</p>	
<p><b>2. Type of Protection</b></p>	<p>Determine how the funding will solve the existing problem and provide protection.</p>	
<p><b>3. Scope of Work: What the Project Proposes to Do</b></p>	<p>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[b][4])? Does the proposed project address a problem that has been repetitive or that poses a significant risk to public health and safety if left unresolved (44 CFR 206.434[b][5][i])?</i> <b>See Sample Scope of Work Language</b> 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.</p>	
<p><b>4. On-Going or Proposed Projects in the Area</b></p>	<p>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. Answer Yes/No or unknown with an explanation required if yes. 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.</p>	

**Section II - Project Location**

**A. Site**

<p><b>1. Physical Location</b></p>	<p>List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude). The physical address must correspond with the address locations specified on maps submitted with the application.</p>	
<p><b>2. Title Holder</b></p>	<p>Provide the titleholder's name.</p>	
<p><b>3. Project Seaward of the CCCL?</b></p>	<p>Determine if the project site is located seaward of the Coastal Construction</p>	

	Control Line.	
<b>4. Number and Types of Structures Affected</b>	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 4.)	

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

<b>1. Copies of FIRM</b>	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 <a href="http://www.store.msc.fema.gov/">http://www.store.msc.fema.gov/</a> . <b>See instructions on How to make a FIRMette.</b>	
<b>2. Flood Zone Determination</b>	Specify the flood zone(s) of the project site(s). <b>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.</b>	
<b>3. Flood Hazard Boundary Map (FHBM)</b>	Not required if a copy of the FIRM is attached.	

**Note: All maps must be linked to the application.**

**C. City or County Map with Project Site and Photographs**

<b>1. City/County Map with Project Site</b>	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.	
<b>2. USGS TOPO with Project Site</b>	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to <a href="http://www.Digital-Topo-Maps.com">http://www.Digital-Topo-Maps.com</a>	
<b>3. Parcel/Tax Map</b>	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.	
<b>4. Site Photograph</b>	At least two sets of 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, which affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (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.	

**Note: All maps must be linked to the application.**



### Section III - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor’s quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. **Please make sure contingency costs are not included.** It is important to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

<b>A. Materials</b>	Describe the cost of materials.	
<b>B. Labor</b>	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).	
<b>C. Fees Paid</b>	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	
<b>Total Estimated Project Cost</b>	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	

#### D. Funding Sources (round figures to the nearest dollar)

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

<b>1. Estimated FEMA Share</b>	The estimated FEMA share is generally 75%. If the FEMA share is not 75%, assure actual amount is entered. It could be 50% or 35%, etc. of the total dollar amount of project depending on county allocation and LMS priority. This figure cannot exceed 75%.	
<b>2. Estimated Local Share</b>	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).	
<b>3. Total In-Kind</b>	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only.</i>	
<b>4. Total Project (Global) Match</b>	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>	
<b>5. Total Funding</b>	Total must represent (100%) of the total estimated project cost.	

**E. Project Milestones/Schedule of Work**

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

**Section IV - 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.**

<b>1. Detailed Project Description, Scope of Work &amp; Budget/Costs</b>	Complete Sections I & III of the application.	
<b>2. Project Area Maps</b>	Complete Section II, part B & C of the application.	
<b>3. Project Area/Structure Photographs</b>	Complete Section II.	
<b>4. Preliminary Project Plans</b>	For shutters see the scope of work and for drainage & elevation see engineering drawings.	
<b>5. Project Worksheets – Dates of Construction Required on All Projects</b>	Dates of construction are required for all structures. See worksheets.	
<b>6. Documentation Requirements by Project Type</b>	Provide any of the required documentation as listed on page 9 in the Information and Documentation Requirements by Project Type that may have already been obtained.	

**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 <a href="http://www.census.gov/">http://www.census.gov/</a> . If yes, complete Section IV, part B.	
---	--	--

**C. Information required for Tribal Consultation**

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities, complete Section IV part C.	
--	---	--

**D. Alternative Actions**

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	
2. Other Feasible Alternative Action	Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[b][5][iii])	
a. Project Description for the Alternative	NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other <b>feasible</b> alternative must be provided. Describe how the alternative project will solve the problem and provide protection from the hazard.	
b. Project Location of the Alternative (describe briefly)		
c. Scope of Work for Alternative Project		
d. Impacts of the Alternative Project		

**E. Estimated Budget/Costs for Alternative Project**

1. Materials	Optional	
2. Labor	Optional	
3. Fee Paid	Optional	
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.	

## Section V – Other Required Documentation

1. <b>Maintenance Agreement</b>	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	
2. <b>FFATA Form</b>	Please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience.	
3. <b>SFHA Acknowledgement of Conditions</b>	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.	
4. <b>Pre-award Cost Form</b>	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.	
5. <b>Request for Public Assistance Form</b>	Applicable if no FIPS number is assigned to applicant/recipient.	
6. <b>Model Statement of Assurances for Property Acquisition Projects</b>	For Acquisition projects only.	
7. <b>Declaration and Release</b>	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	
8. <b>Notice of Voluntary Interest</b>	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.	
9. <b>Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space</b>	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	