

HMGP State Wide Applicant Briefing Meeting Minutes/Notes

Organizers: Jared Jaworski, Claudia Lozano, and Paula Catledge

In Tallahassee: Jared, Kathleen, Brianna, Jeremy, Kristin, Gillian

In Orlando: Luz, Claudia, Paula

Webinar Start: 1:30 pm; End: 4:00 pm

*Minutes/Notes mainly include comments not found directly in slideshow

Introductions

Jared Jaworski – presented first section

Claudia Lozano – presented second section

Paula Catledge – presented third section

Brianna Beynart – HLMP Briefing

Jeremy ODell – Senior Management Specialist (Tallahassee office)

Luz Bossanyi – Operations and Management Consultant (Orlando office)

Kathleen Marshall – Community Program Manager (Tallahassee office)

Kristin Buckingham & Gillian Smith – meeting minutes/notes

Brianna: HLMP Briefing

State Funded no match mitigation grant

RCMP Same program, has been renamed with an expanded scope of work

- No longer limited to wind retrofits
- Must be shown to be cost effective
- Grant cycle July 1st to June 30th every year

Jared: Mitigation Overview

Mitigation projects are designed to:

- Better communities to reduce future damage
- Should be a long term solution

Mitigation is outside and in the background of the disaster cycle and is always collecting information to better mitigation solutions

Preparedness and mitigation are not the same (i.e. equipment for response)

HMGP

- NOT a disaster relief program
- Projects should be a solution to a problem with a favorable Benefit/Cost Ratio
- There can be a longer time period for approval due to review process
- The State's position is only to evaluate the eligibility of a project. The State does not choose the projects because the community is better able to determine which projects they need.
- Tier Funding is used to determine which communities are eligible for initial funding

- Cost reimbursement program for up to 75% of funding with a NON FEDERAL Match of 25%

Funding

- Federal programs are administered by the State
- Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA)
 - Non-disaster programs that are annually appropriated
 - Nationally competitive
- Disaster funding – initial tier non-competitive, following tiers can be semi-competitive.

Who Can Apply

ALL entities need to funnel through a county's Local Mitigation Strategy Working Group

- An ineligible entity cannot be a sub-applicant on a project. An eligible entity would need to assume that role on their behalf.
- Jurisdictions must have adopted most recent LMS to be eligible to receive HMGP funding.

Projects have to be consistent with state plan and propose a long term solution

Program Funding

Administrative costs are not automatically assigned to project, but must be requested in the project's budget. Be aware that this will affect the BCA result.

Global match – if there is a project that will be fully funded at the local level, you can submit it for review and use it as match for other mitigation projects

- Projects that are tied to a global match project will be reimbursed at 100% rather than 75/25
- Global Match projects can be of varying types and can be linked across county lines.
- Match projects must have an application and go through review process.
- Match applications must be submitted and approved before project construction can start.
- If the global match project fails for whatever reason, those projects tied to it will revert to the 75/25 requirement

States will often get 15% of funds for HMGP after a declaration (Florida is an enhanced state, so gets 20%)

In the past FEMA has issued a funding floor, but this is no longer the case. This means that any given estimate up to 12month after the date of declaration can fluctuate either up or down.

Estimates:

- 90 Day Estimate: issue announcement of funding availability
 - Counties get a percentage based on initial reports, but the amount of funding available can change as overall funding changes
- 60 Day Estimate: will be adjusted
- 12 Month: is the final locked in amount of funding

Tiers

During blue skies it is advised to develop small, medium, and large scale projects to better adjust to any funding allocation after a declaration. It is also encouraged to over submit projects in order to capture all available funding for HMGP.

If a project is not initially funded, it may be eligible for Tier 2 funding from leftover funding from tier 1

- Tier 1: Projects that fall within the initial funding allotment
- Tier 2: the amount of unfunded project costs is totaled up and each declared county receives a new percentage allocation base on their county's portion of the total unfunded amount. Leftover/unused funds are then reallocated using the new percentages.
- Tier 3: If funding remains, those counties that were not declared, and submitted applications during the application window, can receive HMGP funding on a first-come-first-serve basis.
 - No Tier 3 funding for Irma
 - Projects must be submitted in same application window, regardless of Tier level

Eligible projects

New type of project: Miscellaneous

- To capture projects that are mitigation but do not fit into any categories
- Must show that it is mitigation and passes review with good BCA value

Ineligible activities

Generators are not allowed, except for the following situations.

- Generator is a vital part of a larger mitigation project
- For a critical facility (facility must be identified in your county's LMS)
- Portable generators are allowed for a critical facilities as well (should be identified in the scope of work and must only be used for those facilities).

New construction is not allowed. Except for safe rooms and mitigation/reconstruction (demolished and rebuilt above code/elevated)

For studies, it must result in an eligible mitigation project for it to be allowed. Usually done as a phased project.

** Other than identified pre-award activities, beginning a project before application has been reviewed and approved will make your project ineligible for funding.

HMGP Process

Small group workshops will be held to help answer project-specific questions before the applications are due.

As soon as we receive applications with an endorsement, we will begin the review process. Following FEMA approval, we will go through the contracting process. Once the contracts are signed, projects can begin.

Role of the Applicant/Applicant Information

When submitting the application by hand it must be received by 5:00PM on August 6th, 2018

If mailed in, it must be post-marked by August 6th, 2018.

Consult the Application Checklist to make sure applications are complete when submitted.

Make sure the DUNS number is correct and consistent all the way through.

The point of contact should be someone who will be a reliable source for information. Notify the state project manager if this information changes.

LMS Endorsement Letter

It is ESSENTIAL for projects to have an endorsement letter signed by the LMS Working Chairpersons

Projects should be prioritized on the list. This will help determine the correct funding priority and Tier.

Pre-Award Costs

A drawback is that if the final project is not approved, any pre-awarded funds will not be reimbursed.

Eligible reimbursable costs have to be soft costs and must have taken place after disaster declaration.

HMGP Update: Irma

Submit as much as you can regardless of the 6-month allocation adjustment as the final allocation is not set.

For small group workshops, you can have stakeholders submit questions to the members that will attend if they cannot attend.

Claudia: Engineering Review

APPLICATION REVIEW

A Project Manager, an engineer and an environmental specialist will work on your application to ensure it represents a good mitigation project.

BCA

HMGP Projects must be cost effective, FEMA Benefit Cost Analysis Tool 5.3. Benefit/Project Cost = Ratio at 1.00 or greater.

Typical Benefits: Avoided Physical damages, emergency response costs, loss of function impacts, injuries and casualties and other non-traditional.

BCA exemptions: acquisition and elevation projects in the SFHA under a certain amount and Wind Retrofit for Non-residential buildings under 10% BRV.

We look for: explanation of problem/solution, maps, drawings, budget, milestone and the project worksheet.

WORKSHEET

Fundamental piece of the application provides all info for a preliminary BCA: General info, project cost, maintenance cost (required), location and property details.

Project cost could be: estimate from vendor, develop by Engineering department, Public Works data or similar projects completed in the past.

Two ways to run a BCA:

Using HISTORICAL info: description of what happened, photographs of flooded areas and/or damages, insurance claims, past repairs, homeowners statements, road closures, 911 records, local government expenses attending the emergency. In case of utility infrastructure: outages, cost of implemented protective measures, affected customers, etc.

Using EXPECTED info: Using FIS Study to demonstrate the property is at risk (transect, profile, etc.) or using and H&H showing maps of study area, preliminary designs and results before and after mitigation, structures affected, BRV and Finish floor elevation, etc. Sufficient information to calculate expected building damage, content damage and displacement cost.

Paula: Environmental

NEPA

Under NEPA an Environmental and Historic Preservation Review is required for all projects seeking federal funding. If a project is not categorically excluded, an environmental assessment will be required

Application

If the project area is extensive, boundary coordinates must be provided. If there are multiple locations, there must be coordinates for each location.

FIRM

Map number and effective date or revised date must be visible on all FIRM maps.

Maps and Photographs

Please make sure the project location is marked on all maps.

Photographs should be labeled and in dry conditions.

Tribal Consultation

Tribal consultation is done at the Federal level. The State will submit the required information to FEMA.

Tribal consultation is REQUIRED if there will be ground disturbance of 3" or more, no matter the size of the project.

Alternative Actions

Must be a feasible alternative.

A lump sum budget is acceptable for the alternative action.

Other Documentation

SHPO consultation will be done on our side, this will not need to be submitted with the application.

Public Notice

A Public notice is required for all projects located in the SFHA or if the proposed project may have significant impacts to the environment. The environmental specialist will let you know the best time to publish the public notice. There is a 30 day comment period and any comments need to be addressed and recorded.

After Presentation Information

FloridaDisaster.org

Top menu bar -> programs and partners -> Florida Division of Emergency Management -> Mitigation Bureau-> hazard mitigation grant program

HMGP application and resources